2026 - 2027

POLICIES AND PROCEDURES

Fraternity and Sorority Life
Student Affairs

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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 after 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 Office of Fraternity and Sorority Life at 412-648-7831or fsl@pitt.edu.

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At the beginning of each academic year, an updated copy of the Policies and Procedures Manual is made digitally available to organization Presidents and Advisors. Physical copies of the *Policies and Procedures Manual* are available for students, advisors, inter/national partners, and community members to pick-up in the Office of Fraternity and Sorority Life, 649 William Pitt Union or to download at fsl.pitt.edu.

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, Office of Fraternity and Sorority Life, or council judiciary processes as appropriate.

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Notice of Nondiscrimination

The University of Pittsburgh, as an educational institution, values equality of opportunity. Students can find the University's Notice of Nondiscrimination at the Office of Institutional Engagement and Wellbeing. For complete details on the University's Nondiscrimination Policy, please refer to Policy CS 07. For information on how to file a complaint under this policy, please refer to Procedure CS07, or file a report about a bias incident via the Pitt Concern Connection.

The mission of the Office of Fraternity and Sorority Life is to enhance the intellectual, personal, and social development of students in Greek-letter organizations in harmony with the mission of the University.

Introduction

Student Leaders, Advisors, and Campus Partners:

Welcome to the 2026 – 2027 academic year! The Office of Fraternity and Sorority Life (OFSL) is here to ensure that all fraternal organizations at the University of Pittsburgh have the support they need to operate at their highest level.

In this manual, you will find policies and procedures that will assist you in leading one of Pitt's non-honorary fraternities and sororities in a way that emphasizes organizational excellence, community responsibility, and student well-being. While the manual's main purpose is to support student learning and development, it is important to note that **any violation of this manual may result in disciplinary action, in accordance with the Student Code of Conduct**.

At times throughout the year, policies and procedures outlined in this manual may change to reflect the ever-changing reality of fraternity and sorority programs. Student leaders, fraternity and sorority members, advisors, and campus partners are encouraged to reference the Office of Fraternity and Sorority Life website to ensure that they are operating with the most up-to-date information.

Please know that if you have any questions regarding any policies or procedures, or need support in your fraternity/sorority leadership, the Office of Fraternity and Sorority Life is here to support you! You can find contact information for staff in the office by visiting fsl.pitt.edu or emailing fsl@pitt.edu.

We look forward to working collaboratively with you during the academic year as we continue to work to *elevate the experience of fraternity and sorority life* at the University of Pittsburgh!

Hail to Pitt!

Evan D. Ditty
Director, Fraternity & Sorority Life

Fraternity and Sorority Recognition

Chapters of national fraternities and sororities affiliated with national umbrella organizations including, but not limited to, the North American Interfraternity Conference NIC), Fraternity Forward Coalition (FFC) National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National APIDA Panhellenic Association (NAPA), or National Multicultural Greek Council (NMGC), are permitted at the University of Pittsburgh only if recognized by the Office of Fraternity and Sorority Life.

Special interest fraternities or sororities not affiliated with a national umbrella organization shall seek recognition with one of the University of Pittsburgh's governing councils to access the privileges, resources, programs and advisement offered by the Office of Fraternity and Sorority Life.

Obtaining Recognition

Inter/national representatives or interest groups seeking to establish a new organization, re-establish or reactivate a dormant organization, or re-establish or reactivate a suspended organization shall follow the process outlined in the ***Establishment Policy*** in this manual for process.

