

**FRATERNITY & SORORITY LIFE
POLICY HANDBOOK**



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Introduction

The Fraternity and Sorority Life Handbook was created to consolidate various policies related to Fraternity and Sorority Life at the University of Central Florida into one location. The policies are reflective of standing office policies and policies established by *The Way Forward* and *The Way Forward 2.0*. The premise of the policies is to evolve the five target areas of safety for the UCF Fraternity and Sorority Life community: Building Community, Community Development, Community Transparency, Alcohol & Event Management, and New Member Education and Development. Please note, that although this Handbook is designed to consolidate the various policies related to Fraternity and Sorority Life, this handbook is not all-encompassing of all policies and the policies are subject to change at the discretion of Fraternity and Sorority Life staff.

UCF Fraternity and Sorority Life Chapter

In order for a social fraternity or sorority to be deemed a member of the community, they must register with the University, only after the Vice President for Student Development and Enrollment Services has granted a formal invitation. In order to receive a formal invitation, the petitioning organization must meet all the documentation and certification requirements, as set forth by the expansion policy. An expansion committee will review the documents and make a recommendation. The Director of Fraternity and Sorority Life will review all recommendations and provide the final recommendation to the Vice President for Student Development and Enrollment Services. At the discretion of the Vice President for Student Development and Enrollment Services, approval may be given.

In order to remain a member of the community, the University of Central Florida including respective departments and the National Office of the fraternity or sorority, must agree collectively or independently that it is in the best interest of the students to remain in the community.

Levels of Standing

Good Standing

Chapter is current on all required registration paperwork, has no outstanding fines, and has met all other obligations. Additionally, the chapter is not on a restrictive status of any kind through the Office of Fraternity and Sorority Life, the Office of Student Conduct, or their governing council, and/or does not have any overdue educational sanctions.

Prohibitive Standing

Chapter is not current with all required registration paperwork, has an outstanding fine, did not meet another obligation, or has overdue educational sanctions. Chapters may be permitted, at the discretion of OFSL, to have basic operations such as chapter meetings, community service, and recruitment, but are not permitted to host social events, philanthropic events, etc.

Bad Standing

Chapter is on an interim suspension, suspension, or expulsion status. No chapter operations may occur. Select operations may be approved at the discretion of the Office of Student Conduct and the Office of Fraternity and Sorority Life and at the request of the National Office.

Member's Ability to Hold Elected Office

In order to hold an elected position in the Fraternity and Sorority Life community the individuals must be a degree seeking student currently taking a minimum of 6 credit hours at UCF. The student must be an active member of the community and be in good standing with their Fraternity or Sorority, the council and institution. All members must have a minimum of a 2.5 GPA.

In order to run for a council leadership position, including a recruitment guide, individuals must be a degree seeking student currently taking a minimum of 6 credit hours at UCF. The student must be an active member of the community and be in good standing with their fraternity or sorority, the council, and institution. The member must have a minimum 2.5 GPA. Presidents of the councils are not permitted to hold two elected positions at UCF simultaneously. No member will be permitted to run for a leadership position unless the member and chapter is currently in good standing; this includes interim suspension.

Required Registration Information

At the start of each semester all chapter presidents will be added to a Fraternity and Sorority Life WebCourse. All required registration information can be found via the WebCourse. Failure to submit any required documents on-time will result in the chapter being placed in prohibitive standing and may result in a fine. Documents carrying a fine for late submission can be found below.

Packet 1 (Semesterly) - Due the Second Monday of Classes (Regardless of Holidays)

- Roster Edit 1
- Hazing Compliance Form
- New Member Education Plan
- Chapter Plan
- RSO Update Form
- Academic Plan

Packet 2 (Semesterly) - Due the Last Friday of Classes (Regardless of Holidays)

- Roster Edit 2
- Community Service/Philanthropy Report
- Officer Update Form

Chapter President Meetings

Chapter Presidents or an agreed upon executive member are required to attend regular meetings with their OFSL advisor.

Failure to meet for three consecutive meetings can result in chapter being placed on prohibitive standings until meetings are made up or advisor approves.

Roster Changes

All roster changes (potential new member, eliminated member, inactive member, etc.) that occur within the chapter should be made within 48 hours on Greek Roll. However, chapters should not move graduated members to graduated status until Roster Edit 1 the semester following graduation and New Members will automatically become Members once the new semester begins. (<http://greekroll.sdes.ucf.edu/chapters>)

Failure to update roster can result in a chapter hold on all operations and/or result in being placed on bad standings.

