

The background is a solid blue color. It features several abstract geometric shapes: a white triangle in the top left corner, an orange triangle on the left side, a large white triangle at the bottom center containing a series of horizontal blue lines that create a perspective effect, and an orange triangle in the bottom right corner.

THE UNIVERSITY OF TEXAS AT ARLINGTON

# FRATERNITY & SORORITY LIFE

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# MAVERICK CREED

As members of The University of Texas at Arlington community, we live our shared values of collaboration, belonging, excellence, innovation, and integrity in a way that fosters community and cultivates mutual respect.

In addition to our shared values, our Maverick Creed affirms:

- The promise of respect towards all persons,
- The right for every person to participate in the free exchange of thoughts and opinions,
- The belief that openness to learn from differences in people, ideas, and opinions can cultivate an environment of excellence, and
- The value of honesty and transparency to sustain an environment of mutual respect.



## **INTRODUCTION**

The University of Texas at Arlington (UTA) believes that fraternities and sororities are an integral part of the community and provide an opportunity for the development of lifelong friendship, academic support, leadership development, and engaging in philanthropy and community service. Fraternities and sororities represent a feeling of true acceptance. A sense that you really belong. The encouragement of people who genuinely care. The connection to something that will last way beyond your college years. Fraternities and sororities at The University of Texas at Arlington empower students to fulfill their potential. We are focused on empowering UTA students to prepare for their careers, their life, and their potential. We want you to meet our people, to understand our purpose, and to hear our stories of the way our organizations have embraced and empowered us.

The mission of the University of Texas at Arlington states that we are “committed to the promotion of lifelong learning through academic and continuing education programs and to the formation of good citizenship through community service-learning programs. The diverse student body shares a wide range of cultural values and the University community fosters unity of purpose and cultivates mutual respect.” In support of the University’s mission, the Office of Fraternity & Sorority Life (herein referred to as Office of F&SL) seeks to maintain a positive relationship with the University through positive interactions and collaborations with colleagues.

## **PURPOSE OF THE F&SL HANDBOOK**

This handbook provides policies, procedures, and processes for members of the fraternity and sorority community, their organizations, and volunteers. The Fraternity and Sorority Life (F&SL) Handbook is used in conjunction with the Student Organization Handbook, The University of Texas at Arlington Handbook of Operating Procedures, and any additional University policies and procedures.

The F&SL Handbook is a document written and reviewed in collaboration with the governing councils, organizations, and with the Office of F&SL staff. The handbook review committee, comprised of students and alumni, reviews the Handbook on an annual basis to ensure that it reflects national standards, best practices and contains current information.

## **FRATERNITY & SORORITY LIFE COMMUNITY PILLARS**

Fraternity & Sorority Life has a core set of values that are Pillars of the Fraternity & Sorority Life community at UTA.

- **Lifelong Friendship** – Joining a fraternity or sorority is the beginning of a new experience with new friends and the creation of a home away from home. By joining a fraternal organization, members become part of a larger national organization and find that they have friends and connections all over the world.
- **Philanthropy & Community Service** – In the fraternity and sorority community at UTA, we encourage more than just making new friends within one’s organization. Getting involved on and off campus allows members to engage with their community and give back to those around them.
- **Leadership & Career Development** – UTA offers opportunities for students to become involved. Participation in a fraternity or sorority provides members opportunities to develop leadership and interpersonal skills on campus and within one’s own organization, skills which employers and advanced degree programs look for in their applicants.
- **Academic Support** – Fraternities and sororities provide members an opportunity to earn academic awards, recognition, and scholarships. Each organization offers academic support programs that could require study hours, offer tutoring sessions with other members, or mentoring opportunities.

## **OFFICE OF F&SL PRIORITIES**

### **Community Relations**

In partnership with organizations, governing councils, and F&SL Programming Board, the Office of F&SL staff will create programming to bring together the F&SL community to engage in personal development and social programming to build community across organizations and councils.

### **Community Growth & Retention**

The Office of F&SL Staff will work collaboratively with the four (4) governing councils and industry experts to develop a marketing plan that highlights the benefits of fraternity and sorority life within the student experience. This plan will be

developed to promote organization activity through various communication channels for students, families, alumni, and the greater community.

### **Community Training & Prevention**

The community will utilize training and prevention education to supplement members' knowledge of UTA policies, organization operations, and standards. Moreover, trainings will address student safety topics using evidence-based strategies.

Training should be grounded in the UTA Principles of Community and seek to enhance a student's knowledge on a broad range of topics. In support of organizations, councils, advisors, and other campus partners the Office of F&SL will assist in developing training topics to ensure member's needs are met. There will also be an emphasis to actively market campus resources to the F&SL community, advisors, alumni, and parents to meet the needs of stakeholders.

### **Member Development**

The Office of F&SL will develop a comprehensive member development plan to engage and develop members throughout their membership experience in a fraternity or sorority at UTA. This plan will be grounded in the Social Change Model of Leadership and provide students with the knowledge, skills, and abilities to enact social change in their communities.

## **F&SL OUTREACH & RESOURCES**

### **Communication**

The Office of F&SL will utilize email and Microsoft Teams as the official means of communication with organizations leaders, faculty/staff advisors, organization advisors, registered F&SL alumni, and (inter)national staff members regarding information within the UTA fraternity and sorority community.

- Organization leaders are responsible for ensuring their contact information is up to date for organizations leaders, faculty/staff advisors, organization advisors, registered F&SL alumni, and (inter)national staff members.
- Organizations leaders, faculty/staff advisors, organization advisors, registered F&SL alumni, and (inter)national staff members are responsible for any information communicated from the Office of F&SL
- Organization leaders will be responsible for organization file management in their Microsoft Teams channel, this includes, but is not limited to, roster management, recruitment and new member education paperwork, and risk management policy uploads.

In addition, the Office of F&SL will facilitate:

- Advisor Roundtable meetings for both faculty/staff advisors and organization advisors
- Communication to all members through the "All Things F&SL" newsletter, content will focus on Office of F&SL information, member development, and campus resources. Newsletters will be sent to all F&SL members and advisors.
- The Office of F&SL will facilitate communication and engagement opportunities at the start and closing of each academic year, and as needed with regional and (inter)national volunteers and headquarter staff members.
- The Office of F&SL will work with the Alumni Development office to partner in outreaching to UTA F&SL alumni, at least once a semester.

### **Fraternity & Sorority Alumni Council (FSAC)**

The F&SL Alumni Chapter (FSAC) reports to the Vice President for Student Affairs on broad matters of policy, planning and administration related to the F&SL community. The FSAC will assist with communication between the university, active members and alumni members of the F&SL community. Members of the FSAC serve at the pleasure of the VPSA. Membership on the council will rotate every 2 years and will include a representative(s) of all governing councils. Nominations and recommendations for membership will be allowed. Alumni nominated to serve on the council will be appointed by the VPSA.

The FSAC will convene no less than 2 times each year. The FSAC will collaborate with the UTA Alumni office to enhance F&SL alumni engagement and support.



FRATERNITY & SORORITY LIFE

# POLICIES



## **UTA FRATERNITY & SORORITY LIFE POLICIES**

### **1: ORGANIZATION RECOGNITION**

The University of Texas at Arlington recognizes social fraternities and sororities that are nationally and/or regionally recognized organizations. Professional, academic, or discipline (service) Greek-letter organizations are considered Registered Student Organizations and do not fall under the Office of Fraternity & Sorority Life.

**Definition:** UTA defines a social Greek-letter organization as an organization that exists to promote fraternal relationships and personal development; requirement for membership is not limited to a specific field of study, class year, or grade attainment beyond the typical grade requirement; members are not permitted to hold membership in other identified social fraternities or sororities at the University; the organization is affiliated with a(n) (inter)national organization; and the (inter)national organization has tax-exempt status under Section 501(a) of the Internal Revenue Code.

#### **A. Relationship Statement**

The University of Texas at Arlington acknowledges that Fraternity and Sorority organizations and the University are separate entities, each with independent legal status. UTA is committed to a mutually supportive relationship with social fraternities and sororities and desires to maintain that relationship through mutually accepted commitments and obligations presented in the policies and procedures for each of the four governing councils and through mutually accepted standards and procedures through the Standards of Excellence Program.

#### **B. Loss of Recognition**

Organizations losing recognition due to organizational conduct will follow their outlined letter from the Institution or their Inter/National Organization.

### **2: F&SL POTENTIAL MEMBER/MEMBER ENROLLMENT**

Potential members/interests, new members, and active members engaged in seeking membership or engaged in organization activities must be an enrolled UTA student and listed on the current organization roster. The Office of F&SL does not require members to be enrolled full time at the institution nor does it limit membership to undergraduate students, nor does it make any distinction between online or in-person course enrollment.

Potential members/interests, new members, and active members engaged in seeking membership or engaged in organization activities over the summer semesters must have been enrolled in the previous spring semester and be enrolled in the fall semester. Rosters must be updated each academic semester in the organization's TEAM channel; by the deadlines given from The Office of F&SL. If roster deadlines are not met fines will be incurred, as outlined in the handbook. Please see below the different status selections:

- MEMB – Active Member
  - The individual was an initiated member who remained active during the semester.
- PROV – New Member
  - The individual joined and was initiated into the chapter during that semester (do not change this status until after the semester's grade reports have come out).
- GRAD – Graduated/Alumni Member
  - The member graduated or took alumni status before the start of the that semester.
- INAC – Inactive Member
  - The member remained enrolled at UTA during that semester but did not meet the chapter's criteria for active status due to academic, financial, or personal reasons.
  - Chapters may designate members as inactive so they are not penalized with dues, fines, or participation requirements (e.g., Convocation, Hazing Prevention).
  - However, inactive members are still counted for certain reporting needs (e.g., GPA, risk management, community numbers, attrition rates, etc.) to ensure transparency and accountability.

- NENR – Not Enrolled at UTA
  - The member is taking the semester off and is not enrolled in courses at UTA during that semester.
- TRSF – Transferred
  - The member transferred to a different institution for that semester.
- DIS – Disaffiliated or Withdrawn
  - The member withdrew from UTA or was removed from the chapter by internal or university processes.

### **3: ORGANIZATION PROFILES**

The Office of F&SL, in alignment with TX Education Code Chapter 51.936, Subchapter Z, has created organization reports housed on the Office of F&SL website containing information and data on each organization. The organization reports include the following data related to the organization: number of members, number of new members, academic performance, community services hours, philanthropy efforts, awards/recognition, and required conduct violations and corresponding sanctions.

