

Alpha Omicron Pi

Alpha Phi [†]SJU Sigma Pi

Lambda Chi Alpha

Alpha Gamma Delta Phi Sigma Sigma

Sigma Sigma Sigma

Sigma Phi Epsilon

Greek Life

Organization Manual

Office of Student Leadership & Activities

Mission Statement

The purpose of Student Leadership & Activities at Saint Joseph's University is to create opportunities for undergraduate students to make connections and develop a sense of belonging to the University community.

We support student-led organizations and programs, train and cultivate leaders, create annual events and provide space for social development to occur. Participation in these opportunities and events will promote student learning, enhance personal growth, and help students realize their full potential as part of their preparation for leading a satisfying and productive life.

Dear Fraternity or Sorority Member,

Thank you! Your commitment to your Chapter and to Saint Joseph's University should be commended and does not go unnoticed! Leading a fraternity or a sorority is no easy task. There are both high moments and low moments that you will look back on once you leave the walls of SJU. Not every moment will be easy. Your leadership skills and your patience will be tested. I have no doubt that you will rise to the challenge and face whatever comes your way head on.

This manual will be an important resource for you. It contains policies, procedures and tips to help you be the best student leader possible. I hope that many answers to questions are going to be right here at your fingertips, and if not, I am just a phone call or an email away. I am open to suggestions for content! If you can think of something that should be in this manual, please let me know. Feel free to share this with your Chapters. The more information is spread throughout the Greek community, the stronger it will be.

Please use me as a resource as well. I might have a new idea or a different perspective that will make you think. I am here to hold you accountable, answer questions and be a University support for you. This is your Greek life community, and I am here to help make it the strongest that it can be.

Stacey Sottung

Associate Director of Student Leadership & Activities

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Introduction:

This manual is designed to assist fraternity and sorority student leaders in successfully leading their Chapters at Saint Joseph's University. Any fraternity or sorority not following the guidelines within will be subject to sanction. Fraternity and sorority presidents and leadership have the responsibility of reading and understanding all policies and regulations outlined in this resource manual. In addition, presidents are responsible for disseminating this information to members of their organization so that all members are aware of university policies and procedures regarding social Greek organizations.

Policies

Policy on Hazing: (the following is taken from the SJU Student Handbook, the complete version can be found here: www.sju.edu/studenthandbook)

Saint Joseph's University is concerned about the emotional, psychological, and physical health and well-being of its students. SJU prohibits all forms of hazing, as it is in direct conflict with all students having the right to belong to groups without the risk of danger or humiliation. Consent to hazing is never a defense to violation of this policy.

Hazing is defined by the Commonwealth of Pennsylvania as " Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding." Furthermore, the Anti-Hazing Law of Pennsylvania states that any person who causes or participates in hazing commits a misdemeanor of the third degree.

Aside from the legal aspect of hazing, the University believes that hazing is contrary to the

Christian teaching of human dignity and contradicts an environment of friendship, maturity and charity within its collegiate community. Individuals found responsible of hazing may be fined, placed on probation, suspended or dismissed. Likewise, organizations, clubs and teams may be fined, placed on probation or disbanded. Other sanctions may also be appropriately issued by the Panhellenic Council or Interfraternity Council, respectively. Chapters may also face sanctions by University departments under which they function. For Greek Life chapters this also includes sanctions from national/international organizations.

Through the Greek Life lense, specific violations of this policy include, but are not limited to:

- Requiring the participation in conduct that is in violation of any federal, state, or local law or any University policy, rule, or regulation.
- Requiring the consumption of any food, liquor, drug, or other substance;
- Requiring participation in physical activities, such as calisthenics, exercise, or other games or activities requiring physical exertion;
- Degrading games, activities or public stunts;
- Exposing another to weather elements or other physically or emotionally uncomfortable situations;
- Forcing excessive fatigue from sleep deprivation, physical activities, or exercise;
- Requiring anything that can be reasonably expected to be morally offensive to another;
- Committing or requiring any act that demeans another based on race, gender, ability, sexual orientation, religion, or age;
- Committing any act of physical brutality against another, including, but not limited to, paddling, striking with fists, open hands or objects, and branding;
- Kidnapping, forced road trips or transporting another with the intent of stranding him or her;
- Committing verbal abuse;
- Forcing or requiring conduct that can be reasonably expected to embarrass or adversely affect the dignity of another, including the performance of public stunts and activities such as scavenger hunts;
- Servitude;
- Intentionally creating work or labor for another;
- Required carrying of or possessing of a specific item or items;
- Costuming and/or altering of appearance;
- Denying sufficient time for study or other academic activities; or
- Committing or requiring another to commit any sexual act or engage in lewd behavior.