Maintaining Recognition

To maintain good standing and official recognition as a fraternity or sorority at the University of Pittsburgh, an organization is required to:

A. Register annually with the Student Organization Resource Center (SORC) as a student organization.
B. Maintain good standing with its inter/national organization. Fraternities and sororities are not in good standing if their charter has been suspended, revoked, or terminated.
C. Maintain recognition and good standing by one of the University of Pittsburgh's Governing Councils:
    a. National Panhellenic Conference (NPC) groups shall be recognized by the Collegiate Panhellenic Association.
    b. Groups with membership in the North American Interfraternity Conference (NIC) and Fraternity Forward Coalition (FFC) shall be recognized by the Interfraternity Council.
        i. Unless the group holds dual membership with another national umbrella organization and prefers to hold membership in that respective council.
    c. National Pan-Hellenic Council (NPHC) groups shall be recognized by the National Pan-Hellenic Council.
    d. Groups within the National APIDA Panhellenic Association (NAPA), National Association of Latino Fraternal Organizations (NALFO), and National Multicultural Greek Council (NMGC) shall hold membership in the council which accepts their membership petition.

e. Special interest organizations shall hold membership in the council which accepts their membership petition.

D. Maintain a working relationship with the Office of Fraternity and Sorority Life through Chapter Coaching.
E. Comply with all Office of Fraternity and Sorority Life policies and procedures.
F. Participate in the Cathedral Standards of Excellence Program and maintain compliance in the program upon annual review.
G. Submit and maintain up-to-date contact information for chapter officers and advisors. Updates shall be submitted no later than two (2) weeks after the first day of classes each semester. If elections are held mid-semester, updates shall be submitted within one (1) week of elections.
H. Maintain an up-to-date membership roster with the Office of Fraternity and Sorority Life. Membership Roster updates are required to be updated no later than November 15th for the fall semester and April 15th for the spring semester.
I. Submit proof of **current general liability insurance**, including a Certificate of Insurance evidencing the coverage of the following items:
    a. General liability insurance is required to include (unless otherwise stated in University housing lease):
        i. $1,000,000 Each Occurrence
        ii. $2,000,000 General Aggregate
        iii. $1,000,000 Products/Completed Operations
        iv. $1,000,000 Personal and Advertising Injury
        v. $100,000 Fire Damage (any one fire) unless otherwise approved by the University of Pittsburgh.
    b. The University of Pittsburgh of the Commonwealth System of Higher Education is required to be named as an Additional Insured on the Certificate of Insurance. The policy is required to contain no significant exclusions and is required to include coverage for host liquor liability, hazing, and sexual abuse/molestation.
    c. This insurance is required to be primary and non-contributory as to the University's vicarious liability.
J. Comply with all applicable University of Pittsburgh policies, procedures, and expectations. Violations, or alleged violations, of the Code of Conduct may impact standing.

The Office of Fraternity and Sorority Life and Division of Student Affairs may change existing or establish additional requirements for recognition beyond the requirements that were previously listed and may approve exemptions to the requirements. Any changes will be published and communicated to students and advisors.

Loss of Recognition

Any fraternity or sorority that fails to comply with the provisions above may lose its recognition by the Office of Fraternity and Sorority Life and may be subject to suspension and/or disciplinary action. To regain recognition, the Office of Fraternity and Sorority Life may impose other requirements that are required to be met by the organization in addition to any conduct sanctions issued and the provisions above.

Membership Policies

Recruitment Eligibility

To be eligible for membership in a fraternity or sorority, a student is required to:

A. Be enrolled as a full-time student in good standing with the University of Pittsburgh;
B. Have earned at least 12 credits at Pitt; or earned 12 transfer credits;
   a. AP/IB, and dual-enrollment credits do not apply
C. Have a 2.50 cumulative Pitt GPA; or have a 2.50 cumulative GPA from a previous institution;
D. Attend a Fraternity and Sorority Life 101 session.

Students who do not meet the criteria above shall not be eligible for membership. Organizations that offer bids, conduct intake, conduct new member education, or initiate ineligible students may be found in violation of this policy and held accountable by the Office of Fraternity and Sorority Life through adjudication processes.

Anti-Hazing Provision

Hazing at the University of Pittsburgh is a violation of the Student Code of Conduct and is not tolerated. Hazing also may be considered a criminal offense in the Commonwealth of Pennsylvania. In accordance with Pennsylvania law, any reports of alleged hazing are published on the Office of Compliance, Investigations, and Ethics website. More information on the University's stance against hazing and the adjudication process, please review the University's Anti-Hazing Policy (CS 32), Student Code of Conduct, or visit the Compliance Office website for more information about investigations.

