



Policies and Procedures Manual
Office of Fraternity & Sorority Life
University of Pittsburgh

Revised April 2017

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Notice

This policies and procedures manual is not a contract. Students are required to abide by the current version of the manual, which is always available by request.

The *Office of Fraternity and Sorority Life Policies and Procedures Manual* is designed as an informational and regulatory document and does not constitute or reflect a contract. The information contained herein supersedes all previously published *Policies and Procedures Manuals* and is subject to change at the discretion of the University. University policies, practices, guidelines, and procedures, which may be updated and approved subsequent to the publication of this document, will in some instances take precedence over the contents of this handbook. To ensure that you have the most current information, you may contact the Coordinator of Fraternity and Sorority Life at 412-648-7832.

The *Manual* will be made available to all students at the beginning of the fall term. Copies of the *Manual* are available for students to pick-up in the Office of Fraternity and Sorority Life, 649 William Pitt Union. The policies and procedures found in this document and the Student Code of Conduct mandate the expectations and policies for recognized non-honorary fraternities and sororities at the University of Pittsburgh. Violations of the policies in this document may be adjudicated through the Office of Student Conduct.

The Pitt Promise: A Commitment to Civility

The University of Pittsburgh is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles:

As a Pitt Student:

- I will embrace the concept of a civil community which abhors violence, theft and exploitation of others,
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty,
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community,
- I will support a culture of diversity by respecting the rights of those who differ from myself,
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued,
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.

Expectations for Fraternity and Sorority Membership

Students at the University of Pittsburgh are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Fraternity and sorority members are expected to:

1. Acknowledge that the primary purpose for being at the University of Pittsburgh is to pursue a higher education and to maintain high academic standards.
2. Know and understand the ideals and values of the chapter and incorporate them into daily life.
3. Continuously support a positive new member education program that is alcohol free.
4. Not support or participate in any form of hazing as described in the anti-hazing policy, the Student Code of Conduct, and the laws of Pennsylvania.

5. Adhere to the Student Code of Conduct.
6. Practice bystander intervention where at risk behavior is displayed
7. Acknowledge that a clean and attractive environment is essential to both physical and mental health and see that the chapter property is properly cleaned and maintained.
8. Know and understand the “Rights Affirmed by the Board of Trustees” section of the Student Code of Conduct.

Chapter Advisor

Each fraternity and sorority must have a chapter advisor, who is to be selected by the inter/national headquarters or chapter. The chapter advisor serves as a liaison to the University and inter/national headquarters.

Chapters are required to submit any contact information changes for the chapter advisor to the Office of Fraternity and Sorority Life.

Chapters must submit written notification to the Office of Fraternity and Sorority Life when a chapter advisor changes.

Academic Performance Standards

It is imperative that fraternities and sororities never fail to remember that education is the primary purpose of attending the University of Pittsburgh. Fraternities and sororities who sustain this commitment do so through exemplifying high levels of collective academic attainment and dedication to helping each member reach their individual academic potential.

Commensurate with this ideal, the Office of Fraternity and Sorority Life has established academic performance standards for all non-honorary fraternities and sororities.

Article I: Professional Academic Mentor and Scholarship Chairperson

- A. Each chapter must identify a Professional Academic Mentor to work with the chapter on academic matters. The Mentor must be a member of the University of Pittsburgh’s faculty or staff. The specific expectations of the Professional Academic Mentor are to be determined by the individual fraternity/sorority in consultation with the faculty/staff member.

The Professional Academic Mentor for fraternities and sororities serves as a contact between the group and the University on academic matters. The Mentor is not empowered to exercise any supervisory or other authority on behalf of the University. The Professional Academic Mentor serves as a non-remunerated consultant and acts only in his/her personal capacity and not as a representative of the University.

The choice of Professional Academic Mentor and the acceptance to serve in such capacity represents a voluntary association between the chapter and Mentor.

- B. To assist the group and to serve as the group's liaison with the University, the Mentor may:
 - Attend meetings of the organization and become familiar with its academic performance and activities.
 - Provide assistance to the organization in meeting the academic performance expectations, including but not limited to serving as a resource.
 - Provide assistance in the planning and implementation of academic programming.
- C. Each chapter shall additionally identify and elect a Scholarship Chairperson from within its chapter membership. This Scholarship Chairperson will be expected to work in collaboration with the Office of Fraternity and Sorority Life, the Professional Academic Mentor, as well as the leadership of his or her chapter in developing academic programming at the chapter level designed to improve academic achievement within the chapter.

Article II: Grade Release Form

- A. As a condition of membership in a recognized fraternity or sorority, each member is required to 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 chapters and members or other appropriate purpose. Grade reports are prepared to help chapters identify those members in need of academic assistance and to acknowledge those members doing well academically. This information may also be provided to chapter advisors, chapter presidents, chapter scholarship chairs and inter/national headquarters but may not be re-released by them. Unauthorized release of grade information may jeopardize the chapter's recognized status.
- B. The cumulative GPA for chapters defined as "city chapters" will not include the GPA for non-Pitt students.
- C. The Office of Fraternity and Sorority Life will calculate the cumulative and term GPA for overall female/male, chapters, and councils, at the end of the fall and spring term.