For purposes of this policy, any activity as described, in which the initiation or admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

New members of fraternity and sorority Chapters can expect to participate in educational and fun activities that build teamwork and camaraderie among all members of the group. Such activities should be intended to create a sense of identity and commitment and are generally encouraged. Students should check with the Office of Student Leadership & Activities if there is any question about an activity that could be construed as hazing.

Risk Management:

Saint Joseph's Fraternities and Sororities are chapters of their respective International Fraternity/ Sorority; bound by policies and codes of conduct. Each group has a standard set of policies, guidelines, requirements, procedures and standards around event planning and management. All SJU groups are expected to FIPG policy with regards to events where risk is involved. The most recent copy of the FIPG policy can be found on the Greek Life website. Organizations found in violation of these policies will be subject to a judicial hearing through their respective governing council.

Why does risk matter? SJU cares about the health, well-being, safety, and dignity of all fraternity and sorority members. The Office of Student Leadership & Activities wants each chapter to be successful and to advance the mission of the University. We take issue with events or programs that violate this standard and put these priorities at risk.

Chapter Expectations:

The positive experience of being a member of a Greek-letter organization is sustained through the management of a successful chapter. The experience should reflect an obvious commitment to fraternal principles and should be compatible with the goals and objectives of the University.

This Chapter Expectations Policy is designed to help ensure all organizations are providing positive growth and development opportunities for all members, and that the types of programs and opportunities offered by fraternal organizations at Saint Joseph's University align with the University's mission.

The Chapter Expectations Policy is divided into three components: Paperwork Requirements, Programming Requirements and Attendance Requirements. Based on compliance with these requirements over each semester, each chapter will receive a designation of Exceeds Expectations, Meets Expectations or Does Not Meet Expectations. Chapters who do not meet expectations will work with the Associate Director to create and implement an action plan to bring the chapter up to standards and they may lose University privileges. Failure to meet

expectations 3 semesters in a row may result in probation or suspension of a chapter's recognition.

PAPERWORK REQUIREMENTS

To achieve Meets Expectations, each chapter must fulfill all Paperwork Requirements with a maximum of 1 being turned in late. 2 or more missed deadlines will result in an automatic Below Expectations.

1. CHAPTER ADVISOR

An active, involved chapter advisor is a key ingredient to a successful chapter. Each chapter shall have a chapter advisor who either lives or works within the immediate metropolitan area, and who has the support of the inter/national organization. The advisor shall be an alumnus/a of the fraternity or sorority (unless a specific exception is granted by SLA in conjunction with the inter/national organization), should have some form of active fraternity/sorority experience, and shall provide the chapter and its membership with continuing advice and support. The Chapter Advisor contact information must be submitted annually by September 16 or whenever a new Chapter Advisor is appointed.

2. FACULTY/STAFF ADVISOR

The fraternity and sorority experience of our members is enriched when chapters become invested in the larger academic community. Of particular importance is developing relationships with faculty and staff who bring with them knowledge and skills that can add to the fraternal experience of members. To this end, all fraternities and sororities are required to have an involved faculty/staff advisor. Faculty/staff advisors must be employed by Saint Joseph's University. Faculty, Staff, and Administrators are eligible to fill this role. The Faculty/Staff Advisor contact information must be submitted annually by September 16 or whenever a new Faculty/Staff Advisor is appointed. All groups must have a Faculty/Staff Advisor by the end of the 2016 Calendar Year.

General expectations of someone in this role are:

- Assist the Chapter in developing their overall scholarship program, partnering with volunteer advisors in a similar role if applicable
- Assist with developing a scholarship recognition program for the Chapter
- Assist the Chapter with any academic incentives
- Be available to meet with any members of the Chapter who are in need of Academic assistance
- Attend at least 2 Chapter meetings per semester to build positive relationships with Chapter members
- This is a one year term with the option to continue based on mutual agreement (this ensures the relationship is continually evaluated and one that is positive)

3. NEW MEMBER EDUCATION PLAN

The recruitment, education and initiation of New Members provide the lifeblood of fraternal organizations. Successful New Member Education programs focus on the creation of better brothers and sisters through introduction to fraternal history, values, and cultivation of fraternal bonds. The involvement of current brothers/sisters to model fraternal values and appropriate behaviors is very important in this process. Each organization will submit an outline of the New Member Education Plan every semester they plan on extending bids. The plan will include an outline of the requirements/expectations of New Members, as well as a calendar for the semester with all required meetings, events and activities for New Members. Events for New Members should not happen outside of this plan. Violations of this policy would subject the Chapter or individuals to a hearing of the Panhellenic Council or Interfraternity Council, respectively. Plans are due by September 9 for the Fall semester and February 2 for the Spring semester.