Certificate of Insurance Compliance (Annually)

Each year, every organization is required to produce verification of General Liability Insurance. As per UCF Regulation 4.0292 Potentially Hazardous Events, Section 6 Insurance Requirements and the terms of the sub-lease, it is mandatory that all Greek organizations provide their current Certificate of Insurance. The certificate should indicate a minimum General Liability coverage of \$1 million per occurrence, naming UCF Board of Trustees as “Additional Insured” and UCF Risk Management as “Certificate Holder”.

Moreover, organizations must provide an Additional Insured Endorsement (AIE) naming the University of Central Florida Board of Trustees.

Failure to comply with these policies *may* result in the following:

- Risk Management denying events and Safety Action for Event (SAFE) requests.
- For Housed organizations, a breach of sub-lease obligations may lead to the eviction of the chapter house.

The certificate of Insurance can be submitted to the Coordinator of Risk Prevention in the Office of Fraternity and Sorority Life.

Community Development Plan

Each Chapter is responsible for working with their governing council and the Greek Council President on the Continuous Improvement Plan found in the Way Forward 2.0 Manual.

Monthly Chapter Reports (Monthly)

On the 20th of each month, chapter presidents are required to submit their chapter’s monthly report via the President’s WebCourse. This report is a brief summary of chapter operations for the previous month. The template of the report can be found on the WebCourse.

Failure to complete may result in the chapter being placed on “Prohibitive Standing” until completed.

Standards of Excellence (Annually)

Each year, chapters are required to complete the Standards of Excellence submission, which is a summary of all chapter operations each year. Additionally, chapters are required to make a presentation to a panel of judges and their peers about the various efforts their chapter has made. Failure to complete the submission on time can result in a fine and the chapter being placed on prohibitive standing until this document is submitted. Copies of the packet and how to submit it can be found on the OFSL website and through the WebCourse.

- Late or failure to submit may result in a fine for chapters over 30 members of \$500; for chapters under 30 members \$250.
- Chapters may be placed on prohibitive standing until completed.
- Any organization within the bottom 10% of the community Standings or below a chapter average GPA of 2.5 for any semester may be placed on a values-driven semester plan. The plan will focus on leadership, academics, service, and positive relations. Chapters that are not maintaining satisfactory SOE scores or GPA will be

supported to grow and develop in the areas listed above as needed. A reduction (or exclusion) of programs considered purely social for the following semester may occur at the discretion of the office advisor.

Educational Requirements

The following programs have required attendance for chapters. Please note that programs are funding based and are subject to cancellation by the office.

Officer Trainings

Officer Trainings will be offered each semester and will be required for first-semester officers. Trainings are offered for various positions. The training schedule can be found on the OFSL Semester Calendar found under Resources on the OFSL website and at the Webcourses.

Failure to complete all trainings by the end of an executive boards first semester will result in the chapter being placed on “Prohibitive Standing” until completed.

Risk Management Education

Education will be offered each semester and will be required for first-semester officers. Trainings are offered for various positions noted below. The training schedule can be found on the OFSL Semester Calendar found under Resources on the OFSL website and at the Webcourses.

Failure to complete all trainings by the end of an executive boards first semester may result in the chapter being placed on “Prohibitive Standing” until completed.

Alcohol and Other Drug (AOD) Training

Required for all first-semester Presidents, Vice Presidents, Risk Managers, Social Chairs, New Member Educators, and Standards Chairs who have not completed the training previously.

Bystander Intervention (Green Dot Training)

Required for all first-semester Presidents, Vice Presidents, Risk Managers, Social Chairs, New Member Educators, and Standards Chairs who have not completed the training previously. Overviews will be provided to all councils.

Each chapter is responsible for providing resources and actively educating members on interpersonal and sexual assault violence.

DGC/NPHC Risk Management Retreat

Required for all neophytes of the Diversified Greek Council (DGC) and the National Pan-Hellenic Council (NPHC). There may be required trainings for prophytes on select topics.

Fraternal U/Greek Leadership Institute

Required for all new members of the Interfraternity Council (IFC).

Panhellenic Risk Prevention Day

Required for all potential new members going through Panhellenic Formal Recruitment.

Greek Leadership Challenge

If offered, chapters are required to send two-chapter members to a weekend leadership retreat, Greek Leadership Challenge.

A reimbursement of \$250 per member at minimum will be mandated for every member of a chapter that does not attend entire retreat or is sent home for disciplinary reasons.

Emerging Leaders Retreat

If offered, chapters are required to send two emerging leaders, defined as members who have not yet held a position of leadership in the chapter or are in their first role.