### **4: TRAINING AND EDUCATION**

#### **A. Family Educational Rights and Privacy Act**

To release student information to chapters each student will sign a FERPA (Family Educational Rights and Privacy Act) waiver to release their academic and student conduct records to their national/regional organization.

#### **B. Ongoing Training – Organization and Council Officers**

Training for organization and council leaders will be scheduled throughout each semester and will include, yet not be limited to recruitment, marketing, risk reduction, event planning, organization standards, UTA code of conduct, and applicable policies and procedures. The training will be offered through various platforms which will encompass both in person and online training. Organization Presidents and council officers receive ongoing education throughout the academic year through Officer Training, President's Council meetings, Organization Coaching meetings, council hosted training opportunities and Council Officer training.

#### **C. Advisor Training**

Advisor Roundtable meetings will be held each semester for advisors. All advisors are encouraged to attend the roundtables.

### **5: RECRUITMENT AND POTENTIAL/NEW MEMBER EDUCATION**

#### **A. Council Recruitment Planning**

In cooperation with the Office of F&SL, each council will work to develop recruitment plans that are organized in a manner that promote student safety and the positive values of fraternity and sorority life.

Recruitment plans must be unique to each council and will:

- Address risk management issues commonly associated with recruitment events or new member events such as alcohol, hazing, and servitude.
- Include a comprehensive marketing plan and implementation strategy that highlights the many benefits for students to associate with the fraternal community.
- Develop guidelines and support for open recruitment, formal recruitment, and ongoing recruitment efforts for each governing council in alignment with UTA and national policies.

#### **B. Recruitment of New Members**

An organization may not market or host any recruitment and/or potential/new member events/activities/programs until they have received written confirmation of completed Recruitment and New Member Education requirements by a F&SL staff member.

To provide adequate time for processing and review, designated organization leaders and advisor should meet with a F&SL



staff member at least three (3) business days prior to the desired start date of marketing or hosting of events, activities or programs.

*Note: additional restrictions may apply at the discretion of each governing council.*

Recruitment & New Member Education requirements include the following:

- **Recruitment and New Member Education – Intent Form.** Intent form must be submitted by the designated date each semester.
- **Recruitment and New Member Education Plan.** Organizations must submit the completed plan using the template provided for review and signature to their advisors, (inter)national office or designated regional volunteers, and the Office of F&SL. The plan includes details of the recruitment, new member education, initiation, and post-initiation potential/new member activities. The plan must be uploaded in the organization's Teams channel prior to meeting with F&SL staff.
  - All (inter)national and/or regional paperwork that requires a signature from Office of F&SL staff
  - ~~A copy of all marketing materials that will be shared in print, on social media, and created as apparel.~~
  - New Member Education/Membership Intake Process, Policies, and Curriculum
- The completed plan must have all signatures required: organization president, officer responsible for recruitment, officer responsible for educating new members, an advisor, and (inter)national office or designated regional volunteers.

If any dates and times need to be changed on the calendars of events, organization members must notify in writing through the organization's Microsoft Teams channel no less than two (2) business days prior to the new event time. Please make sure the tag your organization coach.

### C. Summer Recruitment

If supported by the organization's council, the fraternity or sorority may host recruitment and new member education during the summer and must follow the requirements outlined in subsection 5.B of this policy section.

### D. Potential Member/Interests Requirements

A potential new member (PNM) is defined as a student who potentially may receive a bid, invitation, and/or application to join a fraternity or sorority. For a PNM to be considered eligible for membership in any fraternity or sorority, they must be a fully matriculated student at UTA.

After receiving an invitation for membership, new members are required to attend various programs centered around community building and risk prevention; dates will be shared each term.

### E. New Member Education/Intake

Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid day/night," "big/little" events or activities, "family" events or activities and any ritual or ceremony.

### F. Disclosure

All documents supplied to the Office of F&SL staff are kept confidential from all students and/or student leaders. They may be shared with university officials and organization staff as needed.

### G. Violation of F&SL Recruitment and Potential/New Member Education Policy

Violations of the potential/new member education process could result in a referral to the Office of Community Standards.

- Violations include the follow, but are not limited to:
  - Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, late paperwork, failure to submit paper, etc.)

- Holding new membership education/intake without following the F&SL Recruitment and Potential/New Member Education Policy set forth by the Office of Fraternity & Sorority Life.
- Hazing: Any violations of the Texas state law and The University of Texas at Arlington policy.
- New members not completing required education (e.g., new member convocation)

#### H. UTA Hazing Policy

Hazing is prohibited by state and federal law. Hazing is defined as engaging in any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting in concert with others, directed against another person or persons regardless of the willingness of such other person or persons to participate, committed in the course of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any university student organization whose members are or include students at UTA, and causes or creates a risk, above the reasonable risk encountered in the course of participation in the student's education at UTA or the university organization, of physical or psychological injury.

The term organization means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, club sports team, or dance team (including both varsity and junior varsity), including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, in which two or more of the members are students enrolled at the University regardless of whether the organization is established or recognized by the University.

The term hazing includes, but is not limited to, any type of physical brutality, physical activity, activity involving consumption of food, liquid, drugs, or alcohol; activity that intimidates or threatens the student; any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the law; any activity that subjects the student to extreme mental stress, shame, or humiliation; any activity that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in the university; or that may reasonably be expected to cause a student to leave the organization or the university rather than submit to acts described in this section. Examples may include, but are not limited to:

- Any type of physical brutality, such as whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- Causing, coercing, or otherwise inducing another person to perform sexual acts;
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of local, state, tribal, or federal law; and
- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

Hazing with or without the consent of a person, whether on or off campus, is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Knowingly failing to report hazing can subject one to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the person, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

This hazing definition, including the definition of an organization, can be found in the Student Conduct and Discipline Policy (SL-SC-PO-01). Note, as part of the regular review process, this Policy will be updated to match the language provided above prior to the start of the 2025-2026 academic year. Hazing is prohibited by federal law (20 USC § 109) and by Texas state law (Tex. Ed. Code § 51.936 and §§ 37.151 - 37.157).

Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. According to the law, a person can commit a hazing offense not only by engaging in a hazing related activity, but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report firsthand information that a hazing incident is planned or has occurred in writing to the Vice President for Student Affairs or Dean of Students office. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

#### **I. Hazing Amnesty Policy**

According to Senate Bill 38, made effective September 1, 2019, Amnesty can be provided to any person who voluntarily reports a specific hazing incident if they report the incident before being contacted by the institution or otherwise being included in the investigation as well as they cooperate with the institution throughout the process. However, this does not apply for those that reports a hazing act they have committed or reports in bad faith.

#### **J. Reporting Hazing**

Any student, advisor, or alumni/alumnae can report any activity that they feel violates university, local, or state policy by using the F&SL Reporting Form. Anyone utilizing the form can report anonymously.

### **7: ALCOHOL MISCONDUCT & ILLEGAL DRUG POSSESSION AND/OR USE**

#### **A. UTA Alcohol Misconduct Policy**

According to the University of Texas at Arlington's Handbook of Operating Policies (SL-SC-PO-01: section II, sub-section E.1.k), alcohol misconduct is defined as:

*unauthorized use or possession of any intoxicating beverage including, but not limited to, minor in possession, minor in the presence, public intoxication, allowing minors access, driving under the influence or while intoxicated, or any violation of UTA's alcohol policies*

#### **B. Alcohol Amnesty Policy**

The University, in support of the Texas Alcoholic Beverage Commission amnesty policy, affords amnesty to a minor seeking aid in a medical emergency if the minor (1) requested emergency medical assistance in response to the possible alcohol overdose of the minor or another person; (2) was the first person to make a request for medical assistance under Subdivision (1); and (3) if the minor requested emergency medical assistance for the possible alcohol overdose of another person: (A) remained on the scene until the medical assistance arrived; and (B) cooperated with medical assistance and law enforcement personnel.

#### **C. UTA Illegal Drug Possession and/or Use Policy**

According to the University of Texas at Arlington's Handbook of Operating Policies (SL-SC-PO-01: section II, sub-section E.1.j), alcohol misconduct is defined as:

*use, manufacture, possession, sale, or distribution of any illegal drug or narcotic, or the possession and/or use of paraphernalia associated with an illegal drug, or the use of any substance (e.g., nitrous oxide, glue, paint, etc.) in a manner other than prescribed or directed with the intent to alter a student's mental state*

#### **D. Reporting Alcohol Misconduct or Illegal Drug Possession and/or Use**

Any student, advisor, or alumni/alumnae can report any activity that they feel violates university, local, or state policy by using the F&SL Reporting Form. Anyone utilizing the form can report anonymously.

#### **E. Counseling and Treatment Programs**

Assistance is available to all members of the campus community through the National Alcohol and Drug Abuse Hotline at 800-252-6465, Alcoholics Anonymous at 817-861-8100, Al-Anon at 1-888-425-2666, the North Texas Addiction Counseling and Education Organization at 817-795-8278, the Texas Department of State Health Services at 817-264- 4500, and the Recovery Resource Council at 817-332-6329. In addition, services are available specifically for UTA students via Drug and Alcohol

Counseling and Referral Services through UTA Health Services at 817-272-2771 and the UTA Center for Students in Recovery.

## 8: AUXILIARY GROUPS

In alignment with national standards and best practices, organizations within the F&SL community will have and enforce a policy prohibiting cross-organizational auxiliary groups (i.e., “little sisters/brothers”) associated with their organizations. Organizations that support or sponsor auxiliary groups, or are alleged to support or sponsor auxiliary groups, may be subject to interim suspension while the allegation is reviewed and adjudicated.

## 9: ORGANIZATION ACTIVITIES & EVENTS

Per the Student Organizations Handbook (Section V), it is recommended that all official events and activities - both on and off-campus – be registered. However, organizations must register events that fall within the following instances:

| Activities that require registration approval | Deadline   |
|---|--|
| Reserve a room or space on campus             | 5 class days in advance  |
| Present a guest speaker/performer             | 5 class days in advance  |
| Use amplified sound (outdoors)                | 3 class days in advance  |
| Sell items, fundraise, or solicit donations   | 3 class days in advance  |
| Serve or cook food on campus                  | 14 class days in advance   |
| Serve alcoholic beverages (on/off-campus)     | 10 class days in advance   |
| Travel more than 25 miles from campus         | 10 class days in advance (domestic)<br>30 calendar days in advance (international) |
| Need police security                          | 30 calendar days in advance  |
| Events with Alcohol                           | Pre-Event Meeting must occur 4 business days prior to the event.                   |

Instructions on how to register your organizations’ activities can be found in the Student Organization Office or online at [uta.edu/studentorganizations](http://uta.edu/studentorganizations)

For events and activities with alcohol or other high-risk factors (i.e., large attendance, contact sports, money handling, travel, etc.), the organization must participate in a Pre-Event meeting with a staff member from the Office of F&SL. Once the event is approved in MavEngage, the organization will receive communication via email to schedule their Pre-Event meeting.