4. OUTLINE OF INTERNAL JUDICIAL SYSTEM

Establishing internal methods of confronting inappropriate behavior and creating high standards of ethical conduct are important goals of fraternal organizations. Each organization is required to document annually the existence and function of an internal judicial system to enforce applicable policies and procedures. Every organization must have the means to act quickly in addressing the behavior of a member who violates established codes or standards, either through its own internal procedures or those of the inter/national organization. This must include the means to promptly and permanently expel a member from the chapter, making certain to adhere to local and inter/national procedures. The chapter advisor should be an integral component of the system utilized. Chapters are required to annually submit an outline of the process, including step by step procedures and a list of what positions serve on the review board to their respective council advisor by September 16.

5. ACTIVE MEMBER & NEW MEMBER ROSTERS

Each chapter must be a registered student organization and maintain an active membership roster on file through the designated SLA process (currently Google Docs) at all times. To do this, rosters must be submitted according to the following schedule:

- 9/2/16 – Active member roster submitted to Associate Director
- 9/30/16 – Active member roster updated in Associate Director to reflect full membership
- 1/20/17 -Active member roster updated with Associate Director
- 2/24/17 – Active member roster updated with Associate Director to reflect full membership

Rosters will include the following information for each member:

- Last Name
- First Name
- Student ID Number
- E-mail Address
- Anticipated Graduation Year
- Officer Position (if applicable)
- Member/New Member
- Special Status (Abroad, Co-op)
- Local Address (on campus Residence Hall or off-campus address)

6. MEMBER INVOLVEMENT LIST

There are great benefits to the campus community and to fraternal organizations when members are active participants in activities outside of the chapter. Members are able to learn additional leadership skills (which can be applied to their chapter) and are able to promote the best ideals of fraternal life to non-Greek members of the campus community. Both entities benefit when fraternity and sorority members are involved as leaders and engaged citizens of the larger campus community.

To encourage involvement in the campus community, each member of a fraternity or sorority is strongly encouraged to be involved in at least one other activity at the University or in the local community. Members can participate in other student groups, be a member of an intercollegiate sports team, or volunteer for significant participation in community or service organizations.

Chapters are required to submit a Member Involvement List that reflects the involvement and activities of their members, including leadership roles. If it appears that a chapter is not sufficiently encouraging involvement of their members, they will be required to develop initiatives to increase member involvement. The Member Involvement List is due each semester on November 1 and April 1.

7. ACADEMIC ACHIEVEMENT PLAN

Chapters are required to develop an Academic Achievement Plan to motivate members to perform well academically and to promote a positive attitude toward academic wellbeing. The Academic Achievement Plan should include minimum standards for remaining in good standing within the chapter, and should provide guidelines for members who are on academic probation. It is strongly advised that each chapter have an officer responsible for Academic Achievement within the chapter, and for chapters who are struggling academically to adopt a Scholarship Committee. The Academic Achievement Plan is due each semester on October 1 and February 1.

8. TRACKING VOLUNTEER HOURS

Chapters are required to track the number of hours that their member's volunteer. Service is a key component of Greek Life and SJU uses the data in many ways. Service hours should be tracked using the available template located on the Greek Life website. Chapter members are required to do at least 5 hours of service per semester. Volunteer hours will be collected each semester on December 1 and May 1.

PROGRAMMING REQUIREMENTS

The development of individual members is a primary goal of Greek-letter organizations. Providing opportunities for members to attain their academic goals, experience new opportunities, connect with the communities of which they are a part, and realize their individual potential are important initiatives for chapters. The goal of these programs is twofold: first, to enhance the experience of the members in each chapter; and second, to improve the image of fraternities and sororities on campus and in the local community.

Ideally, chapters will either sponsor or co-sponsor each program. In general, co-sponsorship means helping to plan and implement a program; **it must be more than just financially contributing to the program.** Programs that are hosted by outside groups may also be used to fulfill these requirements on a case by case basis with approval from the Associate Director.

In general, programs will be evaluated on a case by case basis. In order to make the programs meaningful, a significant number of members should attend each program. For most programs, at least 50% of the active membership of the chapter must attend the program in order for it to count towards the Programming Requirement.

Many chapters already have programming requirements from their inter/national organization or from their respective governing council. To assist chapters in accomplishing these requirements, the University will be flexible in allowing inter/national programming assignments or governing council programming requirements to meet the criteria for University programming requirements. Before the program occurs, the chapter should request to the Associate Director to have their unique programming requirements substituted for the programs mentioned in the standards below.

To achieve Meets Expectations, each chapter must fulfill eight (8) of the thirteen (13) Programming Requirements each Calendar Year. Chapters will qualify for Exceeds Expectations if they have fulfilled nine (9) or more Programming Requirements. Seven (7) or below will automatically qualify a Chapter for Below Expectations. Chapters are expected to be at the halfway point following the Spring semester.