Article III: Minimum GPA Standards

- A. GPA Standard for Fraternities and Sororities
 - 1. As a minimum standard a fraternity or sorority must have a cumulative GPA of at least a 2.50. Those organizations that are below a 2.50 will be subject to loss of

privileges, as determined by the Office of Fraternity & Sorority Life, until the GPA meets or exceeds the minimum standard.

Article IV: Academic Improvement Plan

- A. Chapters who do not meet the all-male or female averages will be required to meet with the Coordinator of Fraternity and Sorority Life. The chapter will be required to develop and submit a strategic plan designed to significantly improve the academic performance of its members

- B. Significant Improvement
 - 1. The improvement plan is intended to create significant improvement of the chapter average GPA.
 - 2. Significant progress will be determined by the Coordinator of Fraternity and Sorority Life.
 - a. Significant progress will be measured by a minimal .10 increase in the cumulative chapter GPA during a two semester time period.
 - 3. If significant progress is not made, privileges will be jeopardized leading to an eventual loss in recognition at the University of Pittsburgh.

Article V: Minimum QPA for Elected Council Positions

- A. Council (IFC, NPHC, and Panhel) members must possess at the time of election and maintain a minimum 2.50 GPA for elected positions unless the council constitution states a higher GPA requirement.

Requirements for Recognition

Article I: Requirements for Recognition for Fraternities and Sororities (Non-Honorary)

- A. The fraternity or sorority must have established a working relationship with the Office of Fraternity and Sorority Life.
- B. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Division of Student Affairs and the Office of Fraternity and Sorority Life.
- C. The fraternity or sorority must submit current proof of general liability insurance, including a Certificate of Insurance evidencing the coverage.

General liability insurance must include (unless otherwise stated in University housing lease):

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations
- \$1,000,000 Personal and Advertising Injury
- \$100,000 Fire Damage (any one fire) unless otherwise approved by the University of Pittsburgh.

The University of Pittsburgh of the Commonwealth System of Higher Education must be named as an Additional Insured. The policy must contain no significant exclusions and must include coverage for host liquor liability hazing, and sexual abuse/molestation. The University's status as Additional Insured must be specifically stated on the Certificate of Insurance.

This insurance must be Primary and Non-Contributory as to the University's vicarious liability.

- D. Fraternity and sorority chapters must meet the current University registration guidelines unless exempt. Please visit the Student Organization Resource Center website (www.sorc.pitt.edu) for the Student Organization Registration policy. The Office of Fraternity and Sorority Life may from time to time change existing or establish additional requirements for recognition beyond the requirements for registration and may approve exemptions to the requirements. Any changes will be published.
- E. Likewise, the Office of Fraternity and Sorority Life may establish policies and procedures to guide and define the working relationship and may require approval of the fraternity's or sorority's constitution as a condition of recognition. Fraternities and sororities must abide by these policies and procedures.
- F. National social fraternities and sororities must be recognized to operate on campus and are subject to additional recognition policies and procedures approved by the Vice Provost and Dean of Students administered by the Office of Student Life.
- G. The recognition of student organizations is governed by additional policies and procedures approved and administered by the Division of Student Affairs.

Article II: Requirements for Colonization

For colonization the interest group should consult the constitution of the intended governing council (IFC, NPHC, Panhellenic) for specifications on requirements for colonization. If colonization policies are not outlined in a governing council constitution, or if the organization requesting to colonize does not align with a particular governing council, then the interest group will follow the requirements as determined and outlined by the Office of Fraternity and Sorority Life.

Article III: Requirements for Reinstatement

A fraternity or sorority that receives a sanction of Disciplinary Suspension shall have the opportunity to seek reinstatement of that chapter to full recognition with all rights and responsibilities associated with such recognition. In order to seek reinstatement, a chapter must satisfy all requirements as outlined by the disciplinary sanctions. Eligible chapters must petition the Dean of Students for reinstatement following the terms of Disciplinary Suspension.

Reinstatement will be based on the written responses contained in the petition, is subject to no further appeal, and is determined solely by the Vice Provost and Dean of Students or designee.

Even where a chapter satisfies all requirements as outlined by the disciplinary sanctions, and submits the required Reinstatement Petition, the Vice Provost and Dean of Students retains the discretion to grant or deny the Petition.

Reinstatement Petition contents:

- A. The fraternity or sorority must have established a working relationship with the Office of Fraternity and Sorority Life.
- B. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Office of Fraternity and Sorority Life.
- C. The fraternity or sorority must assign a faculty or staff member to work with them on an academic/scholarship plan.
- D. The fraternity or sorority must submit current proof of general liability insurance, including a Certificate of Insurance evidencing the coverage.

General liability insurance must include (unless otherwise stated in University housing lease):

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate
- \$1,000,000 Products/Completed Operations
- \$1,000,000 Personal and Advertising Injury
- \$100,000 Fire Damage (any one fire) unless otherwise approved by the University of Pittsburgh.

The University of Pittsburgh of the Commonwealth System of Higher Education must be named as an Additional Insured. The policy must contain no significant exclusions and must include coverage for host liquor liability, hazing, and sexual abuse/molestation. The University's status as Additional Insured must be specifically stated on the Certificate of Insurance. This insurance must be Primary and Non-Contributory as to the University's vicarious liability.

