Guidelines and Procedures
Office of Fraternity and Sorority Life
University of North Carolina at Chapel Hill
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Introduction

The UNC-Chapel Hill Fraternity and Sorority Life community offers undergraduates a fraternal experience that complements the mission of the University. In partnership with faculty, staff, alumni, families, and (inter)national organizations, the community challenges and educates students in the areas of integrity, commitment, accountability, leadership, cultural awareness, personal and group development, scholarship, and civic service and responsibility. The University of North Carolina at Chapel Hill recognizes that fraternal organizations are an integral part of the campus community and can have a positive impact on members and non-members. However, the privilege of fraternal organizations to exist as part of the University brings with it a high level of responsibility.

This is a regulatory and informational manual and not a contract. The Guidelines and Procedures Manual were reviewed and approved by the Associate Vice-Chancellor of Student Affairs and the Office of Fraternity and Sorority Life Staff. It is subject to change at the discretion of the University. The guidelines and procedures set forth in this manual, along with the Instrument of Student Judicial Governance and University Alcohol Policy, outline the expectations for recognized fraternities and sororities at UNC-Chapel Hill. Violations of these guidelines will be adjudicated through the Office of Fraternity and Sorority Life, the governing executive board councils, and/or the Office of Student Conduct.
1. Fraternal Organization Expectations

Fraternal Organizations and their members at UNC-Chapel Hill are responsible for:

- Following and abiding by all state and federal laws, the Instrument of Student Judicial Governance, and the University Alcohol Policy.
- Supporting and maintaining academic excellence and work to create environments conducive to academic learning.
- Not supporting or participating in any form of hazing and to practice bystander intervention when high-risk behavior is displayed.
- Striving to be an asset to their fraternal organization and to embody, as well as actively promote the values of said organization.
- Understanding that a clean and attractive environment is essential to both physical and mental health and to ensure that the chapter property is cleaned and maintained.

2. NPHC, IFC, PHA, and MGC

The Fraternal Organization understands and agrees that they shall be in good standing with their Inter/National Organization or Regional Organization and maintain active membership with the NPHC, IFC, PHA, or MGC, and further agrees to abide by the rules and regulations of its applicable governing council.

3. Faculty/Staff and Chapter Advisors

Each organization must have one faculty/staff advisor who is a University of North Carolina at Chapel Hill employee and are encouraged to have a second advisor that is selected by the chapter and/or its inter/national or regional organization.

If the organization’s faculty/staff and/or chapter advisor changes at any time, it is the responsibility of the chapter to notify the Office of Fraternity and Sorority Life with the new advisor’s contact information.

4. Academic Performance Standards

Receiving an education is the primary purpose of attending UNC-Chapel Hill. It is important that each fraternal organization supports and exemplifies academic excellence while also providing a space that is conducive to continued learning.

- Each organization must maintain a cumulative GPA of at least a 2.7 to remain in good academic standing with OFSL. If an organization falls below a 2.7 for two consecutive semesters, the organization’s Academic Chairman (or equivalent) and President must meet with the respective council advisor to create a detailed academic improvement plan.
  - If progress is still not made after implementation of the academic improvement plan, organizations will be subject to a loss of privileges that could lead to an eventual loss of University recognition.
• Students who have completed at least one semester at UNC-Chapel Hill, must have at least a 2.5 cumulative GPA in order to join a fraternity or sorority at UNC-Chapel Hill.

• Each organization must maintain at least a 3.0 cumulative GPA in order to recruit first semester first year students.

• All new members must complete and sign a grade release form authorizing the release of grades to the Office of Fraternity and Sorority Life for the purpose of monitoring the academic performance of both chapters and individual members. The Fraternity and Sorority Life Community Grade Report is completed by the OFSL Staff each fall and spring semester and this report is made available to all chapters, advisors, and inter/national offices. Individual grade reports are also made available to chapter leadership and advisors for the purpose of identifying those members in need of additional academic assistance or to acknowledge those members who are performing well. Grade reports are not released to any chapter, advisor, or inter/national office until all grade releases for each new member have been turned into OFSL.

5. Chapter Rosters and Heel Life Registration

Each organization is responsible for updating and maintaining a current roster on their Heel Life portal page. New members must be added to the roster after each recruitment and intake process. Members who disassociate, are financially expelled, graduate, etc. must be removed from your roster to ensure accurate numbers and data are being communicated to OFSL.