1. ACADEMIC PROGRAM

Scholarship is the primary reason students attend college and is another cornerstone value of our fraternal organizations. With the high caliber of students at Saint Joseph's University, the pursuit of academic achievement is a key value. Fraternal organizations should demonstrate

this value by assisting members with their performance and promoting a culture of scholarship within their organizations.

2. ALCOHOL/DRUG EDUCATION PROGRAM—Additional to the required Program

A persistent challenge facing college students across the country is their misuse and abuse of alcohol and drugs. Research often shows fraternity and sorority members experience high rates of binge drinking and the associated negative consequences. Programs offered through W.A.D.E. are particularly well suited to meet this requirement. Please note that this would be in addition to the alcohol requirement put forth by the Office of Student Leadership & Activities.

3. ALUMNI PROGRAM

Alumni represent a critical component of chapter operations and help ensure the health and longevity of a chapter. Alumni programming gives chapters the opportunity to connect with these important people in meaningful ways.

4. CAMPUS SERVICE PROJECT

Our fraternities and sororities enjoy a unique relationship with the campus community and are the recipients of considerable institutional resources and attention. The expectation that chapters will participate in campus service provides our chapters with the opportunity to provide hands-on service to the university community as active and caring citizens.

5. COMMUNITY SERVICE/SERVICE LEARNING PROJECT

The act of serving others is one of the cornerstones of fraternities and sororities. Chapters could implement a community service or service learning project that is relevant and meaningful to the chapter membership. It should be noted that community service is defined here as direct, hands on service as opposed to philanthropy/fundraising, which is not considered a fulfillment of this expectation. This would happen off campus.

6. MULTICULTURAL COMPETENCY PROGRAM

This program should enhance the chapter's knowledge, awareness, or skills and stretch members to consider different perspectives and experiences around areas such as race, religion, ability, sexual orientation, etc. The richness of the fraternity and sorority experience is enhanced by chapters' abilities to engage with the diversity of the SJU and surrounding community in meaningful ways.

7. FACULTY/STAFF OUTREACH PROGRAM

Saint Joseph's University is rich with resources in the form of faculty, staff, and other community members whose presence significantly enhances the student experience. This expectation provides chapters with the opportunity to tap into these resources and create a program for their membership that allows for meaningful interactions with these people.

8. MENTAL HEALTH/ WELLNESS PROGRAM

With all of the pressures of University life, health and wellness education should be at the forefront of students minds. Program ideas are things such as nutrition, mental health, suicide prevention, exercise, anxiety, etc. There are many offices at SJU that could provide a tailored program to any organization.

9. NON-GREEK PROGRAM

Each chapter could co-sponsor a program each year with a non-Greek campus organization. Programs can be educational, cultural, philanthropic, or social (non-alcoholic) in nature and can be combined with other programming or service requirements in this document. This expectation gives chapters the chance to forge connections and relationships in a mutual sharing of knowledge and appreciation of different experiences.

10. PARENT/FAMILY PROGRAM

Parents and family members often provide a meaningful level of support to students and can enhance the college experience. Chapters should recognize the importance of these people and find ways to engage and educate them about the fraternity/sorority experience.

11. PERSONAL DEVELOPMENT PROGRAM

The personal development of each chapter's membership should be of paramount importance. Many chapters have membership development programs in place that address the broad range of issues, challenges, and interests students face during college. Chapters could host a program to demonstrate their commitment to personal development. The purpose of this program is to prepare members for life after college. Program ideas are financial responsibility, civic duty, time management, networking, etc.

12. SEXUAL ASSAULT / VIOLENCE PREVENTION & AWARENESS PROGRAM- **Additional to the required Program**

Sexual assault and relationship violence are significant problems in the community and on college campuses across the country. Given the founding values of fraternities and sororities, each chapter should commit to raising awareness about these issues. Please note that this would be in addition to any requirement put forth by the Office of Student Leadership & Activities.

13. VALUES CLARIFICATION PROGRAM

Fraternities and sororities are each founded on fundamental values that represent the ideals for which members should strive. While not all founding values are the same, each chapter should make it a priority to educate the membership about their respective founding values. While it is our hope that all educational programs address the chapter's founding values, this program should specifically address the importance of the values.

ATTENDANCE REQUIREMENTS

While sponsoring and co-sponsoring programs is important, there are other responsibilities chapters have as part of the fraternity and sorority community. Sending representatives to appropriate meetings, programs, and events on campus is also a significant component of developing a supportive community.

Chapters must fulfill all of the Attendance Requirements to Meet Expectations.