- E. Statement affirming an alcohol policy for the chapter that is consistent with the University's Alcohol Policy.
- F. Provide a detailed explanation as to the steps taken by the chapter to assure that all violations are addressed and no longer a part of the chapter's culture.
- G. Identify in sequential implementation order the corrective steps addressing the chapter's recruitment/intake effort (rush), new member education process, and the degree of adherence to inter/national regulations and policies.
- H. State the name, responsibility and contact information of the chapter advisor, role alumni play in meeting chapter's needs, and the role of the house corporation to address the infrastructure and building needs of the chapter.
- I. Implement a reporting procedure to comply with the Office of Fraternity and Sorority Life standards which include community service, philanthropy, membership and leadership training each semester.
- J. Implement a year to year leadership transition plan and involve new and continuing members in the chapter's leadership structure.
- K. If applicable, revise chapter's by-laws and/or amend chapter's constitution to assure violations will not be repeated.
- L. If applicable, revise chapter's housing/lease contract and have members sign the agreement that acknowledges compliance with reinstatement principles in the petition.
- M. The Office of Fraternity and Sorority Life may establish additional requirements for recognition beyond the standard requirements for recognition. Likewise, the Office of Fraternity and Sorority Life may establish policies and procedures to guide and define the working relationship and may require approval of the fraternity's or sorority's constitution as a condition of recognition.
- N. The recognition of student organizations is governed by additional policies and procedures approved and administered by the Division of Student Affairs.

Policy Statement on Hazing

Hazing at the University of Pittsburgh is considered a violation of the University's Anti-Hazing Policy and Student Code of Conduct & Judicial Procedures, and is absolutely prohibited. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania.

Hazing is defined at the University as follows:

- **Hazing:** 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 the University. 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.

Therefore, any student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution.

Students and others are encouraged to report incidents, and suspected incidents, of hazing. Reports may be made to the [Pitt Police](#) at 412-624-2121 or the Office of Student Conduct at 412-648-7910.

Policy Statement on Anti-Discrimination

The University of Pittsburgh adheres to a strict anti-discrimination policy. It reads as follows:

“The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, disability, or status as a veteran.”

Policy Statement on On-Campus Housing

The University of Pittsburgh provides on-campus housing to social fraternities and sororities through individual leases in the Fraternity Complex and group housing assignments in Amos and Bruce Halls.

Those fraternities who have entered into leases/agreements with the Department of Housing are to follow the tenets of their individual lease/agreement at all times regarding fire safety, room occupancy, and other applicable policies provided in the lease/agreement, *Residential Handbook* and *Student Code of Conduct*.

Those sororities who have assigned housing with the Department of Housing are expected to comply fully with all policies listed in the *Residential Handbook*, *Student Code of Conduct*, and those policies enforced by the Office of Residence Life.

Sororities in Amos and Bruce halls post only their organization's letters on available windows for external viewing. All letters must be uniform and follow the below guidelines:

- A. Limited to the upper-case letters in the Greek alphabet
- B. Must be in the formal colors of the organization
- C. Must be made from construction paper
- D. Must be no larger than 7"x7" in size
- E. Must be affixed only with scotch tape in the center of the window

Policy Statement on Chapter Operations

All recognized chapters and colonies in the Interfraternity Council, National Pan-Hellenic Council, and Collegiate Panhellenic Association shall operate according to the academic calendar, and shall elect its executive board members (including Chapter President, Vice President, New Member Education, Recruitment Chair, etc.) for a term that follows the academic year (August through April).

Fraternity and Sorority Intake/Recruitment Guidelines

Chapter members must realize that bringing new members into an organization is based upon the aspirants/potential new member's possession of specific qualifications. Individual chapters must be guided by selection standards which will promote the building of a strong and effective chapter.

Chapter members, aspirants/potential new members, and advisors are expected to adhere to the following guidelines regarding Intake/Recruitment at the University of Pittsburgh:

Article I: Intake / Recruitment Definitions

- A. Recruitment is defined as a program (and period of time) of membership selection by Fraternal organizations most notably Interfraternity Council (IFC) and Collegiate Panhellenic Association (Panhel) organizations.
 - a. Formal Recruitment is the major recruitment period of the year with specific scheduled events. The most concentrated period within formal recruitment for entertaining and selecting new members is sometimes known as "Recruitment Week" or "Rush Week."
 - b. Informal Recruitment is a less structured period where chapters can recruit new members. Often chapters hold informational meetings and recruitment events during informal recruitment.
 - c. Continuous Open Bidding, also known as "Open Recruitment", begins after the conclusion of Formal/Informal Recruitment and continues throughout the academic year.

- B. Intake generally applies to National Pan-Hellenic Council (NPHC) and Multicultural organizations and usually includes three components, (1) a pre-induction/orientation period, (2) the final induction ceremony, and (3) an in-depth education program. Each affiliate organization implements the guidelines and details of its own membership intake process.

Article II: Recruitment Guidelines

- A. In conjunction with the Collegiate Panhellenic Association (Panhel) and the Interfraternity Council (IFC), the Office of Fraternity and Sorority Life will determine a Formal and Informal Recruitment Week during the fall and spring semesters.