### A. Alcohol & Events

As events with alcohol pose a higher risk to organizations, the below rules and requirements are outlined to assist organizations in managing risk in their events and activities:

1. The organization, members and guests must comply with all federal, state, and local laws as well as their Headquarters policies. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. The organization, members and guests must follow the federal law regarding illegal drugs and controlled

substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on organizational premises or at any activity or event sponsored or endorsed by the organization.

3. Fraternity and Sorority's may host or attend a BYOB function if they are following state and (inter)national requirements.
4. Common sources of alcohol (kegs/party punch), including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides/sponsors alcohol.
7. An organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor. However, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only. Organizations must utilize a guest list system.
9. Attendance at events must not exceed local fire or building code capacity of the organizational premises or host venue.
10. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid day/night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.
11. The organization, members or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

## **B. Implications for Non-Compliance**

Organizations who fail to comply with the rules and instructions outlined above will be referred to the Office of Community Standards as appropriate.

### **11: ORGANIZATION EXPANSION/RETURN**

The Office of F&SL and Division of Student Affairs supports all council and organization expansions as determined by each specific governing council. When governing councils determine there is a need for expansion the Office of F&SL encourages this growth as it is seen as a positive tool in strengthening the fraternity and sorority community.

All fraternities and sororities wishing to expand/return to UTA must follow the Organization Expansion/Return guidelines.

### **12: ORGANIZATION FACILITIES ON UTA PROPERTY**

UTA recognizes facilities on university property, organizations with facilities are on campus are recognized through a lease agreement with the institution. All facilities must adhere to city of [Arlington Single Family Residential Code Compliance](#).

In addition, organizations are responsible for:

- Maintain the lawn, front lawns cannot have grass over five (5) inches in length
- Routinely checking the fencing structure and repairing any broken fence boards
- Contacting the Office of F&SL when there are concerns and/or broken lights, call boxes, parking issues, etc.

## **A. Facility Management**

Organizations must submit a roster of all individuals living in organization facilities by the first day of classes each fall, spring, and summer semester in which the organization facility is open to residents.

Each organization must identify an alumni advisory board member that will serve as the Organization Housing Compliance Officer and provide their contact information to the Office of F&SL by the established date each semester.

The role of the Organization Housing Compliance Officer will be to ensure all UTA, organization, governing council and (inter)national policies and procedures are followed. The Organization Housing Compliance Officer will work closely with the Organization's House Manager to ensure compliance is achieved. Organization Housing Compliance Officers will be required to attend annual training with the Office of F&SL which will include, yet not be limited to, ~~training on~~ [UTA Principles of Community](#), the no alcohol and substance housing policy, hazing prevention, and fire and life safety standards and policies. This training will be held within the first 6 weeks of each semester.

#### **B. Fire and Life Safety Training**

Each organization with an organization facility on campus will identify an Organization Fire Marshall (OFM) and participate in ongoing fire and life safety training with the University's EH&S Office and the State Fire Marshal's Office each semester. The OFM will be responsible for attending scheduled training sessions and submitting property inspection reports to the Office of F&SL.

All members living in the organization facility will be required to attend fire and life safety training offered each spring and fall semester.





FRATERNITY & SORORITY LIFE

# F&SL STANDARDS PROCESS

| <b><i>Alleged Violation</i></b>  | <b><i>Potential Outcomes</i></b>   |
|--|--|
| <i>Conduct Reflecting Poorly on F&amp;SL</i>   | <ul style="list-style-type: none"> <li><i>Required Meeting with Staff to remedy.</i></li> <li><i>Dependent upon conduct a refer to Community Standards</i></li> </ul>              |
| <i>Violation of F&amp;SL Event &amp; Policy</i>  | <ul style="list-style-type: none"> <li><i>Required Meeting with Staff</i></li> <li><i>MavEngage frozen until completion of meeting</i></li> </ul>                                  |
| <i>Violation of F&amp;SL Policies; including Travel</i>                                  | <ul style="list-style-type: none"> <li><i>Required Meeting with Staff to remedy</i></li> <li><i>Dependent upon policy violation various privileges could be revoked</i></li> </ul> |
| <i>Violation of F&amp;SL Alcohol Policy</i>  | <ul style="list-style-type: none"> <li><i>Referral to Community Standards</i></li> <li><i>Outreach to NHQ for joint sanctions</i></li> </ul>                                       |
| <i>The organization allegedly violated the F&amp;SL Auxiliary Group policy</i>           | <ul style="list-style-type: none"> <li><i>Referral to Community Standards</i></li> <li><i>Potential Interim Suspension</i></li> </ul>  |
| <i>Alcohol or drugs were present during any event/ activity related to new member</i>    | <ul style="list-style-type: none"> <li><i>Referral to Community Standards</i></li> <li><i>Outreach to NHQ</i></li> </ul>   |
| <i>Organization had alcohol and/or other drugs present in the organization facility.</i> | <ul style="list-style-type: none"> <li><i>Pending HQ policy; referral to Community Standards</i></li> </ul>  |

| <b><i>Minimum Standard not Achieved by the Organization</i></b>   | <b><i>Potential Outcomes First Level Offense</i></b>   | <b><i>Potential Outcomes Second Level Offense</i></b>   |
|---|--|---|
| <i>Organization did not maintain a 2.5 GPA for the Fall or Spring semester</i>  | <ul style="list-style-type: none"> <li><i>Organization will submit a scholarship plan by the 3<sup>rd</sup> week of school. Organization will incur a weekly fine of \$10 if not submitted.</i></li> </ul>                                       | <ul style="list-style-type: none"> <li><i>Required meeting with HQ regarding a chapter management plan</i></li> </ul>   |
| <i>Organization did not maintain both a faculty/staff advisor.</i>  | <ul style="list-style-type: none"> <li><i>Organization will be marked as frozen on MavEngage until state requirement has been met.</i></li> </ul>  |   |
| <i>Organization did not submit all roster updates via Microsoft Teams by the designated dates for Fall and/or Spring semester</i> | <ul style="list-style-type: none"> <li><i>Members are not recognized by the university and any privileges associated with that including Intramurals, Awards, Travel, Funding, etc.</i></li> <li><i>\$50 fine assessed to chapter</i></li> </ul> | <ul style="list-style-type: none"> <li><i>Organization will incur weekly fine of \$10 beginning 3 business days after the missed deadline until rosters are updated.</i></li> </ul> |
| <i>Organization did not complete their Annual Risk Management Acknowledgement Form.</i>   | <ul style="list-style-type: none"> <li><i>Organization will be marked as inactive on MavEngage until state requirement has been met</i></li> </ul>   |   |
| <i>Organization failed to follow the Recruitment/Intake Policy</i>  | <ul style="list-style-type: none"> <li><i>\$50 fine assessed to chapter</i></li> <li><i>Possible referral to conduct</i></li> <li><i>Possible meeting with chapter advisors</i></li> </ul>   | <ul style="list-style-type: none"> <li><i>Meeting with HQ regarding a chapter management plan</i></li> </ul>  |
| <i>Organizations Members / New Members did not attend Required FSL Workshops</i>  | <ul style="list-style-type: none"> <li><i>\$25 fine assessed per member</i></li> </ul>   |   |
| <i>Designated Officers failed to attend Officer Trainings</i>   | <ul style="list-style-type: none"> <li><i>\$25 fine assessed per member</i></li> </ul>   |   |
| <b><i>Standards for Housed Chapters</i></b>   | <b><i>Potential Outcomes First Level Offense</i></b>   | <b><i>Potential Outcomes Second Level Offense</i></b>   |
| <i>Organization failed to complete the Housing Update Form by the designated dates each semester.</i>                             | <ul style="list-style-type: none"> <li><i>\$50 fine assessed to chapter</i></li> </ul>   |   |
| <i>Organization failed to make updates or adjustments based off of EH&amp;S requirements by due date</i>                          | <ul style="list-style-type: none"> <li><i>\$50 fine assessed to chapter</i></li> </ul>   | <ul style="list-style-type: none"> <li><i>Organizations will incur daily fine of \$5 beginning 3 business days after the missed deadline until requirements are met.</i></li> </ul> |



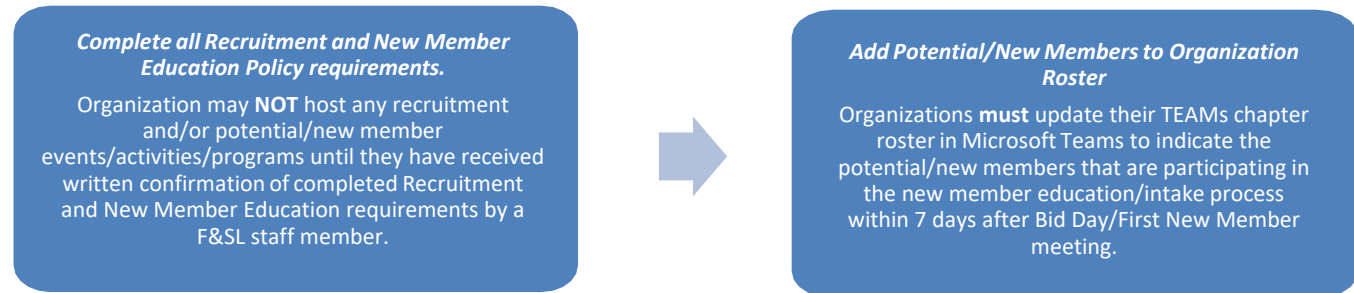
FRATERNITY & SORORITY LIFE

# RECRUITMENT AND NEW MEMBER EDUCATION PLAN

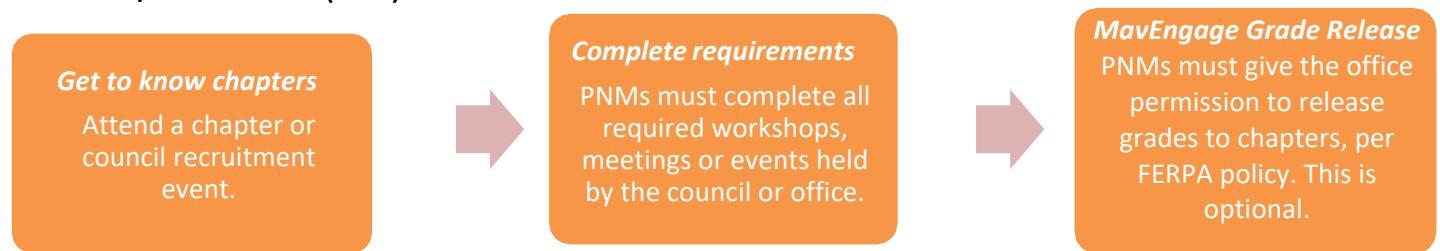
## **RECRUITMENT AND NEW MEMBER EDUCATION PLAN**

The Office of Fraternity & Sorority Life supports the growth and retention of all active fraternity/sorority organizations at The University of Texas at Arlington. To best support the planning and management of recruitment and new member education, we work in partnership with organization officers, advisors, and regional/international organizations to facilitate a new member experience focused on fostering belonging and student safety. This document provides details on the responsibilities and process for organizations and those that wish to pursue membership, as well as reviews campus policies and best practices.