Early Communication

Organizations are encouraged to notify the Office of Fraternity and Sorority Life as early as possible when significant concerns arise with their members, including but not limited to:

A. Significant injuries or hospitalization;
B. Repeated behavioral concerns;
C. Threats or concerning behaviors by members;
D. Law enforcement involvement.

Early communication allows the University to provide support, assess risk, and intervene prior to escalation.

Membership Intake

Intake is defined as the period in which students attend classes, meet members, and learn more about the respective organizations in which they are interested in joining. Intake generally applies to National Pan-Hellenic Council (NPHC) and

culturally based fraternities and sororities. Membership selection for these organizations is an individual process that is different and unique for every fraternity/sorority. During intake, students will participate in experiences where they attend classes and learn more about the organization and how to be impactful and strong leaders for their organizations and for the overall community.

Students who are seeking membership and participating in intake are referred to as aspirants. They will be considered aspirants until initiation or the campus presentation, whichever event is last.

Intake usually includes three components:

A. A pre-induction/orientation period, referred to as an interest meeting.
B. An in-depth education program that will teach aspirants about unique history and traditions about the organization.
C. The final induction ceremony.

Intake Guidelines

A. After all University requirements have been met, each organization determines when they will conduct intake. Each group may be assisted in this process by their Alumni/Graduate Chapter.
    a. All organizations participating in Intake are required to notify their Council Advisor via email.
B. No intake activities shall take place during the summer sessions or any University break (fall, Thanksgiving, winter, spring). No intake activities shall occur until the beginning of each semester.
C. All intake activities are required to take place in an on-campus location, at a third-party vendor, or virtually.
    a. *Intake activities in private houses and apartments are prohibited with the exception of any fraternity or sorority which has continuously leased, owned, or operated a house off campus prior to February 3, 1998, and has not lost University recognition.*
D. No alcohol or illegal substances shall be present at any recruitment/intake event, new member activity, or ritual of the organization, nor shall alcohol or illegal substances ever be given as a gift or encourage consumption alcohol or illegal substances of aspirant/new members.
E. City-Wide organizations shall ensure all potential new members at universities under their charter are to follow any requirements of their respective universities.
F. In the event intake activities begin without the knowledge and approval of the Office of Fraternity and Sorority Life and/or the organization has not completed proper documentation, intake activities will cease immediately, and the organization may be referred for disciplinary action.
G. Term Limitations of Intake Period:

a. All aspirants are required to be initiated within eight (8) weeks of starting the intake process.
b. Initiation is required to occur no later than the last day of classes prior to the final exam week of each semester.
c. At any given time, the Office of Fraternity and Sorority Life or governing council may request an updated organization roster.
d. No intake activities can take place between the hours of 12:00 AM and 8:00 AM. Intake activities cannot interfere with academic classes.

H. The following information is required to be provided to the Office of Fraternity and Sorority Life prior to beginning the intake process:
   a. Any inter/national or regional paperwork that needs to be signed by the Office of Fraternity and Sorority Life. A copy of this paperwork will be kept on file with the Office of Fraternity and Sorority Life.
   b. Fraternity and Sorority Policy Agreements: All new members/aspirants are required to sign and submit to the Office of Fraternity and Sorority Life an Anti-Hazing Policy Form and Grade Release Form. This form shall be signed electronically via the student's MyPitt portal.
   c. Verification of Aspirants: All organizations conducting intake are required to submit a Verification of Aspirants/New Member Form. The verification forms shall be submitted one business day after the organization has voted on aspirants, and prior to the start date of the official Intake process.
   d. Completion of an Intake Packet which includes, but is not limited to, the following information:
      i. Dates, times, and locations of membership intake programs and/or activities if they occur prior to initiation
      ii. Officer and advisor information
      iii. Initiation Date
      iv. Presentation of New Members (if applicable)
      v. If any dates and times need to be changed on the calendar of events, officers are expected to email their Office of Fraternity and Sorority Life Chapter Coach no less than five (5) business days prior to the new event time or calendar due dates set by the governing council.
      vi. All events should be included in the initial calendar given to aspirants and should be approved by the governing council.