Each organization is responsible for registering their organization on Heel Life each academic year. It is up to the organization to ensure the appropriate chapter leadership is added as an administrator to their Heel Life page to ensure all communication is being received. If you do not register your organization on Heel Life, you will not be a recognized student organization at UNC-Chapel Hill for the upcoming academic year. Please see OFSL or Student Life and Leadership for questions and concerns regarding Heel Life registration.

6. Educational and Leadership Development

Each fraternal organization must attend all required educational and leadership trainings as deemed necessary by OFSL. The OFSL staff will provide date, time, and location of trainings. This includes, but is not limited to the following: risk management/social event training, all-president’s monthly meetings, Hazing Prevention Week programming initiatives, and Greek Leadership Academy.

7. Standards of Excellence Program (SOE)
The Standards of Excellence Program exists to promote chapter growth and achievement. The SOE program requirements are applicable to all chapters and are the basis for university recognition. The program process includes:

- Submitting materials documenting community service, philanthropy projects, academic standings, leadership development programs and opportunities, membership development, on and off campus programming, and any other chapter accomplishments.
- OFSL will submit chapter academic standing and any information pertaining to judicial involvement that the chapter may have had throughout the year.
- Any chapter completing more than the required SOE program requirements will be eligible for awards during the Fraternity and Sorority Life Awards Banquet. OFSL provides the eligibility criteria to chapters.

8. Recruitment and Intake

**Please refer to the council constitution and bylaws for more recruitment/intake information.**

- The Panhellenic Association (PHA), the Interfraternity Council (IFC), and the Office of Fraternity and Sorority Life determine the formal and informal recruitment periods for the fall and spring semester.
- The organizations overseen by the National Pan-Hellenic Council (NPHC) and the Multicultural Greek Council (MGC) determine individually when they will conduct intake assuming all OFSL requirements have been completed and met. This process will be completed with the assistance of the advisory board and/or graduate chapter.
- If organizations extend a bid for membership to a new member who does not meet the minimum GPA requirements, all new member activities must cease and the organization will be referred to OFSL and the respective council’s judicial board.
- No organizations shall recruit or host any intake or new member activities during the summer or during University breaks.
- In the event recruitment or intake events start without prior approval of OFSL, events will cease immediately, and the organization will be referred to OFSL and the respective governing council’s judicial board.
- All new members are required to meet with an OFSL staff member to sign and submit an Anti-Hazing form on Heel Life within 72 hours of bid acceptance.
- All chapters must follow and adhere to their inter/national office’s required new member education program. No new member process may last longer than 8 weeks and all initiations must be completed by the date set forth by OFSL.
- Membership Intake and New Member Presentation Guidelines are included in the appendix of this manual.

9. Non-discrimination
A student organization is ineligible for Fraternal Organizations status when the organization restricts its membership, programs, and/or activities on the basis of age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status or family medical or genetic information. The Fraternal Organization shall consider the needs of persons with varying ability levels in planning and conducting membership recruitment/intake and the Fraternal Organization’s activities.

10. Hazing

No fraternal organization, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. In addition, Section II.C.d to the Instrument of Student Judicial Governance, provides a definition of hazing, and the definition contained herein is intended to supplement that definition. Such activities may include morally degrading or humiliating games and activities, and any other activities that are not consistent with academic achievement, the Instrument of Student Judicial Governance, all other University policies, or applicable state law. Such activities and situations include, but are not limited to:

Hazing is illegal in the state of North Carolina and is considered a class 2 misdemeanor. NC General Statues Chapter 14 Article 9 States:

“§ 14-35. Hazing; definition and punishment. It is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor.”

If you believe your organization/any chapter member is hazing or you know someone who is being hazed, it is your responsibility to report it to the University. There is a hazing referral form online at:

https://carolinaunion.unc.edu/departments/fraternity-sorority-life/report-concern-hazing-hotline

****The University's ability to investigate reported incidents, enforce the university's expectations, and protect future students depends on the accuracy and specificity of the information provided. You are encouraged to provide as much specific detail as possible so that appropriate action can be taken to address the reported behavior. You have the option to submit a report anonymously, though officials may find it difficult to complete their investigation without
knowing the source of the report. There is a far greater chance that an intervention to stop the behavior and process to hold people accountable will be successful if you can provide us with information to contact you if necessary. We are able to keep your identity confidential through the investigatory process.