### **ORGANIZATION RESPONSIBILITY AND PROCESS**



### **POTENTIAL/NEW MEMBER (PNM) RESPONSIBILITY AND PROCESS**



**Last day for new member events/activities (education, initiation, retreats, presentations, etc.):**

- Fall: The Sunday prior to Thanksgiving break
- Spring: The Sunday prior to finals

## **FS&L RECRUITMENT AND NEW MEMBER EDUCATION POLICY**

### **A. Council Recruitment Planning**

In cooperation with the Office of F&SL, each council will work to develop recruitment plans that are organized in a manner that promote student safety and the positive values of fraternity and sorority life. Recruitment plans must be unique to each council and will:

- Address risk management issues commonly associated with recruitment events or new member events such as alcohol, hazing, and servitude.
- Include a comprehensive marketing plan and implementation strategy that highlights the many benefits for students to associate with the fraternal community.
- Develop guidelines and support for open recruitment, formal recruitment, and ongoing recruitment efforts for each governing council in alignment with UTA and national policies.

### **B. Recruitment of New Members**

An organization may not market or host any recruitment and/or potential/new member events/activities/programs until they have received written confirmation of completed Recruitment and New Member Education requirements.

Recruitment & New Member Education requirements includes the following:

- **Recruitment and New Member Education – Intent Form.** Intent form must be submitted by the designated date each

semester.

- **Recruitment and New Member Education Plan.** Organizations must submit the completed plan using the template provided for review and signature to their advisors, (inter)national office or designated regional volunteers, and the Office of F&SL. The plan includes details of the recruitment, new member education, initiation, and post-initiation potential/new member activities. The plan must be uploaded in the organization's Teams channel prior to meeting with F&SL staff.
  - Documents to be included with the plan are:
    - All (inter)national and/or regional paperwork that requires a signature from Office of F&SL staff.
    - New Member Education/Membership Intake Process Curriculum as provided by your headquarters
  - The completed plan must have all signatures required: organization president, officer responsible for recruitment, officer responsible for educating new members, an advisor, and (inter)national office or designated regional volunteers.
- **Meeting with F&SL Staff.** Organizations may meet with a F&SL staff member to discuss the submitted Recruitment and New Member Intent Form and Plan. Suggested attendees include organization president, officer responsible for recruitment, officer responsible for educating new members, and an advisor.

### C. Summer Recruitment

If supported by the organization's council and National HQ, the fraternity or sorority may host recruitment and new member education during the summer and must follow the requirements outlined above. Please contact the Fraternity & Sorority Life staff to discuss further details

### D. Potential Member/Interests Requirements

A potential new member (PNM) is defined as a student who potentially may receive a bid, invitation, and/or application to join a fraternity or sorority. For a PNM to be considered eligible for membership in any fraternity or sorority, they must be an enrolled student at UTA.

After receiving an invitation for membership, new members are required to attend a F&SL New Member Convocation program in the year in which they joined and complete their Hazing Module.

### E. New Member Education/Intake

Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid day/night," "big/little" events or activities, "family" events or activities and any ritual or ceremony.

### F. Disclosure

All documents supplied to the Office of F&SL staff are kept confidential from all students and/or student leaders. They may be shared with university officials and organization staff as needed.

### G. Violation of F&SL Recruitment and Potential/New Member Education Policy

Violations of the potential/new member education process could result in a referral to the F&SL Standards Committee and/or the Office of Community Standards.

- Violations include the follow, but are not limited to:
- Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, late paperwork, failure to submit paper, etc.)
- Holding new membership education/intake without conforming to the F&SL Recruitment and Potential/New Member Education Policy set forth by the Office of Fraternity & Sorority Life.
- Hazing: Any violations of the Texas state law and The University of Texas at Arlington policy.
- Potential new members not completing required education
- New members not completing required education

**IMPORTANT:** To provide adequate time for processing and review of at least three (3) business days prior to the desired start date of hosting of events/activities/programs. **This form can be found on the Fraternity & Sorority Life MavEngage Page and MUST be fully filled out and submitted via MavEngage to be considered for approval; no handwritten or emailed forms will be accepted.**

**Organization**

**Name:** \_\_\_\_\_ **Semester/Year** \_\_\_\_\_

**President Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Intake/Recruitment Chair Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**New Member Educator**

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Do you intend to recruit for the semester?**

- ☐ No, I do not plan to recruit nor have new members join this semester.
  - *If not, please check off no, and submit this document with advisor signature confirmation.*
- ☐ Yes, I do plan to recruit and have new members join this semester.
  - *If so, please fill out the dates requested below for review and signatures.*

**Recruitment & Potential/New Member Education Process Date**

|  |  |
|--|--|
| <b>What date will the organization begin recruitment events for the semester?</b>  |  |
| <b>If the organization required applications from potential members, what date are they due?</b>   |  |
| <b>What date(s) will the organization issue bid/invitations of membership?</b>   |  |
| <b>What date will new members begin their new member processes? (Note that process can not extend longer than 6 weeks)</b>   |  |
| <b>What date will new members end their process for the semester? (Note that all processes and presentations must be complete by the Sunday of Thanksgiving break)</b>   |  |
| <b>What date will your New Member Presentation be for the semester? Include time and location, if possible? (Note that all processes and presentations must be complete by the Sunday prior to Thanksgiving break)</b> |  |

**Recruitment and New Member Education Plan Acknowledgement – Chapter Leaders**

By signing, I certify that I have reviewed all of the materials accompanying this document and all University and Office of Fraternity & Sorority Life policies and procedures, and other relevant information from my (inter)national organization regarding recruitment and education processes of potential/new members. **I acknowledge that the materials as provided align with my (inter)national**



**organization policies and the Office of Fraternity & Sorority Life and University policies.** I will educate my chapter on the regulations of the recruitment and potential/new member education process. I will keep the Office of Fraternity & Sorority Life informed of my chapter's new member activities.

*Yvonne Dominguez*

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**Signature of Organization President**

**Print Name**

**Date**

*Malik Miles*

---

**Signature of Organization Intake/Recruitment**

**Coordinator**

**Print Name**

**Date**

*Amy Fisher*

---

**Signature of Organization New Member**

**Print Name**

**Date**

**Educator**

**Recruitment and New Member Education Acknowledgement – Chapter Support**

As a volunteer or headquarter staff member, I acknowledge that this Recruitment and New Member Education Information Form and accompanying materials as provided align with the organization's mission and policies. I support the organization moving forward in Recruitment and New Member Education during the semester indicated at The University of Texas at Arlington.

*Amanda Perez*

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**Signature of Alumni Advisor**

**Print Name**

**Date**

*Dr. Miller*

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**Signature of Regional or (Inter)National**

**Print Name**

**Date**

**Representative**



FRATERNITY & SORORITY LIFE

# ORGANIZATION STANDARDS PROGRAM & ANNUAL AWARDS

## **F&SL ORGANIZATION STANDARDS PROGRAM**

The Office of Fraternity & Sorority Life at UTA strives to offer a program that promotes student success and development through the fraternal experience. While many of our organizations provide such an experience, the Organization Standards program will assist in developing achievable benchmarks and priorities to assure a vision of excellence for the future of the fraternity/sorority community at UTA. The objectives & expectations will be reviewed on an annual basis to assure they are aligned with current trends and best practices while also meeting the needs and challenges of the current community.

The Office of Fraternity and Sorority Life will evaluate organizations each year on the criteria outlined and the overall organization evaluation.

## **F&SL COMMUNITY PRIORITIES**

- **Community Growth & Retention** - The Office of F&SL Staff will work collaboratively with the governing councils and industry experts to develop a marketing plan that highlights the benefits of fraternity and sorority life within the student experience. This plan will be developed to promote organization activity through various communication channels for students, families, alumni, and the greater community.
- **Community Relations** - In partnership with organizations, governing councils, and F&SL Programming Board, the Office of F&SL staff will create programming to bring together the F&SL community to engage in personal development and social programming to build community across organizations and councils.
- **Community Training & Prevention** - The community will utilize training and prevention education to supplement members' knowledge of UTA policies, organization operations, and standards. Moreover, training will address student safety topics (alcohol tobacco and drug prevention, hazing prevention, sexual misconduct prevention, mental health, bias prevention, and bystander intervention) using evidence-based strategies. In support of organizations, councils, advisors, and other campus partners the Office of F&SL will assist in developing training topics to ensure member's needs are met. There will also be an emphasis to actively market campus resources to the F&SL community, advisors, alumni, and parents to meet the needs of stakeholders.
- **Member Development** - The Office of F&SL will develop a comprehensive member development plan to engage and develop members throughout their membership experience in a fraternity or sorority at UTA.

## **EXPECTATION AND PARTICIPATION**

Each organization must achieve **all Minimum Standards objectives**, to move forward with the **Organization Standards of Excellence level objectives**. The Organization Standards of Excellence objectives are based on our F&SL Community Priorities. Each objective has a rubric in addition, organizations will receive an overall status of "Bronze, Silver, or Gold" based on total accumulated points.