New Member Presentation Guidelines

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

A. Organizations are required to submit a plan in writing at least two weeks before the campus presentation and wait for approval from the Office of Fraternity and Sorority Life.

B. Presentation of new members shall take place no more than thirty (30) calendar days after the members have been initiated into the organization but are required to occur no later than the last day of classes prior to the final exam week of each semester.
C. Alumni/Graduate Advisors should be present for the entire duration of a New Member Presentation.
D. Make appropriate arrangements to reserve University space.
E. Fraternities and sororities are expected to comply with all University policies and procedures.
    a. New Member Presentations may not contain any lewd behavior, hate speech, or violation of University guidelines, policies and procedures. Organizations in violation of this will be subject to disciplinary action.
    b. No alcohol is to be present during New Member Presentations.
    c. Any type of disruption (walking through a show, long drawn-out chants, talking during show, etc.) to another organization's New Member Presentation will not be tolerated.
F. New Member Presentation dates are on a first come, first served basis. In the event there are conflicting dates, the organization with the higher semester GPA the previous semester shall have preference for that date.

Recruitment

Recruitment is defined as a program or period when membership selection occurs by organizations within the Collegiate Panhellenic Association and Interfraternity Council. Governing councils provide specific guidelines and structures for recruitment periods. Students participating in recruitment are referred to as a Potential New Member. Organizations should bring new members into an organization based upon the potential new members' possessions of specific qualifications; these qualifications are outlined in an organization's constitution and/or bylaws and articulated to Potential New Members during the recruitment process. Individual organizations should be guided by selection standards and values of the organization which will help promote the building of a strong and effective fraternity or sorority.

Recruitment Guidelines

A. No recruitment activities shall take place during the summer sessions or any University break (fall, Thanksgiving, winter, spring). No recruitment events are to occur until the beginning of the formal/informal recruitment period each semester.
B. No alcohol or illegal substances shall be present at any recruitment event, new member activity or ritual of the organization, nor shall alcohol or illegal substances ever be given as a gift or encourage consumption alcohol or illegal substances of Potential New Members or New Members.
C. No organization may co-sponsor or hold a recruitment event with another organization, including, but not limited to, an alcoholic beverage distributor,

charitable organization, or tavern (tavern is defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

D. All recruitment activities should be approved by and adhere to the Recruitment Guidelines set by the organization's respective council.
E. No recruitment activities can take place between the hours of 12:00 am and 8:00 am each day. Recruitment activities cannot interfere with academic classes.
F. Bids of Membership may be extended each semester after verification of recruitment eligibility, and are valid for the length of time prescribed by the organization or governing council. Any organization that extends a Bid of Membership when there are less than eight (8) weeks remaining in an academic semester is required to include a revised New Member Education plan that clearly identifies compliance with New Member Education policies.
G. The following required forms/paperwork are required to be provided to the Office of Fraternity and Sorority Life prior to beginning the recruitment process:
    a. Notify their Council Advisor via email whether they are recruiting that semester.
    b. Any forms required by inter/national organizations that need to be signed by the Office of Fraternity and Sorority Life should be shared with the organization's Chapter Coach no less than 7 days prior to the due date. A copy of this paperwork will be kept on file with the Office of Fraternity and Sorority Life.
    c. Fraternity and Sorority Policy Agreements: All potential new members/aspirants are required to sign and submit to the Office of Fraternity and Sorority Life Anti-Hazing Policy Form and Grade Release. This form may be signed electronically via the student's my.pitt.edu portal or when registering for a council's recruitment.