1. WEEKLY MEETINGS

Each Chapter President must schedule and attending weekly meetings with the Associate Director. These meetings provide the opportunity to discuss the activities of the chapter as well as any challenges facing the leadership. Sometimes other officers will be included in the President meetings to discuss upcoming events/programs. The Chapter President is responsible for scheduling this meeting and for alerting the Associate Director in any schedule changes/cancellations throughout the semester.

2. NEW MEMBER RITES/ GREEK AWARDS

Each semester, SLA hosts a convocation for all members of the Greek Life community. 80% attendance is required for each Chapter. Greek Awards will be presented during the Spring Semester program.

3. GREEK iCARE TRAINING (TITLE IX)

Given the prevalence of sexual assault on college campuses, all fraternity and sorority members are required to complete Greek iCare/Title IX training. This will typically held in the Fall semester.

4. GREEK LEADERSHIP TEAM (GLT)

Chapter Presidents will meet weekly as the GLT throughout the semester. These meetings are meant to provide chapter presidents with the opportunity to discuss community issues. It is

important to have a representative from each organization in attendance who can contribute to the discussion and take relevant information back to the chapter. It is expected the president will attend or find a suitable replacement.

CATEGORIES OF COMPLIANCE

Chapters are expected to comply with all expectations as outlined in this policy. Failure to do so may result in restricted privileges. These expectations should not, however, negatively impact a student leader's ability to achieve academically. Therefore, chapters with fewer than 15 members have the ability to propose reduced requirements if the burden of fulfilling the expectations has the possibility of negatively impacting students' academic performance.

At the conclusion of each semester, chapters will be placed in one of the following categories:

EXCEEDS EXPECTATIONS

To be in the Exceeds Expectations category, chapters must comply with all standards at all times and meet all respective deadlines. They would have completed all paperwork requirements, 9 or more Programming Requirements and all attendance requirements.

Chapters that meet this standard will be recognized on the SLA website as well as at the spring semester New Member Rites event.

MEETS EXPECTATIONS

In order to meet the basic expectations of being a recognized fraternity or sorority, chapters must have completed the following requirements by the stated deadline:

- All Paperwork Requirements with a maximum of 1 lateness.
- 8 of 12 Programming Requirements
- All Attendance Requirements

BELOW EXPECTATIONS

Chapters that fail to comply with a satisfactory number of standards per semester will include fraternities or sororities that have failed to complete any or all of the following:

- All Paperwork Requirements with 2 or more latenesses
- Less than 8 Programming Requirements
- Missing any Attendance Requirements

Restrictions *can* include:

- Loss of eligibility for Greek Council funding
- no social events for one semester or one academic year (on or off campus)
- cannot participate in Greek Week on any level
- cannot participate in intramurals for one semester or one academic year
- loss of recognition
- other conditions will be determined on a case by case basis

Chapters that fall Below Expectations must meet with their respective council's advisor to develop a Membership Renewal and Success Plan. Chapters that are below expectations must also complete a mid-semester review meeting with the Associate Director by October 15 or February 15, respectively.

COMPLIANCE REVIEW PROCESS

The Associate Director will review all submissions as they are submitted throughout the year. Any submission that does not fulfill the requirement will not be approved. It is the responsibility of the chapter leadership to confirm whether or not approval has been given. Chapters may receive feedback on whether or not a program will fulfill an expectation by submitting an incomplete program event evaluation form prior to the event.

Greek Council Funding~

Mission:

The Greek Council will oversee all monetary requests regarding any IFC or Panhellenic Council organizations. This will help to improve communication between Greek organizations on campus, and continue to establish legitimacy for the Greek Council. Funds are given to Greek organizations by Saint Joseph's University to encourage more programming and a more vibrant Greek community.

Eligible Organizations:

All IFC and Panhellenic Council organizations in good standing with the University are eligible to request funding. The Panhellenic Council and Interfraternity Council are also eligible to request funds. If a chapter is not in good standing with the Office of Student Leadership & Activities or the University, they will not be able to request funds until their status has been returned to "Meets Expectations".

Funds:

The Greek Council will receive \$56,000 from the Student Budget Allocations Committee. A predetermined amount of those funds will be set aside for Greek Week and 2 Campus/Community Events. This amount will be re-visited each summer by the professional staff within the Office of Student Leadership & Activities.

Voting Members:

The hearing will be presided over by the President of the Greek Council. The female President will preside over hearings relating to IFC and fraternity organizations and the male President will preside over hearings related to the Panhellenic Council and sorority organizations. The President not presiding will not have a vote. The presiding President will vote only in the case of a tie. Voting members will be 1 Greek Council delegate from each organization. The Greek Council Executive Board does not have voting rights. Funds will be approved with a majority vote. A quorum of 6 Chapters present is necessary to hold a funding hearing.