**Organizations not meeting Minimum Standards for three consecutive academic years will be required to set up a communication and improvement plan with Fraternity & Sorority Life in partnership with their national organization.**

Minimum Standards are found in the policy section of the F&SL Handbook. All criteria are required to move to the Bronze and above Standards level.

## **SUBMISSION INSTRUCTIONS**

To ensure a successful submission of your Organization Standards packet, please comply with the following instructions:

- **Submissions will be due along with the Fraternity & Sorority Life awards via MavEngage.**
- **Submissions will only be considered for activities that took place each calendar year.**
- **Do not submit previously submitted activities.** This will cause your application to be disqualified.
- **Read the questions thoroughly.** Submissions that do not follow instructions will be disqualified.

Recognition Level Points Breakdown:

**Bronze Organization**  
**16-24 Points**

**Silver Organization**  
**25-34 Points**

**Gold Organization**  
**35+ Point**

Additionally, each organization will receive an individual report and community report. It is our hope that these reports will assist the organization in on-going improvement to obtain and maintain a status of excellence in each of the priorities of the community.

| Recognition Levels  | Organizations will receive:   |
|---------------------|---|
| Gold Organization   | <ul style="list-style-type: none"> <li>• Recognition at F&amp;SL Awards Ceremony</li> <li>• Highlighted in our F&amp;SL Instagram &amp; Website</li> <li>• Letter of recognition sent to Headquarters regarding organization standing</li> <li>• Up to \$750 in programming or travel funding provided by the Office of Fraternity and Sorority Life</li> </ul> |
| Silver Organization | <ul style="list-style-type: none"> <li>• Recognition at F&amp;SL Awards Ceremony</li> <li>• Highlighted in our F&amp;SL Instagram &amp; Website</li> <li>• Up to \$550 in programming or travel funding provided by the Office of Fraternity and Sorority Life</li> </ul>   |
| Bronze Organization | <ul style="list-style-type: none"> <li>• Recognition at F&amp;SL Awards Ceremony</li> <li>• Highlighted in our F&amp;SL Instagram &amp; Website</li> <li>• Letter of recognition sent to Headquarters regarding organization standing</li> <li>• Up to \$350 in programming or travel funding provided by the Office of Fraternity and Sorority Life</li> </ul> |

#### **TOP ORGANIZATION OF THE YEAR AWARD**

The three highest scoring organizations in the Standards of Excellence objectives will be eligible to interview to be recognized as Top Organization of the Year. Top Organization winners will receive a Top Organization of the Year trophy, and a featured Shorthorn ad, in addition to the recognition actions in their respective scoring level.

Organizations that have been found responsible and received disciplinary sanctions within the academic year from their council, the F&SL Office, Office of Community Standards, or their regional/(inter)national organization are not eligible for the Top Organization of the Year recognition.



## F&SL Standards of Excellence

Standards of Excellences are additional standards that all organizations should aim to achieve. These are things that makes an organization stand out and allow for opportunities for additional engagement and exposure. There are three (3) designations within the Standards of Excellence level (Bronze, Silver, and Gold). Below are the points needed to achieve each designation.

Bronze: 16 to 24 points achieved

Silver: 25 to 34 points achieved

Gold: 35+ points achieved

Only organizations that reach the "Gold" designation are eligible for the Top Organization Award. Organizations that have been found responsible and received disciplinary sanctions during the current academic year from their council, the Fraternity & Sorority Life Standards Committee, the Office of Community Standards, or their regional/(inter)national organization are not eligible for the Top Organization of the Year recognition.

Standards of Excellence criteria should be achieved with a simple "Yes" or "No".

|   | Category            | Criteria  |
|---|---------------------|---|
| 1 | Community Relations | <p>Organization attended or hosted philanthropy project(s). <i>Philanthropy being an event in which you raise awareness and/or money donations for a cause.</i></p> <ul style="list-style-type: none"> <li>• 1 point: 1 philanthropy project</li> <li>• 2 points: 2 philanthropy projects</li> <li>• 3 points: 3 philanthropy projects</li> </ul> |
| 2 | Community Relations | <p>Organization attended or hosted community service project(s). <i>Community service being an event in which you do voluntary work intended to help people in a particular area.</i></p> <ul style="list-style-type: none"> <li>• 1 point: 1 community service project</li> <li>• 2 points: 2 community service projects</li> </ul>              |

|   |                     |  |
|---|---------------------|--|
|   |                     | <ul style="list-style-type: none"> <li>3 points: 3 community service projects</li> </ul>   |
| 3 | Community Relations | <p>Organization communicated specifically to alumni/alumnae throughout the academic year via a <b>newsletter</b> or a <b>formal</b> communication avenue (e.g., organization updates, engagement opportunities, upcoming events, etc.) initiated by the organization. <i>Formal communication includes email, newsletters, or social media outreach (posting, collaborative post, DM to alumna IG/FB group(s)). Must display more than one event, opportunity, or activity for points to add up.</i></p> <ul style="list-style-type: none"> <li>1 point: one newsletter/formal communication created and sent</li> <li>2 points: two newsletters/formal communication created and sent</li> <li>3 points: three newsletters/formal communication created and sent</li> </ul> <p><b>Must include copy of communication.</b></p>                       |
| 4 | Community Relations | <p>Organization promoted alumni engagement by hosting, participating, or attending an activity, event, or program with alumni/alumnae. <i>Events that have been organized by the undergrad chapter, alumni chapter, or a collaborative event members attended together are all considered.</i></p> <ul style="list-style-type: none"> <li>1 point: 1 activity, event, or program</li> <li>2 points: 2 activities, events, or programs</li> <li>3 points: 3 activities, events, or programs</li> </ul>  |
| 5 | Community Relations | <p>Organization (co)hosted Founders' Day Celebration. <i>Celebration can be within chapter members, organization members, or a general public event.</i></p> <ul style="list-style-type: none"> <li>1 point: co(hosted) a Founders' Day Celebration</li> </ul>   |
| 6 | Community Relations | <p>Organization engaged faculty through activity, event, program, etc. <i>Faculty is considered someone who is currently considered an academic personnel/teacher on campus and recognized by a college within the university. Staff members do not count on this engagement opportunity.</i></p> <ul style="list-style-type: none"> <li>1 point: 1 facilitated faculty engagement</li> <li>2 points: 2 facilitated faculty engagements</li> </ul>   |
| 7 | Community Relations | <p>Organization enhanced their F&amp;SL community relations through event or activity support</p> <ul style="list-style-type: none"> <li>1 point: attend and participated in an event or activity hosted by another social fraternity/sorority</li> <li>2 points: cohost an event or activity with another organization within your organization's council.</li> <li>3 points: cohost an event or activity with another organization outside of your organization's council. Meaning one of the three other councils on campus.</li> <li>4 points: cohost an event or activity with two other organizations outside of your organization's councils not in the same council. Meaning two of the three other councils on campus.</li> <li>5 points: cohost an event or activity with an organization from each council. (CPH/IFC/MGC/NPHC)</li> </ul> |
| 8 | Community Relations | <p>Organizations enhanced their university visibility and relations through event or activity support.</p> <p>in an event or activity hosted by a non-F&amp;SL organization or department on campus</p> <p>ity open to all UTA students</p> <p>tivity with a non-F&amp;SL organization or department on campus</p>   |



|    |                                 |  |
|----|---------------------------------|--|
| 9  | Community Growth & Retention    | <p>Organization facilitated an internal organization retreat that focuses on building relationships, leadership development, and other interpersonal skills</p> <ul style="list-style-type: none"> <li>• 1 point: facilitated an internal organization retreat</li> <li>• 2 points: worked with F&amp;SL staff or advisor to develop an agenda for the internal organization retreat. Must include a copy of confirmed meeting and agenda for consideration.</li> </ul>  |
| 10 | Community Growth & Retention    | <p>The organization has outlined a year-round organization branding plan for purposes of demonstrating the organization's goals and values, as well as the promotion of organization's operations and events.</p> <ul style="list-style-type: none"> <li>• 1 point: organization has a social media presence (have at least one (1) organization social media account)</li> <li>• 2 points: organization has a social media presence that is current and updated with posts regularly (posting at least twice a month)</li> <li>• 3 points: organization has a social media presence that is current and updated with posts regularly (posting at least twice a month) and the organization has utilized council or campus resources to better promote their events (i.e., Shorthorn ads, printed flyers, alternative posting outside of social media, etc.) Include picture of flyer posted on campus sites (not graphic flyer used), shorthorn ad promotion, or other non-social media promotion.</li> </ul> |
| 11 | Community Growth & Retention    | <p>Organization hosted programs/workshops focused on building member's confidence and skills around recruiting new members.</p> <ul style="list-style-type: none"> <li>• 1 point: 1 recruitment skills program/workshop</li> <li>• 2 points: 2 recruitment skills programs/workshops</li> <li>• 3 points: 3 recruitment skills programs/workshops</li> </ul>   |
| 12 | Community Training & Prevention | <p>Organization conducted a facilitated chapter officer transition on at least an annual basis.</p> <ul style="list-style-type: none"> <li>• 1 point: conduct a facilitated officer transition</li> <li>• 2 points: worked with an F&amp;SL Staff or advisor to develop an agenda for the facilitated officer transition. Must include confirmation of meeting time and agenda.</li> </ul>   |
| 13 | Community Training & Prevention | <p>Organization hosted <b>program(s)</b> promoting academic support (i.e., time management, campus academic resources, study skills, note taking strategies, faculty guest speaker, etc.). Note: general study hours will not be considered for review as an event/program unless built as an academic growth plan with objectives/goals for consideration.</p> <ul style="list-style-type: none"> <li>• 1 point: 1 activity, event, or program</li> <li>• 2 points: 2 activities, events, or programs</li> <li>• 3 points: 3 activities, events, or programs</li> </ul>   |
| 14 | Community Training & Prevention | <p>Organization hosted program(s) focusing on career preparation (i.e., resume workshop, alumni career panel, interview skills, professional attire, etc.).</p> <ul style="list-style-type: none"> <li>• 1 point: 1 activity, event, or program</li> <li>• 2 points: 2 activities, events, or programs</li> <li>• 3 points: 3 activities, events, or programs</li> </ul>   |
| 15 | Member Development              | <p>Organization participated in leadership development hosted by the organization's (inter)national organization (locally, statewide, regionally, and or (inter)national)</p> <ul style="list-style-type: none"> <li>• 2 points: Attendance of at least one program</li> </ul>   |
| 16 | Member Development              | <p>Organization met the standard of various programs hosted by Fraternity &amp; Sorority Life including but not limited to New Member trainings, hazing/alcohol prevention, social development or outreach/recruitment efforts</p> <ul style="list-style-type: none"> <li>• 1 point: 2 events, or programs</li> <li>• 2 points: 4 events, or programs</li> <li>• 3 points: 6 events, or programs</li> </ul>  |

Individual organization members may apply for any/all awards on behalf of their organization, individual members, alumni, and advisors. In addition, anyone may nominate individuals for individual awards regardless of organization affiliation. Each organization can have more than one member for each individual member award by submitting multiple nomination forms.