- B. No recruitment activities are to occur until the beginning of the Formal/Informal Recruitment Week, each semester.

- C. All recruitment activities must take place in an on campus location, or at a third party vendor. Recruitment activities in private houses and apartments are prohibited with the exception of any fraternity/sorority which has continuously leased, owned, or operated a house off-campus prior to 2/3/1998 and has not lost University recognition.

- D. To be eligible for membership in a fraternity or sorority, a student must be a regularly enrolled, full-time student in good standing with the University of Pittsburgh with no less than twelve (12) earned credits as reported in Peoplesoft, and with a minimum 2.50 cumulative GPA. Those students with at least twelve (12) transfer credits as reported in Peoplesoft from another institution of higher learning and no GPA are eligible for membership.
- E. In the event recruitment activities begin without the knowledge and approval of the Office of Fraternity and Sorority Life and/or the chapter has not adhered to the Recruitment Guidelines, recruitment activities will cease immediately, and the chapter may be referred for disciplinary action.
- F. A Bid of Membership will be extended each semester and are valid for one semester. No Bids of Membership will be written by the Office of Fraternity and Sorority Life when there is less than eight weeks left in a given semester, unless the chapter or colony identifies that the potential new member will be initiated by the end of that semester by submitting a separate new member program with relevant documentation.

Article III: Intake Guidelines

- A. Assuming all University requirements have been met, each NPHC/Multicultural affiliate determines when they will conduct intake. Each group may be assisted in this process by their Alumni/Graduate Chapter.
- B. Intake generally includes three components, (1) a pre-induction/orientation period, (2) initiation- the final induction ceremony, and (3) an in-depth education program. However, each affiliate organization implements the guidelines and details of its own membership intake process.
- C. All intake activities must take place in an on campus location, or at a third party vendor. Intake activities in private houses and apartments are prohibited with exception of any fraternity/sorority which has continuously leased, owned, or operated a house off-campus prior to 2/3/1998 and has not lost University recognition.
- D. To be eligible for membership in a fraternity or sorority, a student must be a regularly enrolled, full-time student in good standing with the University of Pittsburgh with no less than twelve (12) earned credits as reported in Peoplesoft, and with a minimum 2.50 cumulative GPA. Those students with at least twelve (12) transfer credits as reported in Peoplesoft from another institution of higher learning and no GPA are eligible for membership.
- E. In the event that Intake activities begin without the knowledge and approval of the Coordinator of Fraternity and Sorority Life and/or the chapter has not adhered to the

Intake Guidelines, intake activities will cease immediately, and the chapter may be referred for disciplinary action.

Article IV: Authorization of Intake / Recruitment Activities

- A. Prior to any Intake/Recruitment activities, at least one chapter member, preferably the Chapter President or Intake/Recruitment Chairperson and/or New Member Educator will meet with the Coordinator of Fraternity and Sorority Life to discuss the details of the process.
- B. All new member education must take place in an on campus location, or at a third party vendor. New member education in private houses and apartments is prohibited with exception of any fraternity/sorority which has continuously leased, owned, or operated a house off-campus prior to 2/3/1998 and has not lost University recognition.
- C. The following information must be provided to the Office of Fraternity and Sorority Life prior to beginning the membership intake process:
 - 1. Any national or regional paperwork that needs to be signed by the Office of Fraternity and Sorority Life.
 - 2. Fraternity and Sorority Anti-Hazing Policy Form: All new members/aspirants are required to sign and submit to the Office of Fraternity and Sorority Life an Anti-Hazing Policy Form. The form must also be signed by the chapter president, advisor, and new member educator/intake chairperson.
 - 3. Calendar of Events - should include a timetable of any intake / recruitment activities, including but not limited to the following:
 - a. Informational Meetings
 - b. Selection Date(s)
 - c. Dates and times of New Member Education programs and/or activities if they occur prior to initiation
 - d. Initiation Date
 - e. Presentation of New Members (if applicable)
 - f. Any additional dates required by the Office of Fraternity and Sorority Life.
 - g. In the event that any dates and times need to be changed on the calendars of events, chapter members are expected to notify the Office of Fraternity and Sorority Life, through a personally delivered hard copy notification no less than five (5) business days prior to the new event time.
 - 4. Verification of Aspirants/New Members: All chapters conducting Intake/New Member Education must submit a Verification of Aspirants/New Member Form. The verification forms must be submitted the following business day after the

interest meeting/bid night, and prior to the start date of the official Intake/New Member Education process.

The Verification of Aspirants/New Members Form lists the individuals who have accepted a bid or are engaged in preparing for initiation, but who have not yet been initiated into full membership. The verification form contains the following information:

- a. Aspirants/New Member First and Last Name
- b. Aspirants/New Member Signature
- c. Student ID Number
- d. University Enrollment
- e. Number of Aspirants
- f. Signature of Chapter President
- g. Signature of Chapter Advisor

5. Term Limitations of Intake/New Member Education Period:

- a. All aspirants/new members must be initiated within eight (8) weeks of the end of the intake/recruitment period, including continuous open bidding.
- b. Initiation must occur no later than the two Sundays prior to the final exam week of each semester, whichever comes sooner. All initiation activities must occur within this time frame.
- c. Chapters must submit a Registration for Initiation Form and submit it to the Office of Fraternity Sorority Life at least two (2) weeks prior to initiation.
- d. At any given time the Office of Fraternity and Sorority Life or governing council may request an updated chapter roster.