11. Sexual Abuse and Harassment

Chapters will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or at an off-site location which are demeaning to any/all persons, including but not limited to verbal harassment, sexual assault by individuals or members acting together. All members of the fraternal community will comply with the UNC-Chapel Hill Policy on Prohibited Discrimination, Harassment, and Related Misconduct Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking.

12. Housing and Fire Safety

Any fraternal organization that owns a residence for fraternal purposes agrees to follow and abide by the Town of Chapel Hill’s laws and ordinances at all times. In addition, organizations also agree to have their residence inspected twice a year by the Chapel Hill Fire Department and a representative from the Office of Fraternity and Sorority Life to ensure that each facility meets applicable laws and regulations under their respective jurisdictions. Fraternal organizations must supply the name of a house manager and that individual must attend mandatory fire and safety training each semester as well as be present for the entire duration of the fire and safety inspection. House managers will select the date and time of their individual house inspections.

13. Social Event Registration/Social Event Guidelines

The Office of Fraternity & Sorority Life advocates for the fraternal movement by educating, advising, and empowering fraternities and sororities and their members to live according to their organizational values and contribute to the University of North Carolina at Chapel Hill and greater community. We foster shared accountability and opportunities for recognition and distinction. The Social Event Guidelines aims to provide safe social environments for the members and their guests through a proactive approach to risk reduction.

The University of North Carolina at Chapel Hill Fraternity & Sorority Life Social Event Guidelines apply to any member, new member, or guest of a member, on or off the chapter premises, or at chapter events/functions or any event that an observer may associate with fraternity/sorority.

I. Agreement
A. All fraternities and sororities in the IFC, MGC, NPHC, and PHA councils must comply with the University’s Alcohol Policy, Hazing Policy, and the Instrument of Student Judicial Governance.

B. The possession, use and/or consumption of alcohol, during an official fraternity/sorority event, or in any situation sponsored by the chapter must comply with all local, state, and federal ordinances and laws.

C. Any activity that incorporates or inherently fosters degrading, demeaning, or portrayals of any individual or group based on race, ethnicity, age, gender, sexual orientation, or disability is strictly prohibited.

D. For any event, there shall be at least one member of the host chapter that organizes the “sober monitors” and acts as the responsible representative for that chapter during the event.

E. Adjudication of any alleged violations of the Social Event Guidelines shall be conducted by the respective council’s Judicial Board and OFSL staff, as applicable.

F. No alcoholic beverages may be purchased with chapter funds, or purchased on behalf of the chapter by any member or non-member. The purchase or use of bulk quantities or common source of alcoholic beverages (i.e. kegs, case beer, party juice, etc.) is prohibited.

G. Chapters are required to abide by all of their individual Inter/national rules and regulations, including NIC policies (as applicable).

II. Registered Social Events

A glossary of defined terms can be found in Appendix B.

A. All Social Event Registration Forms must be submitted 7 (seven) days prior to the hosted event on Heel Life. This is for all recognized fraternities and sororities of the IFC, MGC, NPHC, and PHA at UNC-Chapel Hill. A form must be completed by ALL sponsoring and/or co-sponsoring organizations of the event.

a. A Social Event Registration Form is required for any function that meets one or more of the following criteria:
   i. Does not end by 9:00pm
   ii. Alcohol is present
   iii. Amplified sound is present (ex: band, DJ, music streaming, stereo, etc.)

b. A Social Event Registration Form is required regardless of the location of the event (i.e. chapter houses, “unofficial chapter houses”, apartment units, third party vendors, etc.)

B. Events are not allowed during the council designated recruitment/intake periods of each semester.

C. All events must be invite only and not advertised to the general public.

D. The host chapter(s) must have completed a risk management training prior to hosting a registered event each academic year.

E. All organizations wishing to host an event must have a current copy of their Liability Coverage/Insurance Certificate on file with OFSL prior to their first event of the semester.

F. There must be one clearly marked point of entry into the event. If the event is outdoors, it is the chapter's responsibility to create fencing to maintain only one entry point.
G. No event should last more than four hours.
H. Open events may not take place after the final day of class.