All members and organizations must be in good standing with the local, national organization and the University to be eligible for awards. Organizations that have received disciplinary sanctions during the current academic year from their council, the Fraternity & Sorority Life Standards Committee, the Office of Community Standards, or their regional/(inter)national organization are not eligible for the Top Organization of the Year recognition.

## **INDIVIDUAL AWARDS**

### ***Outstanding New Member***

This award recognizes a new member in the Fraternity & Sorority Life community who represent their chapter and/or the UTA F&SL community at large in the best way. This member should display values in Scholarship, Service, Leadership, and Community and understands what being a Fraternity/Sorority member truly means. They constantly strive to help the community grow, engage in new opportunities, and leads among their peers.

### ***Outstanding Member***

This award recognizes a Fraternity Member and/or Sorority Member who displays a commitment to promoting unity and inclusion within their chapter, council, the fraternity, and sorority life community, and the UTA campus. They work to build relationships not only within their organization but intentionally strive to learn about others in their community and network among their peers. This person is a positive role model and displays what a true Fraternity/Sorority Member leader should be. The recipients should be widely known and highly regarded across all councils in the F&SL community for their lasting contributions.

### ***Outstanding President***

This award recognizes exemplary chapter presidents that have made an impact in and on their chapter and left a strong legacy. These presidents may have encountered challenges and resistance, worked to make chapter change, or helped an excellent chapter become even better. Award winners are presidents with strong leadership skills capable of leading by example and representing the organization and the fraternity and sorority community as a whole in a positive way through values-based decision-making.

### ***Outstanding Alumnae Member***

This award is designed to recognize a chapter alumnae/alumni who goes above and beyond to serve the undergraduate chapter. When considering which alumnae to nominate (if you have more than one), chapters should account for service to the UT Arlington F&SL community, involvement with the national fraternity or sorority, assistance/guidance provided during chapter issues, as well as overall engagement with the chapter membership.

### ***Advisor of the Year***

This award recognizes an organization advisor (alumnae/alumni or faculty/staff) who goes above and beyond to serve the undergraduate organization. When considering which advisor to nominate (if you have more than one), organizations should account for service to the UT Arlington F&SL community, involvement with the national fraternity or sorority, assistance/guidance provided during organization issues, as well as overall engagement with the organization membership.

### ***Friend of the Community Award***

This award recognizes UTA faculty, staff, or departments who have contributed to the support and genuine care for the growth and development of the Fraternity and Sorority Life community at UT Arlington. The individual(s) have demonstrated having a passion for their work, and an overall supportive attitude towards students and their endeavors.

## **ORGANIZATION AWARDS**

### ***Outstanding Academic Program Award***

The Outstanding Scholarship award celebrates organizations that exhibit a strong commitment to academic excellence through the

collective success of their chapters and individual members, fostering a culture that prioritizes learning and intellectual growth.

#### ***Outstanding Collaborative Program***

The Outstanding Collaborative Award recognizes the sorority or fraternity chapter that displays a genuine effort in building community among their peers. It recognizes a chapter who has intentionally collaborates/co-created an event with other groups.

#### ***Outstanding Leadership Initiative / Program***

The Outstanding Leadership Initiative/Program award recognizes fraternities and sororities that excel in providing diverse opportunities and programming for leadership development among their members, fostering a culture of involvement and empowerment.

#### ***Outstanding Professional Development Initiative / Program***

The Outstanding Scholarship Program recognizes fraternities and sororities that excel in developing skills, traits, and competencies among their members that directly contribute to success in the workplace. This award highlights the pivotal role these organizations play in preparing their members for professional endeavors by fostering a supportive environment that promotes leadership, teamwork, communication, and other essential qualities sought after in the modern workforce.

#### ***Outstanding Social Development Initiative / Program***

The Outstanding Social Development Award recognizes the sorority or fraternity chapter that excel in fostering positive social experiences while promoting responsible behavior and community engagement. Recipients demonstrate a commitment to creating inclusive, safe, and enriching social environments that enhance the overall collegiate experience.

#### ***Outstanding Philanthropy Campaign and Community Service Award***

This award recognizes organizations who display the utmost altruistic behavior with raising funds or products to benefit a pre-selected philanthropy/non-profit. The organization receiving this award has also developed an innovative program that provides a service to the community while educating its members throughout the process. The program or activity has significantly contributed to those in attendance through engagement and education.

#### ***Outstanding Community Building Award***

This award recognizes the sorority or fraternity organization that displays a genuine effort in building community among their peers. It recognizes an organization who has demonstrated that fraternity/sorority membership involves going beyond the individual organization and collaborating with organization within the greater UT Arlington community.

#### ***Creating a Culture of Care Award***

This award recognizes the organization who has demonstrated efforts to influence their peers to create safe environments by taking a stand against risky behavior and educating its members/peers on effective risk management practices. Programs that were mandated by F&SL, UTA, or your Organization are not eligible for this award.

#### ***Outstanding Alumni Relations Award***

This award recognizes an organization with the most outstanding comprehensive alumni relations program (programming, engagement, communication, and outreach).

#### ***Outstanding Inclusion Initiative/Program Award***

This award recognizes the organization who has promoted the institutional vision to foster an inclusive environment that supports a diverse community, encourages the exploration and discovery of the unfamiliar, and promotes the understand of all viewpoints.

#### ***Mardie Sorenson Outstanding Program Award***

This award recognizes an organization that has excelled in creating successful, unique programming in any aspect of Fraternity & Sorority Life. The organization may submit more than one application for consideration if they wish. The event should have occurred after the previous awards ceremony and before the designated deadline. Programs that were mandated by F&SL, UTA, or your organization are not eligible for this award.

### ***Spirit of the Community Award***

The Fraternity and Sorority Life Spirit of the Community award celebrates a remarkable organization that consistently goes above and beyond to strengthen the bonds of our fraternity and sorority community. Nominated by their peers for their unwavering commitment, this organization stands out for their remarkable dedication to attending other chapter/council events, supporting community-wide initiatives, and fostering a positive atmosphere. Their eagerness to uplift the entire community and their unwavering support for fellow organizations exemplify the true spirit of unity and collaboration within our Greek community.



FRATERNITY & SORORITY LIFE

# EVENT/ACTIVITY PLANNING GUIDE

## **EVENT/ACTIVITY PLANNING GUIDE**

### **WHAT CONSTITUTES AN EVENT**

Factors that may make it more likely for an event to be deemed a fraternity or sorority event are, but are not limited to:

- If the event is announced at an organization meeting
- If t-shirts are made for the event
- If officers of the organization have knowledge or have planned the event
- If it takes place before or after an official organization event
- If it takes place at an establishment that is associated with the organization
- If pictures found on the internet (Instagram) suggest organization involvement
- If there is a clearly followed theme to the event which suggests coordination
- If the event is sponsored or endorsed by an organization, in-person or online, including those that occur on/off campus
- If a reasonable person would associate the event with a specific organization

**The follow questions may guide you to better understand if your activity may be considered an event.**

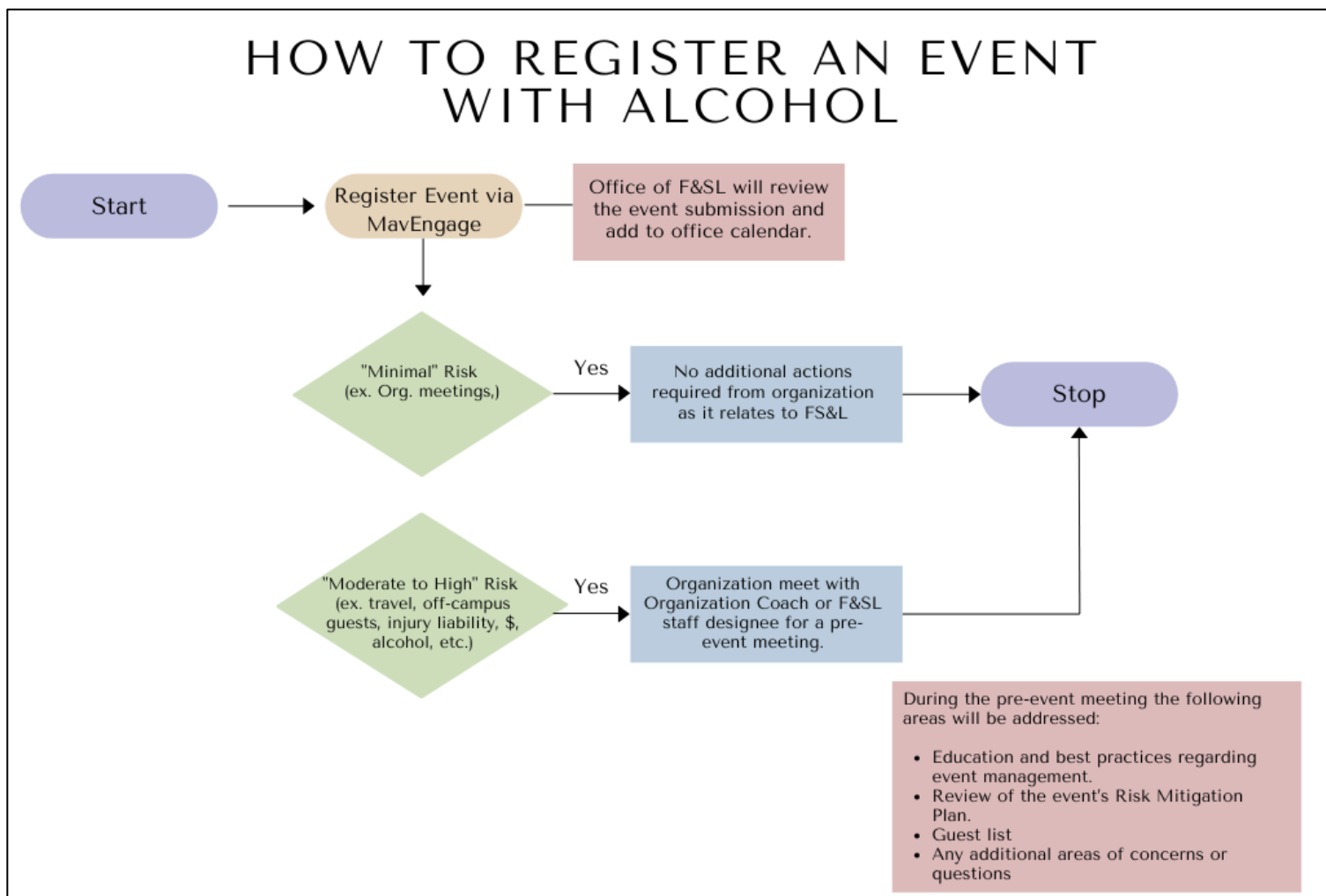
- Is the event being hosted in your organization house or a university-provided meeting space?  
*If yes, every event you host there could be considered an organization event.*
- Is the event being hosted in an on or off campus location where you traditionally hold your events?  
*If yes, every event you host there could be considered an organization event.*
- Is the event being hosted or planned by one or more members of the organization and supported by the Exec?  
*If yes, this activity could be considered an event.*
- Is the event being hosted or planned by one or more members and supported by members/associate/new members?  
*If yes, this activity could be considered an event.*
- Does the Executive Council have prior knowledge of the event?  
*If yes, this activity could be considered an event.*
- Is the event on the organization official/unofficial social media accounts [e.g., Instagram, GroupMe, Twitter, etc.]?  
*If yes, this activity could be considered an event.*
- Are members attempting to rename the event to give the appearance that it is not associated with the organization?  
*If yes, this activity could be considered an event.*
- If guests were stopped on their way to the event, would they say they were going to a the “XYZ” event?  
*If yes, this activity could be considered an event.*
- Is the event actively or passively endorsed by a majority of the active organization?  
*If yes, this activity could be considered an event.*
- Have members of the organization lied about the event?  
*If yes, this activity could be considered an event.*