6. No new member education activities can take place between the hours of 12:00am and 8:00am each day.

Article V: Adherence to the Family Educational Rights and Privacy Act

- A. The Office of Fraternity and Sorority Life adheres to the Family Educational Rights and Privacy Act except where individual rights have been waived for academic record checks.
- B. Questions concerning the University's FERPA Policy may also be directed to the Office of the Registrar at 412-624-7600.

Article VI: Presentation of New Members

- A. All organizations must adhere to the following guidelines when presenting new members to the campus community.
 - 1. Presentation of new members must take place no more than thirty (30) calendar days after the members have been initiated into the organization.
 - 2. Guidelines for those who present new members using a “Neophyte presentation”:
 - a. Appropriate arrangements shall be made to reserve University space. A copy of the space reservation confirmation must be submitted to the Office of Fraternity and Sorority Life at least 48 hours prior to the event.
 - b. Fraternities and sororities are expected to comply with all University policies and procedures.

Chapter Rosters

Article I: Roster Guidelines

- A. Each organization must submit the names, phone numbers, and addresses of all chapter members, advisors and inter/national headquarter contacts to the Office of Fraternity and Sorority Life at the beginning of each semester.
- B. Chapters must submit and maintain up to date contact information for all chapter members and advisors using the format requested by the Office of Fraternity and Sorority Life.
- C. Any time elections are held, forms should be completed for new officers within one (1) week of elections.

Cathedral Standards of Excellence

Article I: Mandate

- A. Each organization is required to submit a completed Cathedral Standards of Excellence packet each year to the Office of Fraternity and Sorority Life. Please review the Cathedral Standards of Excellence document for relevant requirements and deadlines.

University of Pittsburgh
Interfraternity, Collegiate Panhellenic and National Pan-Hellenic
Councils
Social Event Policy

Preface

Pennsylvania law states that the legal drinking age is 21 years of age. All initiated members and new members or associate members must abide by all federal, state, county, city and University regulations as well as their national alcohol/risk management policy. The entirety of this policy will be enforced for all chapters of the Interfraternity Council (IFC), all chapters of the Collegiate Panhellenic Association (Panhel), and all chapters of the National Pan-Hellenic Council (NPHC) and the Office of Fraternity and Sorority Life.

This policy is a compilation of national fraternity and sorority risk management policies with additional guidelines pertaining specifically to the University of Pittsburgh campus and surrounding community.

These policies are in addition to policies within the Student Code of Conduct.

Article I: Purpose

It is the intention of IFC, Panhel, and NPHC to provide the safest possible social atmosphere for the members of Fraternity and Sorority Life and their guests while allowing those individuals to exercise personal responsibility given to them by the law. The following objectives are essential to achieving this goal:

1. To encourage social responsibility for all members;
2. To encourage responsible consumption of alcohol of individuals of legal drinking age and thereby reduce the problems related with the misuse of alcohol;
3. To increase the safety of everyone in attendance at fraternity and sorority sponsored events;
4. To decrease liability for fraternity and sorority chapters as well as their past and present members;
5. To support the ideals and values on which our fraternities and sororities are based;
6. To promote self-governance.

Article II: Definition of a Restricted Event

A Restricted Event is defined as¹:

- A. Any activity with non-members sponsored by a member chapter of IFC, Panhellenic, or NPHC on or off university property, where alcohol is present, or
- B. Any activity where the number of people in attendance from any chapter leads people to believe that it is a function of that fraternity or sorority.

Article III: Restricted Event Classifications

- A. Third (3rd) Party Vendors – An event held at a vendor which distributes and manages the alcohol and risk management policies. The vendor must be appropriately licensed.
- B. Date Event – An event where each member on the chapter roster may invite one guest. The guest list may not exceed twice the size of the chapter roster.
- C. List Event – An event where the guest list is not to exceed the building occupancy.

Article IV: Social/Restricted Event Registration

- A. All events must be registered through the Office of Fraternity and Sorority Life..
- B. Every organization helping in the planning of or paying for the event is required to individually register the event. This includes events at third party vendors, or events held on University property.
- C. Restricted Events may only be held on a Friday or Saturday from the hours of 10:00pm until 2:00am (unless an exception was previously approved in writing by the Office of Fraternity and Sorority Life).
- D. Registration forms must be submitted by Noon on the Tuesday before the event.
- E. A finalized guest list must be submitted by Noon on the Thursday before the event.
 - 1. For on campus fraternity houses, the maximum number of persons present at the event shall not exceed the occupancy limit of 250 (or other limit) as set by the University of Pittsburgh. For any off campus event the maximum number of persons present at the event shall not exceed the occupancy limits that have been set by the City of Pittsburgh, or other entity with jurisdiction there over.
 - 2. A completed guest list must be submitted to the Coordinator of Fraternity and Sorority Life no later than 5:00pm the Monday following the event. A completed guest list is the

¹ This definition includes, but is not limited to fraternity house events, sorority functions, date parties, and formals.

same as the original guest list submitted prior to the event with signatures of all guests who entered the event.