A reimbursement of \$200 per member at minimum will be mandated for every member of a chapter that does not attend entire retreat or is sent home for disciplinary reasons.

Presidents Academy

If offered, chapters are required to send Presidents, to a day-long or weekend leadership retreat where they are educated on community policies, standards, and given tools to succeed.

A reimbursement of \$200 per member at minimum will be mandated for every member of a chapter that does not attend entire retreat or is sent home for disciplinary reasons.

Attendance Requirements & Policies

Failure to send adequate representation to all required programs, meetings, and events, found on the OFSL Semester Calendar on the OFSL website or via email, may result in the chapter being placed on prohibitive status, and may result in a fine.

Fine Policies & Schedule

Fines will be assessed as a result of failure to attend meetings/programs, failure to turn-in paperwork on time, and/or breaking certain policies that carry a fine. All fines administrated by the office will go directly towards community and educational programming overseen by the Presidents' Council and/or Greek Council.

New Member/Membership Polices

Greek Account for Materials, Management and Administration (G.A.M.M.A) Dues

Each active member will be assessed membership dues to be determined by the Presidents' Council. G.A.M.M.A. Dues are used to provide programming, scholarship, leadership, and other opportunities deemed beneficial to the success and sustainability of the Fraternity and Sorority Life community. The Greek Council President and Director of Fraternity and Sorority Life will oversee the usage of funds.

General New Member Education Policies

In order for a chapter to take in new members, all new member paperwork must be complete; risk prevention programming must be complete; and the Greek Roll roster must reflect they are new members. EACH CHAPTER IS REQUIRED TO HAVE NO LESS THAN 12

ACTIVE MEMBERS IN ORDER TO BE CONSIDERED A REGISTERED STUDENT ORGANIZATION. (Please refer to OSI policies)

- All new member education meeting dates, times, and locations must be denoted in the New Member Plan.
- New member processes are restricted to 7 weeks unless approved by the Office of Fraternity and Sorority Life. National Offices may be contacted before approval is made.
- New membership process will be permitted to take place during the fall and spring semester only. Exceptions must be made by the Director and be given in written form for extreme reasons only.
- New member education meetings should occur between 8:00 am and 11:00 pm.
- All ritual ceremonies should have a chapter advisor present.
- Programs developed specifically for new members must not include any alcohol, or any drugs.

Overnight Events/Retreats

All overnight events or retreats must be acknowledged, in-writing, by the inter/national organization.

These events require a full-risk management plan, in addition to other applicable event registration requirements listed later in this handbook.

New Member Presentation Guidelines (if applicable)

All organizations must adhere to the following guidelines when presenting new members to the campus community:

Presentation of new members must take place no more than 15 calendar days after the members have been initiated into the organization, and/or prior to "Study Day(s)", whichever comes first, unless approved in writing by the Office of Fraternity and Sorority Life.

Guidelines for those who host New Member Presentations or "Shows"

- The Office of Fraternity and Sorority Life must be notified of the date, time, and location of the "show" no less than 15 business days prior to the date of the New Member Presentation. SAFE Forms are required for all on campus New Member Presentations.
- New Member Presentations are not to be scheduled on the same time as another New Member Presentation or an OFSL scheduled program.
- No explicit or revealing attire is to be worn by the new members or other "show" participants.
- No excessive use of profanity or sexually suggestive language. This is to include music and chants.
- No alcoholic beverages or drugs will be permitted. This includes by visiting chapters, alumni, and/or graduate members.
- No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Items such as canes, staffs, and sticks may be used as a part of the performance but may not be used as a weapon to harm another individual. If not used as part of the show, items should not be present.

- The following items are not permitted unless approved by the office: Bats, bricks, chains, paddles. Please consult with OFSL for all other paraphernalia that is being considered.
- In the event of an altercation during the presentation, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See Violations section for further details)
- No references to hazing and/or other illegal activities, this includes but is not limited to suggestive themes and items such as non-decorative paddles.
- Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
- If a new member decides that they cannot, or decides not to participate in the show, a written and signed letter by the new member must be submitted to the Office of Fraternity and Sorority Life no less than 72 hours before the show explaining why they cannot or have decided not to participate. If less than 72 hours contact office advisor immediately for acknowledgement.
- The New Member Presentation MUST start within 30 minutes of scheduled time advertised. Advertised time should be reflective of the same time noted on the SAFE and SERF forms. Following the show, members of the presenting organization must vacate the area within 30 minutes (this will assist with crowd disbursement). The organization will be responsible for ensuring the site used is left in its original state after use. (Rollcall is not considered the start of show)
- It is the chapter responsibility to notify visiting and alumni members of all UCF New Member Presentation rules. (Golden Rule)
- If a New Member Presentation does not occur, new members must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.), acknowledging all new members.