### **HOW TO REGISTER AN EVENT**

All organization events and activities (on-campus, off-campus, and online) must be registered with the Office of Student Organizations.

## HOW TO REGISTER AN EVENT WITH ALCOHOL

In addition to following the process for registering any event. The organization should review the [Student Organization Handbook](#) for more guidelines and expectations regarding events with alcohol present.



## RISK REDUCTION AND MANAGEMENT PLAN

This plan is to allow organization event planners to analyze and proactively consider areas of risk for a particular event. The event planners should complete the risk mitigation plan prior to the pre-event meeting with an Office of F&SL staff member. It is highly encouraged that the event planner discusses the risk mitigation plan with the organization's risk management officer, organization leadership, and organization advisor to ensure that all considerable areas of risk have been addressed.

Events that could require a pre-event meeting and submission of risk mitigation plan.

*NOTE: This list is not exhaustive*

- Events with alcohol
- Events with ticket sales or money handling
- Fundraising events hosted at an establishment that serves alcohol
- Events with contact sports or water sports
- Events with transportation
- Events with non-organization member guests
- Semi-Formals/Formals
- Events held over 25 -miles away from campus

## ADDITIONAL RESOURCES TO HELP IN EVENT/ACTIVITY PLANNING

### Event Details

1. Who is planning the event?

Organization: \_\_\_\_\_  
Name: \_\_\_\_\_  
Officer Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

2. Name/Theme of event: \_\_\_\_\_

3. Date of the event: \_\_\_\_\_

4. Time of the event: Start time \_\_\_\_\_ AM PM – End time \_\_\_\_\_ AM PM

5. Location of event:

- ☐ Organization Property  
☐ Rented Facility (Hotel, Restaurant, Third-Party Venue, etc.)  
☐ Member(s) Residence  
☐ Other: \_\_\_\_\_

6. Purpose of event:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Recruitment  | <input type="checkbox"/> Philanthropy |
| <input type="checkbox"/> Educational  | <input type="checkbox"/> Service      |
| <input type="checkbox"/> Social/Mixer | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Formal       |                                       |

7. Which best describes the event below? Check all that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> Dry event (no alcohol)           | <input type="checkbox"/> Recruitment  |
| <input type="checkbox"/> Member Event Only                | <input type="checkbox"/> Service  |
| <input type="checkbox"/> Fundraiser                       | <input type="checkbox"/> Event with one other fraternity / sorority           |
| <input type="checkbox"/> Member and Date Event            | <input type="checkbox"/> Event with more than one other fraternity / sorority |
| <input type="checkbox"/> Philanthropy                     | <input type="checkbox"/> Event with one other non-fraternal student group     |
| <input type="checkbox"/> Third Party Vendor at a location | <input type="checkbox"/> Event with more than non-fraternal student group     |
| <input type="checkbox"/> New member event                 | <input type="checkbox"/> Event with one university department                 |
| <input type="checkbox"/> Sport                            | <input type="checkbox"/> Event with more than one university department       |
| <input type="checkbox"/> Parent/Family Event              |   |

8. The activities below could be considered *moderate/high* risk events. Does the planned event contain any of the following?

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Bring your own gun (trap/skeet shooting)                               | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Sky diving/ parasailing/bungee jumping                                 |                                       |
| <input type="checkbox"/> Travel (car-pooling, self-drive, busses)                               |                                       |
| <input type="checkbox"/> Building of temporary structures                                       |                                       |
| <input type="checkbox"/> Pools  |                                       |
| <input type="checkbox"/> Mechanical Bulls   |                                       |
| <input type="checkbox"/> Bounce Houses/Inflatables  |                                       |
| <input type="checkbox"/> Slip & Slides/Any other water feature                                  |                                       |
| <input type="checkbox"/> Obstacle course  |                                       |
| <input type="checkbox"/> Contact sports (e.g., volleyball,)                                     |                                       |
| <input type="checkbox"/> Bonfires   |                                       |
| <input type="checkbox"/> Tug-o-war  |                                       |
| <input type="checkbox"/> Rock Climbing  |                                       |
| <input type="checkbox"/> Events take place at heights more than one to two feet from the ground |                                       |
| <input type="checkbox"/> Event with live animal's present (e.g., rodeo, petting zoo).           |                                       |



9. Have any written contract or agreement been signed for any part of this event?

10. **Yes or No**

(see [Contracts Template for Third Party Vendors](#) if a Vendor does not present a contract to you.)

- ☐ Food caterer: \_\_\_\_\_
- ☐ Security guards: \_\_\_\_\_
- ☐ Bus/transportation company: \_\_\_\_\_
- ☐ Third party vendor: \_\_\_\_\_
- ☐ University facility: \_\_\_\_\_
- ☐ Hotel venue: \_\_\_\_\_
- ☐ Sports field: \_\_\_\_\_
- ☐ DJ: \_\_\_\_\_
- ☐ Band: \_\_\_\_\_
- ☐ Artist: \_\_\_\_\_
- ☐ Facilities/Grounds (restrooms and waste management): \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

11. How will alcohol get to the event?

*Please consult the university and your inter/national organization's risk management policy for additional guidance and policies.*

- ☐ Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.]  
*Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event.*
- ☐ Dry Event [No alcohol will be present]

### Planning a Third-Party Vendor Event

#### What is a Third-Party Vendor?

*Examples of Third-Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are NOT individuals who work as bartenders. Any events/activities with alcohol must be hosted at a third-party vendor.*

#### Planning the Third-Party Vendor Event

Have you reviewed your organization's contract with the Third-Party Vendor?

**Yes or No**

*It is recommended that you reach out to your headquarters for contract questions and review.*

The contract should be signed and dated by both the person authorized by your respective organization (i.e., organization president, advisor, etc.) and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the organization be in compliance with Inter/national fraternity requirements. (see [Contracts Template for Third Party Vendors](#) if a Vendor does not present a contract to you.)

#### Building a Guest List

Do the math, check your headquarters policy for member to guest ratio at events where alcohol is present.

How many members and new members do you plan to have at the event?

How many guests per member/new member will you allow at the event?

This is the total number of guests you can invite to your event

**X**

**=**

The total number of attendees (members and guests) should not exceed fire code capacity for the venue.

1. Figure out how members will add names to the guest list.
  - ☐ Spreadsheet or Sign-Up List  
Create a spreadsheet and allow members to add guests' names. Bring the list to an organization meeting or post it online. Each member and new members' name should be on the list next to a blank space for each guest they are allowed to invite [Remember: three guests per member/new member].
  - ☐ Numbered Invitations  
Distribute numbered invitations to each member/new member to give to their guests. These invitations should be printed professionally or created in a way so they cannot be easily copied. Tickets cannot be sold or bartered. Keep a list with each member/new member's name on it and the numbers of the invitations they were given. During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation
  - ☐ Online Ticket System (e.g., Eventbrite, Facebook, etc.)  
Create a closed [non-recurring] event with a specific start and end time. Do NOT allow friends to extend the guest list. Set the Privacy to "Invite Only." A designated officer [e.g., Risk Management Chairman] should be set as the Host and administrator for the event. Each member/new member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period during which members will be given access to add guests to the event.
  - ☐ Other [Describe]: \_\_\_\_\_
2. How many hours in advance will the guest list be closed? \_\_\_\_\_  
*Suggested organizational guidelines recommend the guest list be closed at least 24 hours prior to the event.*

## Managing the Event

### Theme

1. Does the event have a theme? **Yes or No**  
If yes, what is the theme? \_\_\_\_\_  
Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:
  - ☐ Does NOT rely on the stereotypes of certain groups.
  - ☐ Does NOT encourage offensive dress or costumes.
  - ☐ Does NOT stereotype men or women.
  - ☐ Is NOT sexist. If you are unsure, try interchanging the word/theme with a racial word/theme.
  - ☐ Is NOT centered on making fun of a particular group of people, culture, or organization.
  - ☐ Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

### Event Monitors

1. Who will your officer in charge be for the event? \_\_\_\_\_
2. How many event monitors will you have at the event? \_\_\_\_\_  
*Suggested organizational guidelines are one event monitor for every 15 attendees.*
3. What is the system/process for selecting event monitors?  
*Suggested organizational guidelines utilize a fair ratio of brothers/new members and not using new members only.*
4. List the names / phone numbers for the assigned event monitors.

|      |       |      |       |
|------|-------|------|-------|
| Name | Phone | Name | Phone |
| Name | Phone | Name | Phone |
| Name | Phone | Name | Phone |

5. How will you identify event monitors during the event so a member/guest could easily recognize them?
6. What are the responsibilities of the event monitors during the event?
  - ☐ Check members' and guests' IDs at the door to verify their age
  - ☐ Manage the guest list at the door
  - ☐ Mark the guests, members, and new members who are of the legal drinking age [i.e., 21 and over]
  - ☐ Monitor members' and guests' policy compliance

☐ Other [Describe]: \_\_\_\_\_

7. Are you hiring security for the event? If so, what are their responsibilities?
8. Is the venue providing security for the event? If so, what are their responsibilities?