The Process:

Hearings will be held during bi-weekly Greek Council Meetings during Free Period. Refer to the campus wide Greek calendar for specific dates. Organizations must have their requests (digital form located on Greek Life website) in by Tuesday at 5pm in order to be considered that week. Late requests will be forwarded to the following meeting. A representative from the organization must be present, and this representative cannot be a member of the Greek Council. Any member of the chapter requesting funds who is on the Greek Council may not speak to the request during discussion, after the hearing is over. All questions must be answered during the hearing, and decisions will be made solely on the information provided during the hearing. Documentation for requests over \$200 is required. The Greek Council will inform the organization of their decision within 24 hours in writing.

Guidelines For Approval:

- The Greek Council will not reimburse organizations for unauthorized funds already spent by the student organization.
- All fraternities and sororities must attend a financial training session in January after elections occur in December.
- Requests must be specific. If the student organization is requesting more than \$200, quotes, invoices and/or correspondence must be provided. Simply stating “decoration expenses” and writing a broad amount will not necessarily receive funding.
- Greek Council will not fund membership dues for any national, general, or local affiliations.
- Greek Council will not fund direct donations to charity or scholarships, but may grant funds to cover necessary supply costs for charity fundraising events.
- T-shirts may be funded, but only in cases where they are relevant to the functioning of an event/student organization. When deemed an appropriate request, Greek Council will fund \$7/t-shirt for each active member of the Chapter. There is a limit of two t-shirt requests each year.
- Honoraria for speakers is capped at \$25; speaker fees will be considered on a case-by-case basis but will require documentation.
- The Greek Council does not fund composites.
- For informal recruitment events, the Greek Council will only consider covering PNMs’ costs, not initiated members.
- Ritual equipment requests will be capped at \$500 per chapter per year.

- Promotional items (ex: printed banners) are capped at \$200.
- Greek Council reserves the right to take back any unused funds as advised by the Greek Advisor. The organization will be notified prior to this action being taken.

Food:

- Food will only be funded if it is necessary for the event to take place.
 - All on campus catered events must be arranged through Aramark and approved by SLA before the final order is placed.
 - Pizza and soft pretzels should be placed through SLA to take advantage of the discounts we have arranged with local vendors (actual pizza costs: plain pizza - \$9, 2 liter soda - \$2.50; Greek Council provides two slices of pizza/person).
 - Food other than pizza is capped at \$9/member for breakfast, \$11/member for lunch, \$15/member for dinner.

Travel:

All transportation and travel-related arrangements (hotel, train, airfare, school buses, vans, rental cars, etc.) must be coordinated through the University Travel Office and requested at least three weeks before the date of the event/departure date. Appropriate forms must be completed and given to the Greek Advisor before contacting the Travel Office.

Conferences/ Retreats:

Student organizations can request subsidiary funds for conferences/ conventions that they are required or wish to attend. The Greek Council will consider requests for assistance with conference registration and hotel costs, with a cap of \$1,500 per chapter per year. The Greek Council does not fund travel to these events.

The Greek Council reserves the right to revise these guidelines on an annual basis.

Reimbursement/ Payment-

- There are a few options in regards to obtaining the funding granted by the Greek Council. Options are:
 - Approved expenses are paid by the student or organization first and will be reimbursed by the Office of Student Leadership & Activities out of the student club budget.
 - If you are ordering items online, you may do so from the 3rd Floor of Campion and a staff member can put the purchase on their Purchasing card so that it will be deducted directly from your budget.
 - You can submit an invoice to the Office of Student Leadership & Activities and the University will provide a check to pay the vendor (process could take up to 2 weeks).

- Someone coming to campus to provide a service (speaking engagement, entertainment, etc) must sign a University contract. The Office of Student Leadership & Activities can help with this process. They will also be paid via University check.

Please make sure your expenses are approved before you purchase. Purchases made without approval will not be reimbursed.

- All paperwork will be processed through the Greek Advisor. To request payment, a student group must submit a Request for Funds Form (located on the Greek website) and the original receipts to the Greek Advisor (you may want to make a copy of the receipts for your records). NOTE: Your funds should be available for pick up within a week.

Recruitment~

Fraternities

Fraternities at Saint Joseph's University function using an informal recruitment structure. Bids may be extended to any man who is a regularly matriculated student (day or evening) at Saint Joseph's University and has completed at least 12 credit hours with a cumulative GPA of at least a 2.5. No fraternity shall extend a bid to a Potential New Member who has not been approved via the Greek Advisor's "grade check."