3. Failure to submit a completed guest list will result in judicial proceedings as described in the Student Code of Conduct.

F. Upon registration of a Restricted Event the chapter advisor will be notified.

G. Failure to register an event may jeopardize the opportunity to have the event and will result in judicial proceedings as described in the Student Code of Conduct.

H. All advertisements or announcements for the Restricted Event must indicate compliance with University policies.

I. No Restricted Events may be held at a private residence.

Article V: Number of On Campus Restricted Events Allowed

A. Organizations are allowed three (3) List Events per semester.

B. Date Events do not have a restricted number of allotted events.

C. 3rd Party Vendor events do not have a restricted number of allotted events.

Article VI: Education Requirements to Host On-Campus Restricted Events

A. To be eligible to host Restricted Events in On-Campus housing fraternities must have the current chapter president, social chair and risk manager (or equivalent positions) trained by Fraternity and Sorority Life Alcohol Education program as offered by the Office of Student Health.

B. This program will be offered by the Office of Student Health during a variety of times in the fall and spring semesters that will be distributed by the Office of Fraternity and Sorority Life.

Article VII: On-Campus Restricted Event Management

Any event held at an on-campus fraternity house where alcohol will be present/served must abide by the following guidelines:

1. Each fraternity must provide ten (10) initiated members who are non-drinking members to serve as Event Monitors.
 - a. If a fraternity does not have 10 members they should consult the Office of Fraternity and Sorority Life.
2. Event Monitors must wear a bright colored t-shirt, in order to be easily identifiable.

3. Event Monitors should begin at the time indicated on the event registration form and remain on duty until the event has come to its conclusion.
4. A list of the Event Monitors shall be listed at the front table (entrance), along with the officer in charge clearly marked in bold or highlighted.
5. Each sponsoring organization must provide at least two (2) non-drinking members at the door (the president and social chairperson);
6. one (1) non-drinking member roaming the entrance/exit areas (risk manager);
7. two (2) non-drinking members at the doors leading into the kitchen and party room;
8. one (1) non-drinking member at the door in the party room leading to the stairwell between the adjoining house;
9. one (1) non-drinking member at the first floor landing in the stairwell;
10. one (1) non-drinking member at the second floor landing in the stairwell; and;
11. two (2) non-drinking members to manage alcohol, for a total of ten (10) people per chapter. In the alternative, the two (2) members to manage alcohol are unnecessary if a third party vendor is present.

12. The non-drinking front door monitors shall deny access to the event to any person who is visibly intoxicated or disorderly. That person should also provide reasonable assistance for those guests leaving the function who are visibly intoxicated. If assistance takes this person away from the door, the risk manager must take his place. Reasonable care should be provided to all guests leaving the function at all times. Fraternities should call the Pitt Police to report any emergency, criminal incident and/or for assistance.

13. An incident shall be filed with the Office of Fraternity and Sorority Life by Noon of the next business day.

14. In order to be admitted to the event, attendees must present their University of Pittsburgh ID. The Event Monitors at the front door must sign in guests (print) to ensure legibility.

15. A guest list is required for each Restricted Event. In admitting guests on the guest list, the non-drinking party patrol member must follow the standard sign-in procedure as stated.

16. Food (i.e., snacks) and non-alcoholic beverages must be available to guests at all times.

17. All events occurring in the William Pitt Union must follow the William Pitt Unions Social Event Policy.

18. Rules of the event must be posted and visible to all guests attending the event. Rules must include, but not be limited to:

- Members and Invited Guests Only.
 - Must follow “BYOB” Policy. All alcohol must be checked at the front door (entrance).
 - No one under 21 is allowed to consume alcohol.
 - No Bottles of any kind.
 - Unruly guests may be asked to leave at any time.
19. Unscheduled random checks may be made by any authorized University representative for health and safety reasons and to otherwise ensure compliance with University policies.

Article VIII: Alcohol Beverage Management

- A. The possession, use, and/or consumption of alcohol at an event shall be in full compliance with any and all applicable laws or regulations of the federal, state, and county governments; the city of Pittsburgh; University of Pittsburgh; the Student Code of Conduct; the Interfraternity Council; the Collegiate Panhellenic Council; and the National Pan-Hellenic Council.
- B. All alcohol must be distributed from one location.
- C. All events must be “Bring Your Own Beverage” (BYOB) or located at a third party vendor.
1. No alcoholic beverage(s) may be purchased through the chapter treasury, nor may the purchase of alcoholic beverage(s) for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
 2. The purchase and/or use of bulk quantity alcohol is prohibited, including but not limited to kegs, liquor, hard alcohol, and greater than six (6) cans of beer per person of legal drinking age in attendance.
 3. No liquor, wine or alcoholic beverages may be checked/consumed at the party with the exception of beer.
 4. The maximum amount of alcohol allowed is six (6) cans of beer per person (of legal drinking age) per Restricted Event.
- D. Beverages may not be consumed out of glass containers.
- E. The participating chapter(s) shall require all those attending the event to present proof of legal age in order to consume alcoholic beverages.
- F. Open containers of alcoholic beverages shall, in no case, be permitted to leave the event. They must be discarded in a trashcan before leaving the event.