### Transportation

1. Will you provide transportation to and from the event? **Yes or No**  
*If yes, how?*
  - ☐ Licensed transportation vendor [e.g., charter bus]
  - ☐ Pre-paid car service
  - ☐ Designated driver program  
*[consult the risk management policy of your organization prior to selecting this option]*
  - ☐ Other [Describe]: \_\_\_\_\_
2. What is the process/plan to ensure members/guests utilize the method of transportation both to and from the event?

### Construction/Decorations

1. Will there be any special construction/decorations for this event? **Yes or No**  
*If yes, please describe:* \_\_\_\_\_  
Persons and/or company performing construction and contact information:  
Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

### Prevention Questions

1. How many entrances will there be to the party? \_\_\_\_\_  
*It is safest to only have ONE entrance to the event.*
2. Is this event is planned to exceed five hours in duration? **Yes or No**  
*Please explain why this event will exceed five hours.*
3. Will ample food, other than snacks and non-alcoholic beverages be available? **Yes or No**  
*Who will provide the food?* \_\_\_\_\_  
*What food/beverages will be served?* \_\_\_\_\_
4. Are glass bottles prohibited from the event? **Yes or No**
5. Will this event involve any physical activity? **Yes or No**
6. Will doors to residential living be locked / secured during the event? **Yes or No**
7. Will you stop the service of alcohol at least one hour before the event ends? **Yes or No**
8. Will you select music that is NOT disrespectful or degrading to a particular group of people or culture? **Yes or No**
9. Will you ensure no illegal drugs and controlled substances are at the event? **Yes or No**
10. Will you ensure there are no tables or paraphernalia within the event that are used for drinking games? **Yes or No**
11. Will you ensure the event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur?  
**Yes or No**
12. Please describe any specific prevention plans from the above areas.

### Risk Mitigation Plan

1. Do you have a risk mitigation plan in place for the event? **Yes or No**  
*If yes, please describe:* \_\_\_\_\_
2. Will emergency services be readily available at the event? **Yes or No**
3. Who is the officer in charge to contact emergency services?  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_
4. If the need for assistance arises, who will be responsible for contacting:
  - ☐ Emergency personnel
  - ☐ Organization President
  - ☐ Organization Advisor
  - ☐ House Corporation President
  - ☐ Fraternity/Sorority Headquarters
  - ☐ University Officials

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Educational credit goes to FIPG, Pi Kappa Phi Fraternity and the North American Interfraternity Conference for portions of this resource.



FRATERNITY & SORORITY LIFE

# **EXPANSION/ (RE)ESTABLISHMENT PLANNING**

## **ORGANIZATION EXPANSION/RETURN PROCESS**

### **STATEMENT ON EXPANSIONS AND ORGANIZATION RETURN**

The Office of F&SL and Division of Student Affairs supports all council and organization expansions as determined by each specific governing council. All fraternities and sororities wishing to expand/return to UTA must follow the Organization Expansion/Return guidelines:-

The purpose of expansion procedures set forth by each governing council is to ensure expansion of fraternity and sorority organizations occurs in a manner which positively reflects the values and mission of the Office of F&SL, Division of Student Affairs & UTA.

All fraternity and sorority organizations must be recognized by a F&SL governing council, the Office of F&SL, and the Office of Student Organizations to be considered in good standing with the university. All interested organizations should review council expansion policies as well as the Student Organization Handbook before moving forward in the expansion process.

### **PROCESS TO (RE)ESTABLISH A FRATERNITY OR SORORITY AT UTA**

1. Review the council expansion documents on the Fraternity and Sorority Life website.
2. Complete UTA F&SL Expansion Interest Form to include the following:
  - a. Contact Information (First Name, Last Name, Title, Email, Phone Number)
    - i. Headquarters
    - ii. Regional/District
    - iii. Local
  - b. Indicate Council of Interest
  - c. Submit Letter of Interest (Must include a regional or HQ signature, organization's letterhead, and indicate the extent of local alumni support)
  - d. Submit Copy of (Inter)National Constitution and Bylaws
  - e. Submit Copy of (Inter)National Risk Management Policy
  - f. Submit Copy of (Inter)National Recruitment and New Member Education/Intake Policies and Procedures
3. Completed UTA Expansion forms are reviewed by council of interest.
4. Council Approval Process. Council of interest conduct a vote of support/approval (letter)
5. If approved, the organization will then work with a F&SL staff member to become a recognized student organization through the Fraternity and Sorority Life and Student Organizations office.
  - a. The Office of F&SL will host a meeting with the organization to explain privileges and detailed timeline.
6. The F&SL staff member will also assist with any needs as the organization begins to recruit new members.
  - a. The Office of F&SL will serve as the Sponsoring Organization until the new/returning organization as completed the Student Organization's New RSO (Registered Student Organization) process. The new organization will be able to participate/host the following with the support of the Office of F&SL.
    - i. F&SL Open Houses
    - ii. Activity Fair Days
    - iii. Organization-hosted Interest Session (up to 2)
    - iv. Council-hosted programming focusing on recruitment
7. The organization must abide by all university, council, and office policies as they are a guest of the institution.

### **INTEREST GROUPS**

The Office of F&SL does not recognize or support the creation of interest groups. An interest group is defined as a student-lead movement, with or without support from a national headquarters, petitioning to create a new social fraternity or sorority organization. For a new fraternity or sorority organization to join any F&SL council, at UTA the specific council must be open for expansion, and the application to join must come from a national headquarters.

### **FRATERNITY/SORORITY CHARTERING**

Newly established organizations that followed the F&SL Expansion/Return Policy and were approved to colonize on campus must receive and become fully chartered as a member of the University community by the end of their second full academic year. Should a newly established organization fail to meet this deadline, they could lose recognition at UTA.



FRATERNITY & SORORITY LIFE

# APPENDIX

| Office  | Resources/Service Provided  |
|---|---|
| <a href="#"><u>Office of Student Organizations</u></a>                    | MavEngage Support and Education, Student Organization Policy Coaching.  |
| <a href="#"><u>Dean of Students</u></a>                                   | Student Advocacy and Support. Emergency Assistance Fund. Behavior Intervention, Mavs Stand Up Bystander Intervention.                         |
| <a href="#"><u>Behavioral Intervention Team</u></a>                       | Confidential Identification, Intervention, and Response to Students in Need.  |
| <a href="#"><u>UTA Police Department (Non-Emergency)</u></a>              | Non-Emergency Services (e.g., Personal Security Escorts, Vehicle Jumpstarts).   |
| <a href="#"><u>UTA Police Department (Emergency ONLY)</u></a>             | Emergency Reporting.  |
| <a href="#"><u>Office of Community Standards</u></a>                      | Student Conduct & Discipline Violation Investigations and Adjudications.  |
| <a href="#"><u>Title IX</u></a>   | Title IX Policy Violation Investigations.   |
| <a href="#"><u>Relationship and Sexual Violence Prevention (RVSP)</u></a> | Advocacy, Support, and Programs for Survivors. Organization/Community Educational Programming.  |
| <a href="#"><u>Health Services</u></a>                                    | Ambulatory Health Care Facility for Students on Campus. Health Promotions. Organization/Community Educational Programming.                    |
| <a href="#"><u>Counseling &amp; Psychological Services</u></a>            | Individual and Group Counseling, Psychiatry Services. Organization/Community Educational Programming.   |
| <a href="#"><u>Student Access &amp; Resource Center</u></a>               | Accessibility Services for Students and Alternative Testing.  |
| <a href="#"><u>Intercultural Student Engagement Center</u></a>            | Supports student retention and completion for the many cultural, religious/spiritual, and identity groups reflected within UTA                |
| <a href="#"><u>Military and Veteran Services</u></a>                      | Veteran Advocacy, Support, and Education.   |
| <a href="#"><u>Follett Student Leadership Center</u></a>                  | Leadership Programs, Volunteer Experiences. Organization/Community Educational Programming.   |
| <a href="#"><u>Maverick Pantry</u></a>                                    | Food Distribution to Students with Food Insecurities.   |
| <a href="#"><u>Lockheed Martin Career Development Center</u></a>          | Resume Review and Mock Interviews, On-Campus Student Employment, Internship and Career Fairs. Organization/Community Educational Programming. |

#### IMPORTANT POLICIES AND RESOURCES

| Policy Name (Hyperlinked)   | Description  |
|---|--|
| <a href="#"><u>Student Organization Resources</u></a>             | Resources for student organization officers such as Student Org Handbook, administrative policies, event planning and registration, risk management, etc.  |
| <a href="#"><u>Student Conduct and Discipline Policy</u></a>      | The standards of conduct expected of university students, specify disciplinary sanctions which can be imposed when conduct does not conform to the prescribed standards, and establish due process procedures. |
| <a href="#"><u>F&amp;SL Resources</u></a>                         | Resources for fraternities and sororities, including the F&SL Handbook, event planning guide, community reports, F&SL Calendar, etc.   |
| <a href="#"><u>Discipline of Student Organizations Policy</u></a> | Resolving registered student organization alleged violations of Regents' Rules and Regulations, University regulation, administrative order, or federal, state, or local law or                                |
| <a href="#"><u>Illicit Drugs and Alcohol Abuse Procedure</u></a>  | Policy describing the standards of conduct, health risks, university penalties, available counseling or rehabilitation resources, and penalties under State and Federal Law.                                   |
| <a href="#"><u>Sexual Misconduct Policy</u></a>                   | Policy describing the process of reporting and resolving of sexual misconduct, retaliation, and other prohibited conduct under this policy.  |