New Member Education

New Member Education is the period where organizationss host events and programs designed for their new members or newly initiated members with the purpose of acclimating them to the organization, council, and community. Events and programs can include – but are not limited to – fraternity/sorority education, rituals, ceremonies, big/little events, and study tables. A student is considered a new member from the moment they are invited to join (offered a bid) until the end of their first semester of membership.

Guidelines

A. Organizations should abide by their inter/national organization's new member education plan.

B. Each organization is required to submit their New Member Education Plan to the Office of Fraternity and Sorority Life no less than fourteen (14) days prior to the start of new member education.
    a. This plan is required to include a calendar of events that are required of new members. This calendar shall include, but not be limited to, the following:
        i. Informational Meetings and Events
        ii. Selection Date(s)
        iii. Dates, times, and location of New Member Education programs and/or activities if they occur prior to initiation
        iv. Officer and advisor responsible for the New Member Education program or activity each day.
        v. Initiation Date
        vi. Presentation of New Members (if applicable)
        vii. Any additional dates required by the Office of Fraternity and Sorority Life or council.
            1. *In the event that any dates and times need to be changed on the calendars of events, organization members are required to notify the Office of Fraternity and Sorority Life, through notification no less than five (5) business days prior to the new event time or calendar due dates set by the governing council.*
C. All new member education activities are required to take place in an on-campus location or virtually, unless otherwise approved by the Office of Fraternity and Sorority Life.
    a. *New member education in private houses and apartments is prohibited with the exception of any fraternity or sorority which has continuously leased, owned, or operated a house off-campus prior to February 3, 1998 and has not lost University recognition.*
D. No alcohol or illegal substances shall be present at any new member activity or ritual of the organization, nor be given as gifts.
E. <u>Verification of Aspirants/Potential New Members</u>: All organizations conducting New Member Education are required to verify all aspirants/potential new members through their Council Advisor. Aspirants/potential new members are required to have their eligibility verified prior to extension of bids. Fraternity and Sorority Life staff will verify eligibility of students within 2-3 business days.
F. Term Limitations of New Member Education Period:
    a. All aspirants/new members are required to be initiated within eight (8) weeks of receiving a bid or starting the intake process.
    b. Initiation is required to occur prior to the last day of classes for the respective term.

c. No new member education/ intake activities can take place between 12:00am and 8:00am each day. New member education/intake activities cannot interfere with academic classes.
d. At any given time, the Office of Fraternity and Sorority Life or governing council may request an updated new member roster.

Academic Standards

The Office of Fraternity & Sorority Life establishes high standards for non-honorary fraternities and sororities. It is imperative that fraternities and sororities 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.

Academic Release

All affiliated members of Pitt fraternities and sororities are required to virtually sign/agree to an academic release form authorizing the release of academic information to the Office of Fraternity and Sorority Life for the purpose of verifying membership eligibility, monitoring the academic performance of organizations, or other appropriate purposes.

Academic Reports

Individual academic reports are prepared to assist organizations in identifying members in need of academic assistance and to acknowledge members excelling academically.

Organization specific academic reports will be shared in a secure virtual manner with presidents, lead advisors, and representatives of the inter/national organization each semester after academic grades have been posted internally.

The academic reports for organizations defined as “city-wide” will not include the academic information for members who are not students at the University of Pittsburgh.

Each semester, the Office of Fraternity and Sorority Life shall develop a Community Report that shall disclose the following data:

- Organization Size
- New Member Class Size
- Organization Term and Cumulative Grade Point Averages
- New Member Class Term Grade Point Averages
- Comparative data for fraternities, sororities, all undergraduates, all men, and all women

Family Educational Rights and Privacy Act

Fraternity and Sorority Life staff are committed to protecting students’ rights to privacy. Some information may not be available on public academic reporting to protect student’s privacy rights.

The Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) is available here. Questions concerning the University’s FERPA Policy and Procedure may be directed to the Office of the Registrar at 412-624-7600.