G. No alcohol shall be present at any new member activity or ritual of the chapter, nor should alcohol ever be given as a gift from Big Brother/Sister to Little Brother/Sister or vice versa.

H. No alcohol is to be present at philanthropic events..

1. A philanthropic/community service event is defined as a non-alcoholic event held for the charitable purpose of raising funds or awareness for an organization or cause.

Alcohol found to be present at the site of the philanthropic/community service event will be the responsibility of the philanthropy's host as well as the chapter that brought the alcohol, both of whom will be subject to disciplinary proceedings.

Article X: Third-Party Vendor Events

Chapters are responsible for complying with the policies and procedures listed in this document, the Student Code of Conduct, and all other applicable University policies including alcohol related policies at 3rd party vendor events.

All 3rd party vendor events must be registered with the Office of Fraternity and Sorority Life.

Glossary of Fraternal Organization Terms

Active - A person who has been initiated into a lifelong membership in a Fraternal organization. Traditionally, it has designated a member who is currently an undergraduate.

Active Chapter - An individual, chartered campus-based subordinate unit of a national Fraternal organization.

Alumna - A sorority member who is a non-student. Plural: Alumnae.

Alumnus - A fraternity member who is a non-student. Plural: Alumni (which is also used to describe a mixed group).

Alumni Chapter - An organization of Greek-lettered alumni from an individual fraternity or sorority; usually related or representing a geographical area or city.

Alumni Advisory Committee - A committee or group of alumni sharing chapter advising responsibilities, usually with each alumnus assigned to a specific area of chapter operations (such as finances).

Aspirant - A person who has accepted the bid of a Fraternal organization, received the associate member pin, and is engaged in preparing for initiation, but who has not yet been initiated into full membership.

Associate Member - Refers to a member chapter of a Fraternity and Sorority Life council. These chapters are fully recognized by their respective governing council. Associate membership has limited duties and responsibilities to the governing council.

Badge - The symbol worn by the initiated member of a Fraternal organization.

Bid of Membership - An invitation to join a Fraternal organization.

Big and Little- A formal mentoring relationship between an older member of a given organization and a younger member (not necessarily in terms of age) .

Brother (alt., Frat, or Frater) - An initiated member of a fraternity. It is used as a term of address when an initiated member refers to another member.

Chapter - A term used to refer to undergraduate fraternity or sorority students in a particular Fraternal organization. This term is also used nationally to distinguish one group of students on a particular campus from those on another campus. Many national groups give their chapters names such as a Greek letter, or a combination of letters, or a Greek letter and a state.

Chapter Advisor - An individual who establishes and maintains a close advisory relationship with a chapter and serves as a teacher, counselor and friend. The chapter advisor is not necessarily an initiate of the particular Fraternal organization.

Collegiate Panhellenic Council (Panhel) - The umbrella organization for thirteen (13) sororities at the University of Pittsburgh.

Colony or provisional chapter - A student organization in the final stage prior to being installed as a chartered chapter of a Fraternal organization.

Coming Out (sometimes referred to as Probate or Neophyte presentation) - A term used by some NPHC groups to designate the time when new members of such groups come out to the campus. Those joining an NPHC group are generally not known and thus it is a time when the new members are revealed. Typically stepping is demonstrated as well as testimonials from the new members. Parents and other students are generally in attendance.

Crossing - A term used by National Pan-Hellenic Council (NPHC) groups to indicate that an aspirant has been fully initiated into the group. Crossing is sometimes referred to as “crossing the (burning) sands.”

Divine Nine - Term used to describe the nine NPHC affiliate organizations.

Dry Recruitment - The practice of not serving alcoholic beverages at recruitment functions.

Event Monitor - Members of chapter responsible for the management of a chapter’s Restricted Event. Monitor will be a non-drinking participant of the event and an initiated chapter member.

Formal Recruitment - The major recruitment period of the year with specific scheduled events. The most concentrated period within formal recruitment for entertaining and selecting new members is sometimes known as “Recruitment Week.”

Fraternity - An individual men’s Fraternal organization traditionally denoted by Greek letters, especially a general college fraternity (as distinguished from an honor, professional, or recognition fraternity or society) and the term applied to all Fraternal organizations. Some sororities are identified as a fraternity in their official name; others describe themselves as being a “women’s fraternity.”

Graduate Chapter - An organization of Fraternal organization alumni/ae from an individual fraternity or sorority; usually related or representing a geographical area or city.

Grip - Secret handshake exchanged by members of organizations.

Hazing – Refer to University of Pittsburgh Student Code of Conduct and Judicial Procedures.

House - a chapter’s physical facility which serves as its home.

House Corporation - A legal entity holding title to any real property (land and buildings) for a chapter's living/meeting purposes. This alumni body has basic responsibilities relative to property ownership, maintenance and management.

Housemother - A woman, residing in a chapter house, who is a friend, advisor, hostess, and chaperon in every way a "house" mother.

Informal Rush - A year-round period of continuous, open rush with no specific, scheduled, system-wide activities of rushing and pledging. Bids may be extended and accepted at any time. This is also known as "Open Rush."