Recruitment must follow the policies as outlined in IFC Constitution:

- A. Each member fraternity's associate/pledge/new member program shall last no longer than eight weeks (excluding school breaks).
- B. Each member fraternity will be alcohol free at all rush/recruitment activities including formal and informal recruitment activities.
- C. Each member fraternity will have alcohol free pledge/associate/new member programs.

Sororities

- A. Sorority recruitment shall be comprised of a Formal Recruitment (details in the Panhellenic Council Constitution) sponsored during each spring academic semester and an Open Recruitment sponsored during the remaining time and when sorority recruitment is otherwise not prohibited. In the beginning of the Fall semester, any sorority that is not at Total is encouraged to recruit to total during a timeframe outlined by the Panhellenic Council.

- B. All Formal and Open Recruitment dates and periods shall be recommended by the Panhellenic Recruitment Committee at least one semester prior to the recommended dates, and approved by a two-thirds (2/3) majority of the voting members of the Panhellenic.
- C. Sorority recruitment is open to any woman who:
 - 1. Is a regularly matriculated student (day or evening) at Saint Joseph's University.
 - 2. Has completed at least 12 credit hours with a cumulative GPA of at least a 2.5.
 - 3. Fulfills any additional eligibility, pre-registration, or registration requirements as specifically stated in the Panhellenic Association Constitution, Bylaws, or approved recruitment dates.
- D. A potential new member shall not be, or ever have been, an initiated member of an existing NPC sorority.
- E. Any woman who breaks her signed pledge to an NPC sorority shall not be eligible to join another sorority for one calendar year from the date she signed her preference card.
- F. Sorority bids may be distributed and/or accepted at any time during the fall and spring semesters except: from the first day of Spring semester classes to Formal Bid Day.
- G. No sorority shall extend a bid to a Potential New Member who has not been approved via the Greek Advisor's "grade check." No sorority bids may be distributed and/or accepted when classes or finals are not in session.
- H. No sorority, sorority member, or any other individual representing the sorority or the interests of the sorority may promise, suggest, or infer an invitation of membership before the designated bidding period.
- I. No sorority or sorority member shall make negative comments about a sorority chapter to a potential new member or to a woman preparing to participate in recruitment.
- J. No alcoholic beverages shall be served or made available to any potential new member during recruitment.
- K. No men may be present during any recruitment event.
- L. The office of the Greek Advisor shall serve as Sorority Recruitment Headquarters for all recruitment periods unless otherwise stated.

City-Wide Chapter Information-

SJU students who are interested in joining Greek organizations affiliated with the National Pan-Hellenic Council, Inc (NPHC) may do so by joining a City-Wide chapter through the University of Pennsylvania or Drexel University, whichever holds the Chapter charter for that particular organization. Saint Joseph's University students are able to join Alpha Phi Alpha, Alpha Kappa Alpha and Delta Sigma Theta.

Greek Life Forms~

There are many forms necessary to run a successful fraternity or sorority. Please refer to the “Chapter Resources” page of the Greek Life website for more details. (www.sju.edu/greeklife).

Planning a Successful Event at SJU~

There are 8 main components in planning a successful event. They are listed below. To be successful in planning an event, it is crucial that each of these components be thought through and planned *in advance*. Not being prepared is one of the major reasons events are not successful. You should plan on using Plan B or even possibly Plan C the day of your event.

- Budget
- Date
- Space
- Availability of vendor/artist
- Publicity
- Support
- Forms/Paperwork
- Food

Before planning a major event, be sure to consult the All Greek Calendar, located on the Greek Life website. Be mindful of other organizations when choosing your date.

Requesting Meeting/ Event Space

To reserve facilities for your organization's use, you will need to be aware of the different policies and procedures that govern the use of each area. Listed below are the various facilities on campus, and the contact person who handles that area. Make reservations well in advance of your event to ensure availability of campus facilities.

When requesting a room, please provide as much information as possible regarding your event including expected attendance, times needed, room set-up, nature of the event, and any special arrangements that need to be made. There is a section on the Greek Life website that will link you to all of the forms necessary to request space.

Room Reservations

Greek Life organizations should work directly through the Office of Student Leadership & Activities to reserve rooms and spaces for events. Refer to the appropriate form.

Equipment – tables, chairs, technology, trash, other

When filling out a “Greek Request for Campus Space” form please be specific about how many chairs, tables, trash cans, etc you might need. Do not assume that the room will be set up to your specifications unless you request that it be done a certain way. If your event requires the use of a TV, DVD, VCR, slide projector, video camera, or other audiovisual equipment, contact the Media Services at least two weeks in advance.