Fraternity & Sorority Housing

Policy Statement

The University of Pittsburgh provides limited opportunities for on-campus housing to non-honorary fraternities and sororities through individual leases in the Fraternity Housing Complex and group housing assignments in Amos Hall and Bruce Hall.

Organizations who have entered into leases/agreements and have assigned on-campus housing with the Department of Housing are to always follow the tenets of their individual lease/agreement, especially regarding fire safety, room occupancy, and other applicable policies provided in the lease/agreement.

Additionally, residents are expected to adhere to all University of Pittsburgh expectations, policies, and procedures, with specific emphasis on those outlined in their **University Housing Contract**, the **Residential Handbook**, and the **Student Code of Conduct**.

Health & Safety Inspections

University staff may conduct routine inspections of fraternity and sorority spaces in preparation for University closures and breaks. Organizations shall be notified in advance and shall receive a report following inspections that clearly outline organization violations that were observed.

House Managers

A. Fraternities and sororities who are housed on campus are required to have a member serve as a house manager or similar position within the organization. This position will serve as a liaison on facility concerns and community-building opportunities.
B. House Managers are required to:
    a. Be a resident of their organization's housing facility.
    b. Attend Fraternity and Sorority Life House Manager meetings. The dates of these meetings will be communicated by the Office of Fraternity and Sorority Life at the beginning of each semester.
    c. Track and ensure residential members' completion of Fire Safety training.
    d. Host suite/house meetings with all residential members to communicate housing policies, expectations, and safety procedures.
    e. Monitor and track move in/move out procedures and ensure the house is left in good condition during breaks.

Amos & Bruce Halls

Alcohol Policy for Sorority Suites

Alcohol and alcohol containers are prohibited in Amos Hall and Bruce Hall Third Floor.

Displaying of Organization Letters

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

- Limited to the upper-case letters in the Greek alphabet
- Be in the formal colors of the organization
- Be made from construction paper
- Be no larger than 7"x7" in size
- Be affixed only with scotch tape in the center of the window

Guest Policy/Suite Access

Sororities in Amos Hall and Bruce Hall may have guests such as alumnae and parents/family granted wristband access to the buildings/suites. Requests for wristband access should follow the guidelines below:

- Email council advisor no less than 10 business days prior to day of event with the following information:
  - Event name
  - Event date and/or duration of access
  - Number of wristbands needed
  - Guest list

Sorority members who are not living in the suite will be granted Suite Access through Panther Central. At the beginning of each semester, the council advisor will send a template to be filled out by a given deadline to gain access. If at any point access stops working for members, the president or housing manager should email the council advisor with the name, email, and PeopleSoft number of the person(s) who need access. At no point should the organization reach out to Panther Central directly.

Fraternity Housing Complex

Alcohol Policy for Fraternity Houses

Alcohol in individual rooms is expected to adhere to the ***Possession and/or Use of Alcohol in On-Campus Housing*** section of the **Residential Handbook**.

Alcohol possession and use in Fraternity House first-floor, common spaces is expected to adhere to the ***Social Event Policy*** of this manual.

Changes, Repairs, and Painting

Only University employees or contractors are permitted to make repairs or changes in the residence halls and apartment-style accommodations.

Custom painting in Fraternity Houses is limited to first-floor, common spaces and stairwells between the first and second floors.

Requests for changes to University spaces should be submitted through the Office of Fraternity and Sorority Life.

Social Event Policy

Introduction

Pennsylvania law states that the legal drinking age is 21 years of age. All initiated members and new members/aspirants should abide by all federal, state, county, city, and University regulations as well as their inter/national risk management policy.

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

Purpose

Organizations hosting social events should aim to provide the safest possible atmosphere for members and their guests while allowing those individuals to exercise personal responsibility. The following objectives are essential to achieving this goal:

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

Definitions

Social Event with Alcohol is defined as:

A. Any activity sponsored by an organization within the Collegiate Panhellenic Association, Interfraternity Council, or National Pan-Hellenic Council, on or off university property, where alcohol is present, or;
B. Any activity where the people in attendance from any organization leads people to believe that it is a function of that fraternity or sorority.
C. For the avoidance of doubt, any event hosted or sponsored by an organization which includes alcohol, is required to be at either an approved on-campus facility or a third-party vendor.