Initiation - A ritualistic ceremony in which a new member becomes an initiated lifelong member of a Fraternal organization.

Intake - The term NPHC groups use when they bring new members into their organization. Each NPHC group determines when they will conduct intake, and thus no two NPHC groups will conduct intake together. Each group is assisted in this process by their Graduate Chapter (a group of alumni/ae in the Pittsburgh area). In general, NPHC groups require sophomore status and a 2.50 cumulative GPA for someone to go through intake.

Interfraternity Council (IFC) - The umbrella organization for fraternities at the University of Pittsburgh.

Legacy - An undergraduate relative of a Fraternal organization member.

Line - A name for a group of men or women joining a Historically Black Fraternity or Sorority (an NPHC group). Being "on line" is a term for when a student is joining an NPHC group. In 1990 all 9 NPHC groups prohibited "pledging" and began a process called intake (see definition above).

Local - A Fraternal group which exists on a campus but which has no affiliation with a national Fraternal organization.

Neophyte (i.e., Neo) - A new member of an NPHC organization.

New Member – A person who has been accepted as a probationary member of a sorority or fraternity. After the recruitment period, new members learn the history of their national and local chapters, learn the ideals and principles of the group; get to know their fellow new members and get to know the initiated members.

NIC (North American Interfraternity Conference) - The national group of 73 men's fraternities in North America.

NPC (National Panhellenic Conference) - The national group of 26 women's sororities in North America. Representatives from each national sorority get together to support and promote sororities across North America.

NPHC (National Pan - Hellenic Council, Inc.) - The national group of the 9 historically African-American fraternities (5) and sororities (4) in North America and beyond. The umbrella organization at the University of Pittsburgh for the historically African-American fraternities and sororities at the University of Pittsburgh.

Order of Omega - National Greek Leadership Honor Society - Limited to top 3% of Fraternity and Sorority members at the University of Pittsburgh. Must have a 3.00 GPA, junior or senior status, significant leadership and service to the campus and Fraternity and Sorority Life. Applications are accepted each semester, with the current student members selecting the new members. Students that are selected pay a one-time fee, for which they receive a certificate and a pin.

Open House - A time free of specific, scheduled activities when a potential new member can visit any Fraternal organization. An “Open House” is also an individual chapter’s reception or similar event to honor a person, celebrate a milestone, etc.

Pinning - The practice of a fraternity member giving his member’s badge to a woman OR referring to the ceremony where a new member receives his or her pledge-pin.

Plot - A section of the campus where NPHC groups have sections to display their symbols. This area acts as a place where undergraduates and graduates (alumni) gather when on the campus. Plots are very common at Historically Black Colleges and Universities (HBCUs). Plots are not as common at Predominately White Institutions (PWI’s).

Potential New Member (PNM) – Students who are interested in receiving an invitation for membership to a Fraternal organization.

Preferential Bidding - A system used (primarily by sororities) to conclude recruitment with the organizations and potential new members indicating their choices, following which there is a procedure for an individual’s ultimate association with one organization.

Probate Show (sometimes referred to as Coming Out or Neophyte presentation) - A term used by some NPHC groups to designate the time when new members of such groups come out to the campus. Those joining an NPHC group are generally not known and thus it is a time when the new members are revealed. A history of the national organization, founding principles, chapter history, chapter lineage, and traditional hymns, and poems, along with stepping are typically demonstrated as well as testimonials from the new members. Parents and other students are generally in attendance.

Professional Academic Mentor - A member of the faculty or administration who establishes and maintains a close advisory relationship with a chapter and its scholarship program. The Professional Academic Mentoris not necessarily an initiate of the particular Fraternal organization.

Quota - The number of potential new members going through membership recruitment divided by the number of women's fraternities on the campus.

Recruitment - A program (and period of time) of membership recruitment by Fraternal organizations. Recruitment (formerly called Rush) is the time when fraternities and sororities recruit new members. For NPHC groups, they recruit, called "intake" when each chapter decides (each NPHC group will conduct recruitment separately).

Risk Manager - Chapter officer who is responsible for the management of the chapter's risk. Position responsibilities include the adherence to the Student Code of Conduct and the Fraternity and Sorority Life Policies and Procedures.

Risk Management - Involves analyzing all exposures to the possibility of loss and determining how to handle these exposures: reduce or transfer the risk.

Ritual – A ceremony or collection of practices used by fraternity and sorority chapters to reaffirm organizational values and founding principles. These proceedings can be secretive or open to the public.

Sands - Term used to refer to members of other organizations or chapters that were initiated during the same semester.

Sister (alt., Soror) - An initiated member of a sorority.

Sorority - An individual women's Fraternal organization traditionally denoted by Greek letters. This is the term commonly used to distinguish between men's (fraternities) and women's (sororities) organizations. As noted previously, some sororities are identified as a fraternity in their official name.

Stepping - A modern form of African dance that incorporates marching, dancing, chanting, singing as well as call and response.

Step Show – Stepping exhibition and/or competition.

Yard - A term used by NPHC groups to indicate the campus. Used in phrases such as which groups are on the yard, meaning which groups are on the campus.