Violation(s)

Violations of guidelines can result in consequences including fines, cancellation of show, probation, and/or suspension.

UCF Hazing Policy

UCF-5.008 Rules of Conduct, Section 7 (a) – (e)

UCF-5.011 Organizational Rules of Conduct, Section 10 (a) – (e)

Hazing – The University does not condone hazing in any form and defines hazing to include but not limited to:

- a. Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under registration with the University. Hazing may result in felony charges.
- b. Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.
- c. Any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment,

or any other activity which could adversely affect the mental health or dignity of the individual.

- d. Forcing or requiring the violation of University policies, federal, state, or local law.
- e. Any activity, as described above, upon which the initiation or admission into or affiliation with a University of Central Florida organization may be directly or indirectly conditioned, shall be presumed to be a “forced” activity, the willingness of an individual to participate in such an activity notwithstanding.

Hazing Reporting

To ensure the UCF Creed is maintained to the highest degree, UCF does not condone hazing in any form. Hazing is an abuse of power and relationships, and its purpose is to demean others. Hazing has no place at the University of Central Florida. Any acts of hazing by any UCF student or student group/club/organization /sports/fraternity/sorority /athletic team will not be tolerated. Hazing is a serious matter and if you feel you, or someone you know has been hazed, you can report hazing by one of the methods below:

1. **Contact the UCF Police Department** UCF’s Police Department at (407) 823-5555.
2. **File an Incident Report** To file a hazing incident report, please use OSC’s [Incident Reporting Form](#).
3. **Call the Anti-Hazing Hotline** To report a hazing incident by phone please contact the hazing hotline 407-823-4518. Calls are answered by a staff member on business days between the hours of 8am and 5pm. If you call outside of the office hours and leave your name and contact information, you will receive a phone call during the next business day.
4. **Email the Anti-Hazing Account** To report a hazing incident by email, please send your concerns to anti-hazing@ucf.edu.

Don’t be a bystander when it comes to hazing. If you feel a matter needs to be addressed immediately, don’t hesitate to contact the police by dialing 911 or UCF’s Police Department at (407) 823-5555.

Events

Event Registration

All fraternity and sorority events must be registered and reviewed by the Office of Fraternity and Sorority Life (OFSL). All events must be registered through the SERF system: <http://serf.sdes.ucf.edu>. Some events may also need to be registered through the SAFE system: <https://safe.sdes.ucf.edu/>.

Social Event Registration Form (SERF) Policies

Submission Deadlines:

- Dry Events: 5 days prior to the event
- Events with Alcohol (wet) : 10 days prior to the event
- Any event registered within the respective window will be acknowledged by the OFSL.

Any event held, which is not acknowledged by OFSL, could result in disciplinary action by OFSL, the Office of Student Conduct, and/or Greek Council.

SERF submissions will not be deemed submitted in their entirety until both the SERF and the Supplemental SERF

(http://ucf.qualtrics.com/jfe/form/SV_77ZdGMG6HESx6ap) are submitted. The Supplemental SERF must be submitted by the respective deadlines as well.

- Events with alcohol (wet) submitted within 10 days will not be approved.
- Dry events submitted within 5 days will not be approved or subject to a fine.
 - o First Offense: \$50, Second Offense: \$100, Third Offense: Automatic Cancellation
- Any chapter that sponsors an unregistered event may be assessed a \$200 fine and will be placed on “Prohibitive Standing” for the remaining of the semester. In the event that the program occurred within the last 4 weeks of the semester, the “Prohibitive Status” will continue for the following semester.

Safety Action For Event (SAFE) Policies

Submission Deadline: The online form and paper SAFE Form with all required signatures must be submitted at least 15 days prior to the event. Once all required signatures are collected, the paper copy can be turned into OFSL. **NO SAFE FORMS WILL BE SUBMITTED WITHIN 15 DAYS OF THE EVENT OR THE DATE STATED ON THE SAFE WEBSITE.**

For events requiring a SAFE Form, the SERF will not be acknowledged until the SAFE Form is submitted.

For all other policies regarding SAFE Forms, including what types of events they are necessary for, please visit: <https://safe.sdes.ucf.edu/>.

Collaboration Events

If the guest list exceeds 40% attendance by another single organization, the event may be considered a program sponsored by both organizations. Note: For chapters with less than 12 members, a “collaboration event” will be evaluated on a case-by-case basis.