Contact: MediaServices@sju.edu

Food

All food for events must be ordered through the Catering Office of Aramark, located in the bottom level of the Champion Student Center. If refreshments or catering is needed for an event, first discuss your needs with the Greek Advisor. Specific needs and menus will be handled through Aramark catering. Aramark will not book an event unless you have funds budgeted for that purpose.

Contact: Aramark Catering Office, x1174 or cater@sju.edu

Pizza Ordering

- Student groups wanting to order pizza (and have funds allocated in their Greek Council budgets) are required to make orders through the Office of Student Leadership and Activities if they wish to have payment deducted directly from their group budget. All orders need to be placed by 4:00 PM daily. Order forms are available on-line via the Student Leadership & Activities website.
- SLA has accounts with Tony Roni's and Sun Valley Pizza. Menus for these vendors are kept at the student workers desk on the 3rd floor of Champion.
- The student leader of the group is responsible for submitting the original delivery receipt following the event along with a completed Request for Funds form signed by the group's advisor. The Request for Funds form must be stapled to the front of delivery receipt and left in the Greek Advisor's mailbox.
- If students are not funded for pizza through Greek Council, they are responsible for paying for orders upon delivery. No orders are authorized to be charged to department accounts.

Contact: [Denine Super](#) in the Office of Student Leadership & Activities if you have any questions or concerns.

Office of Public Safety & Security

The Department of Public Safety and Security is located at the rear of the Barbelin/Lonergan Building. This office is always willing to assist students 24 hours a day, 7 days a week, in meeting their needs, but there are two distinct areas that are important for student organizations:

Guest Parking: If your event will need guest parking, please inform the Dept. of Public Safety and Security in writing, at least one week prior to the event.

Security Officers: When your group holds a social or large event or an event requiring the exchange of money or when off-campus guests are expected, it is required that Security Officers be present. It is the responsibility of the group to contact the Office of Public Safety to request an officer at least two weeks prior to the event. The ratio of officer(s) per people in attendance at your event is 1:100. Please try to be as realistic as possible when requesting Officers for your anticipated attendance. If the number at your event exceeds the capacity according to the number of guards present, additional guards will be called, and your group will be charged. Fees for Security officers must be paid in advance to the Security Dept. Failure to follow these guidelines could result in the cancellation of your organization's event.

Contact: Security, x1111

Travel Services

If your event requires transportation and/or guest accommodations, first discuss needs with the Greek Advisor. Have all the specific information before you request a reservation. Also make sure funds are allocated for these services. A vehicle, room, or bus request must be filled out with the Office of Student Leadership & Activities at least two weeks prior to the scheduled event.

Contact: Travel office, x1316

If your event requires use of a University vehicle, a request form is located on the Greek website. The driver must be van trained through security and a valid driver's license must be submitted 10 working days before use of the van. Please be aware of the usage charges.

Housekeeping

For large and late night events, you may require additional housekeeping. Please contact the Special Events Office to confirm your housekeeping needs.

Contact: Special Events Office, Moore Hall, x1053

Advertising

The Office of Student Leadership & Activities is responsible for the following:

- Approving/stamping original fliers to be posted
 - Duplicates should be made after the original is stamped.
 - Removing notices not approved and /or posted in unspecified locations
 - Monitoring and enforcing the posting guidelines
-
- Notices must clearly state the organization or sponsor and any other pertinent information including date, time, location and cost.
 - The Office of Student Leadership & Activities reserves the right to refuse the posting of notices found to be inappropriate for the Saint Joseph's University campus. Approval for posting will not be granted for those flyers that promote anything in violation of SJU policies and procedures.
 - Flyers making any reference to alcohol (either written word or pictorial) will not be approved.
 - Fraternities and sororities will be responsible for posting their approved notices. It is also the responsibility of the sponsoring organization to have all notices removed by the date stamped.
 - Flyers are to be posted only in approved areas. Notices are not to be posted on windows, walls, doors, lampposts, trash cans, etc. Placing flyers on cars is not permitted.
 - Banners may be suspended from the Campion Student Center balconies with advanced approval.
 - Posting in the residence halls requires prior approval from the Office of Residence Life.

Requesting Web Space

All University-sponsored student organizations and clubs are entitled to free Web space, web editing rights and limited support by SJU professional staff. Those organizations and clubs who choose to take advantage of this Web space must keep in compliance with the **Guidelines for the Use of Saint Joseph's University Computing and Network Resources**. Ownership of the Web space will be limited to a single user account.

By using University Web space, student clubs and organizations agree to use the branded graphic template and to develop the site within SJU's content management system. Those students responsible for the upkeep of the organization's site will be trained to use the CMS by SJU professional staff. Clubs and organizations should also understand that the University reserves the right to remove or request the removal of content that does not promote the University and its mission in an acceptable manner.

To request web space, please contact the Director of Student Leadership & Activities.