III. Alcohol Procedures
A. All events, regardless of location, involving alcohol must be either a closed BYOB (Bring Your Own Beverage) or a Third Party Licensed Vendor Function.
B. BYOB Policy [Chapters hosting an event with alcohol are responsible for compliance with the University Alcohol Policy, Inter/National Policies, and the NIC Policies (IFC Organizations).]
   a. Only guests or members that are 21 years of age or older may bring beer or wine to the event.
   b. Only guests or members that are 21 years of age or older may consume or possess alcohol.
   c. Refer to Inter/National Risk Management policies for maximum alcohol by volume amounts.
   d. No glass containers are permitted.
   e. An ample supply of nonalcoholic beverages and non-salty foods shall be provided and be placed in an area that is visible to all guests attending.
   f. The host(s) chapter is responsible for having wristbands specific to the event.
   g. Each guest 21 years of age or older will be provided with a wristband as they enter the event that signifies they are of the legal drinking age.
   h. All attendees that are younger than 21 should receive a large “X” on their right hand in permanent marker and not be given a wristband.
C. Third Party Vendor
   a. Host chapter(s) may hire a third party vendor to dispense alcohol at an event.
   b. Third Party Vendor events can be hosted at a third party location, or the third party vendor can come into a facility and serve alcohol.
      i. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol).
   c. If a third party vendor is hired, it becomes the vendor’s responsibility to ID all guests and charge the guests accordingly.
   d. An ample supply of nonalcoholic and non-salty foods shall be provided.
   e. It is suggested that transportation be arranged by the chapter to transport members and their guests to and from any third party event. Chapters may use cabs, safe rides by members’ personal vehicles, or rented busses.

IV. Guest Lists
A. Chapters must have a guest list for all chapter events, including formals, cocktails, mixers, parties, etc. A guest list contains the names and birthdays of all persons expected to attend an event.
B. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list
system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
   a. Guest lists must be submitted by 3pm the day prior to the proposed date of the event to OFSL.
C. Guest lists must be presented in typed form before the party begins to the event security at the point of entry.
D. Only people on the guest list will be allowed to enter.
   a. All people who enter MUST show a valid ID with proof of age.
   b. Names should be crossed off upon entry.
   c. Chapters are encouraged to also record the departure time of guests.

**Guest lists are not required for late night parties on campus that are non-alcoholic**

V. Sober Monitors
   A. Event host(s) must provide a minimum of one “sober monitor” per 25 attendees (members and guests) at an event where alcohol is present.
   B. Each sober monitor must perform Chapter-designated duties, including, but not limited to, checking IDs, allocating wristbands, and overseeing the guest list, etc.
   C. There must be at least two sober monitors at the door checking identification for the duration of the event. These members must not be intoxicated or drinking alcoholic beverages when checking identification.
   D. Sober monitors are responsible for ensuring that guests do not bring open containers of alcohol into and must prevent open containers of alcohol from leaving the event.
   E. Documentation of the names and schedule of sober monitors should be provided to OFSL by 3pm the day prior to the proposed date and security at the event.
   F. Aspiring members, potential new members, or new members cannot be sober monitors.

VI. Security
   A. If alcohol is present at an event, security is required. At least one chapter member acting as a security guard must be present for the entire event, however more are recommended.
      a. Third party security is acceptable.

VII. Violations, Sanctions, and Appeals for Social Event Policy
   A. Violations
      a. Each reported violation is subject to possible sanctioning determined by the respective council’s Judicial Board or OFSL.
      b. Any violation that occurs at an event will be considered a violation by all sponsoring organizations.
      c. Violations can be reported by IFC, MGC, NPHC, PHA, University of North Carolina Chapel Hill, City of Chapel Hill, Inter/National Organizations, Residence Hall Staff, Member Chapters, or any concerned individual.
B. Sanctions
   a. Sanctions can be administered for any violation of any part of the Social Event Guidelines.
   b. These sanctions can be administered or adopted by OFSL staff, council Judicial Board, or the Office of Student Conduct
   c. Types of Sanctions
      i. Community Service
      ii. Fines
      iii. Social Probation
         1. Type of Social Probation:
            a. Type 1
               i. The chapter may not sponsor or co-sponsor BYOB events
               ii. The chapter may sponsor Alcohol-Free Events and Third Party Vendor Events
            b. Type 2
               i. The chapter may not sponsor social events BYOB or Third Party Vendor Events
            iv. Risk Management Education
            v. Letter to National Organization
            vi. Loss of recognition as an official University recognized student group
   d. More than one sanction may be given.