Alcohol (Wet) Events

During the first two weeks of the semester, mid-term week, and finals week, no events with alcohol will be approved. These dates will be determined by the institution and the Office of Fraternity and Sorority Life and posted on the OFSL Semester Calendar.

Philanthropic Events

No philanthropy events will be permitted at venues where the primary source of income is alcohol sales.

Wet Event Guidelines (Events with Alcohol)

All wet events, with the exception of outdoor, on-campus tailgates, must meet the following criteria:

- Utilize a licensed and insured third-party alcohol vendor and bartender, who is not a member of the chapter or the UCF Greek community
- Have an in-depth risk management plan, completed through the SERF system, including but not limited to:
 - Itinerary:
 - What is the event?
 - Where is the event?
 - Drop-off and pick-up locations on-campus
 - Venue

- Who is attending? (hosting orgs, guests, etc;; different than the guest list)
- What time is the event?
 - Check-in
 - Departure to venue
 - Pick-up at venue
 - Arrival on campus
- How are you getting there?
- Alcohol management procedures
 - Who is the 3rd party vendor?
 - Who is managing ID verification, wristbands, X's, etc.?
 - Sober monitors:
 - Who are they?
 - What are their responsibilities?
 - What was their training?
- What is the chain of command for the event?
- What is the procedure in case of an emergency?
- Guest list including the following for each guest (if applicable)
 - Name
 - PID (if applicable)
 - Birthdate
 - Affiliation (if applicable)
- Sober Monitors
 - Events sponsored by one organization - 10% of guest list must be sober monitors
 - Co-sponsored events – 10% of each organization's attendees must be sober monitors

Overnight Events, Overnight Formals, & Wet Events Further than 40 Miles from Campus

All overnight events, overnight formals, and wet events further than 40 miles from campus must be approved, in-writing, by the inter/national organization.

- These events require a full-risk management plan including all elements listed previously, as well as the following:
 - If alcohol will be made available at any time during the event, all elements for a wet event must be submitted
 - Itinerary
 - Travel arrangements
 - Validation of extra room for guests needing a break which includes food and water (Overnight events)
- Event monitors who are different each day
- Events are not BYOB (bring your own alcohol)
- Guestlist must include:
 - Name
 - PID (if applicable)
 - Birthdate
 - Affiliation (if applicable)
 - Emergency contact name
 - Emergency contact phone number
- If members are driving private vehicles, chapter must submit list of drivers and passengers for each vehicle with risk management plan

Briefing and Debriefing

All large-scale programs, events with alcohol, and events outside of 40 miles from campus should be preceded with a briefing meeting to discuss logistics, sober monitors, requirements, and expectations. Additionally, all chapters must have a debrief (in person, or over the phone) about the happenings of the program within 5 business days or prior to the next event requiring a briefing meeting.

Travel Notification from National or International Office

Any chapter hosting an event with alcohol more than 40 miles from the campus must receive written acknowledgment from the National or International Office stating that the chapter complies with national or international standards.

Events at Third Party Vendors

If utilizing buses for transportation, pick-up and drop-off location must be on-campus at the Visual Arts Building, or another acceptable location.

- During pick-up, UCF Police must be contracted to assist with the loading of buses.
- Any person(s) believed to be under the influences of any substances should not be permitted to load on the bus.
- Venue drop-off and pick-up locations must be the same

House Parties

Chapters with a facility either on or off campus (defined by organizational members comprising at least 60% of the residents) are permitted to host two signature events in the facility with alcohol each year, including formals and semi-formals. These chapter events are limited to one per semester. All events must include 3rd party vendors to serve alcohol.

- One wet event inside chapter facilities (or affiliated location) per semester (maximum two events per year, including summer)
- Must utilize separate points of entry and exit (one each)
- All private residential areas/bedrooms must be locked and off limits to members and guests
- Organization must contract licensed third-party security (two security guard minimum; one per every 100 guests)
- Organization must contract police officers (one officer minimum)
- Must meet all other wet event guidelines

Tailgating Policies

- All tailgates must be held outdoors in designated areas.
- Chapters must designate at least one tailgate captain per tailgate and provide the following information to their council leadership two business days prior to the game (e.g. Thursday by 5pm for Saturday game or Tuesday by 5pm for Thursday game):
 - Name
 - Phone Number
 - Organization
- No alcohol beverages above 15% Alcohol by Volume (ABV)
- No hard alcohol
- No glass containers
- No open-source containers
- No block letters (A-frame letters permitted)

Lake Claire Tailgating Policies

- All policies in the Tailgating Policies must be followed and adhered to.
- All policies in the Lake Claire Tailgating Agreement must be followed and adhered to.