VIII. Late-Night Campus Parties
   A. Chapters are responsible for complying with the policies and procedures listed in this document, the University Alcohol Policy, the Instrument of Student Judicial Governance and all other applicable University policies when hosting events on campus.
   B. All late night campus parties must be approved by OFSL at least one month in advance of the planned late night event.
   C. The sponsoring organizations are required to meet with the staff of the facility and complete the checklist that they are given upon making the room reservation.
   D. Sponsoring chapters must be aware of maximum room capacity and it is strongly advised that the sponsoring chapter create a presale ticket strategy based on that number.

IX. Risk Management
   A. All chapters are expected to know and follow their own chapter’s risk management policies, the University Alcohol Policy, the Instrument of Student Judicial Governance, NIC policies (if applicable), along with this policy.
   B. The Office of Fraternity and Sorority Life strictly prohibits any form of hazing. Hazing activities are not compatible with the ideals and traditions of any fraternity/sorority and reflect negatively on our community. All allegation, issues, and or concerns related to hazing will be handled by the Office of Student Conduct.
C. The possession and/or use of any illegal or controlled substances, including but not limited to drugs, narcotics, marijuana, or any hallucinogen is illegal and contrary to the standards of the University of North Carolina at Chapel Hill. There will be no possession and/or sale of illegal or controlled substances on any chapter premises, at any fraternity/sorority social event, or any event possibly associated with a fraternity/sorority.

D. No fraternity or sorority will tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, emotional, verbal, or cyberbullying. Chapters found responsible of sexual harassment/assault or any other demeaning acts will be reported to the Equal Opportunity and Compliance Office and the Office of Student Conduct.

E. All Chapter houses should meet all local Fire and Safety standards.

F. Refer to Appendix C for suggested procedures for an emergency or tragedy.
Appendix A: Glossary of Terms

A. Host Chapter: any recognized fraternity or sorority chapter that has planned, sponsored, hosted, or promoted any event or has submitted a Social Event Registration Form.
B. Social Event: a gathering in any location where more than eight guests and alcohol consumption appears to be the primary purpose.
C. Sponsored: Paid for, planned, and/or carried out by the organization and/or chapter
D. Chapter member: undergraduate active or new member
E. Guest: person who is not a member or new member
F. Sober Monitors: designated members who monitor the event and ensure the safety of attendees, these individuals must remain sober for their shift
G. BYOB Manager: a sober monitor in charge of the distribution of alcohol at BYOB events.
Appendix B: Emergencies or Tragedies

A. Suggested Procedures for an Emergency or Tragedy
   a. While we hope you will not have to deal with an emergency or tragedy, from time to time these situations arise within chapters. The following suggestions are made to assist you in responding appropriately to such a situation. These procedures should be reviewed with all chapter officers and advisors. Careful preparation for an emergency can save lives and minimize losses. Every Inter/National Organization has procedures such as the following. Please refer to those procedures.
      i. In the event of any emergency (serious illness, accident, fire, injury, or death) call 911 and calmly explain the situation so appropriate emergency personnel may respond.
      ii. Do not notify parents or family of the person involved in the emergency situation. University, police, and/or medical officials will inform family members.
      iii. Notify your chapter advisor, Office of Fraternity and Sorority Life, Office of the Dean of Students, Inter/National headquarters.
      iv. Inform your members and new members along these guidelines:
         1. Close the house and only permit entry to members, staff, University officials, advisors, and emergency personnel.
         2. Assemble all members and new member groups.
         3. Instruct members to make no statements to anyone other than University or other local officials—all requests for information should be directed to the chapter spokesperson.
         4. The highest-ranking chapter or alumni official present should take control of the situation and initiate appropriate crisis management procedures.
         5. In the event of a suicide attempt, call immediately for an ambulance.
         6. In the event of a death, do not remove any items from the person’s room, apartment, or surroundings. Do not let members enter, only allow entry by proper officials.
Appendix C: NIC Alcohol and Drug Guidelines

In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.

2. The chapter/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 chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.

3. Alcoholic beverages must either be:
   a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
   b. Brought by individual members and guests through a bring your own beverage (“BYOB”) system. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.

4. Common sources of alcohol, 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 chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).

6. A chapter/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 alcohol.

7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.

8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.

9. 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 night,” “big/little” events or activities, “family” events or activities and any ritual or ceremony.

10. The chapter/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.