Social Without Alcohol: An event where alcohol is not present, and the guest list may not exceed the maximum capacity of the space in which the event is held.

Event Types:

- **Closed Event:** An event where a fraternity or sorority co-sponsors an event with other fraternities or sororities. The guest list may not exceed the maximum capacity of the space in which the event is held.

- **Date Event:** An event where each member on the organization's roster may invite one guest. The guest list may not exceed twice the size of the organization roster, or the maximum capacity of the space in which the event is held – whichever is larger.
- **List Event:** An event where the guest list is not to exceed the building occupancy.

Eligibility

To be eligible to host social events with alcohol, the following leaders, or their equivalents, are required to attend training offered by the Office of Fraternity and Sorority Life:

- Risk Management Officer
- Social Officer(s)
- Any other officer responsible for organizing and registering social events with alcohol

Organization social events shall not be approved until all required leaders complete training. These trainings are offered each semester for the community, or by emailing fsl@pitt.edu to schedule training.

Limitations

An organization cannot exceed eighteen (18) social events with alcohol each academic semester. This number is inclusive of on-campus and third-party vendor events. Additionally, the following limitations shall apply related to specific event types:

Closed Events: No restricted number, as long as it is within the allotted eighteen events.

Date Events: No restricted number, as long as it is within the allotted eighteen events.

List Events: Three per semester.

Registration

A. All organizations are required to register social events with alcohol, events with non-members, and events occurring at third party vendors.
B. Every organization contributing to the planning of the event, assisting in the promotion of the event, or financially supporting the event is required to individually register the event. This includes events at third party vendors or events held on University property.
C. All social events are required to be registered by 12:00 pm the Tuesday before the event.

D. Social events with alcohol may only be held on Thursdays, Fridays, or Saturdays from the hours of 7:00 pm until 2:00 am unless an exception was previously approved in writing by the Office of Fraternity and Sorority Life.
E. Organizations may not host social events prior to the first day of classes, nor may they host social events after the last day of classes each semester.
F. Upon registration, the organization's advisor and campus partners may be notified of social events.
G. Organizations shall not advertise social events with alcohol.
H. No Social Event with Alcohol may be conducted at a private residence.

Locations

Fraternity Housing Complex

A. Events in on-campus Fraternity Houses are expected to be contained to the first-floor, common spaces of the house.
B. The maximum number of people present at the event shall not exceed the occupancy limit of 250 or other limit set by the University of Pittsburgh.
C. Rules of the event are expected to be posted and visible to all guests attending the event at an organization's house. Rules shall include, but are not limited to:
    a. Members and Invited Guests Only.
    b. All alcohol shall be checked at the front door (entrance).
    c. No one under twenty-one (21) years of age is allowed to consume alcohol.
    d. No glass bottles of any kind.
    e. Unruly guests may be asked to leave at any time.

Third-Party Vendor

A. The maximum number of people present at the event shall not exceed the occupancy limits that have been set by the City of Pittsburgh, or other entities with jurisdiction there over.
B. All third-party events with or without alcohol are required to be registered with the Office of Fraternity and Sorority Life.
C. Organizations are responsible for complying with the Fraternity and Sorority Life Policies and Procedures Manual, the Student Code of Conduct, and all other applicable University policies including alcohol related policies at third-party vendor events. Organizations are responsible for complying with the third-party vendor's expectations.
D. Organizations are expected to comply with the policies below, and the third-party vendor policies of their inter/national organization to increase safety measures at their event. *The Office of Fraternity and Sorority Life may request this third-party documentation at any time.*
    a. All third-party vendors should:

i. Be properly licensed by the appropriate local and state authority. This might involve a liquor license to sell on the premises where the function is to be held.
ii. Be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" should also show evidence that the vendor has, as part of their coverage, "off premise liquor liability coverage and non-owned and hired coverage." The insurance certificate should name as additional insured (at a minimum) the local organization hiring the vendor and the inter/national organization with whom the local organization is affiliated.
iii. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including – but not limited to:
    1. Checking identification card upon entry
    2. Not serving minors
    3. Not serving individuals who appear to be intoxicated
    4. Maintaining absolute control of all alcoholic containers present
    5. Collecting all remaining alcohol at the end of a function (no excess alcohol— opened or unopened—is to be given, sold, or furnished to the organziation)
    6. Removing all alcohol from the premises.

Guest Lists

Before the event, a finalized guest list is required to be submitted by *12:00 pm the Thursday before the event* to the Office of Fraternity and Sorority Life.

The guest list is required to include:

- Date of the event
- Name of all participating organizations
- A numbered list of attendees including their organization, first name, and last name. All names should be printed and legible.

The signed guest list should be submitted to the Office of Fraternity and Sorority Life by 5:00 p.m. the Monday after the event. Submitted guest lists are required to include the sign-in time, sign-out time, and the signature of each guest.

Alcohol Beverage Management and Safety

All organizations hosting events where alcohol is present are required to abide by and be aware of the following policies and procedures.

Legal Requirements

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.

The participating organization(s) shall require all those attending the event to present proof of legal age to consume alcoholic beverages.

Event Monitors

A. At any social event with alcohol, each hosting organization is required to have ***one member of each organization's executive board acting as an Event Monitor in addition to one Event Monitor for every twenty-five people attending the event***. (Example: 75 attendees = one executive board member and three event monitors).
    a. Organizations may have more Event Monitors, but these are the minimum expectations.
    b. At social events with alcohol with two or more sponsoring organizations, all organizations are required to have Event Monitors present at the event with the total amount of Event Monitors for all organizations equaling the one Event Monitor for twenty-five people, plus an executive board member from each organization.
B. Names of the Event Monitors will be submitted at registration.
C. Event Monitors should wear something to make them easily identifiable for guests to locate.
D. Event Monitors may not consume or be under the influence of alcohol or other illegal substances.
E. 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.
F. Monitoring Attendance: The Event Monitors should deny access to any person who is visibly intoxicated, disorderly, or not on the submitted guest list.
G. Event Monitors should provide reasonable assistance for guests leaving the function who are visibly intoxicated. If assistance takes an Event Monitor away from the door, the Risk Manager should take their place.
H. Reasonable care should be provided to all guests leaving the function.
I. Organizations should call the Pitt Police and/or 911 to report any emergency, criminal incident and/or if in need of assistance.

Example Event Monitor Placement:

- Two (2) event monitors at the door;
- One (1) event monitor roaming the entrance/exit areas (risk manager);
- Two (2) event monitors at the doors leading into the kitchen and party room;

- One (1) event monitor at the door in the party room leading to the stairwell between the adjoining house;
- One (1) event monitor at the first-floor landing in the stairwell;
- One (1) event monitor at the second-floor landing in the stairwell; and;
- Two (2) event monitors to manage alcohol.

Distribution

A. All events are required to be "Bring Your Own Beverage" (BYOB) at on-campus facilities.
    a. Each person who is of legal drinking age and attends a social event with alcohol is allowed to bring no more than six (6) cans of 12 oz. beers or hard seltzers.
    b. No liquor, wine, or other alcoholic beverages may be consumed or possessed at social events in on-campus fraternity houses.
    c. Beverages may not be consumed out of glass containers.
    d. Only factory sealed containers of alcoholic beverages may be brought into fraternity houses.
B. All alcohol is required to be distributed from one location.
    a. It shall be the responsibility of the Event Monitors managing distribution to verify identification for legal age prior to storage and distribution of alcohol to attendees.
C. Open containers of alcoholic beverages shall, in no case, be permitted to leave the event. They shall be discarded prior to exit.
D. Alcoholic beverages may not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
E. 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 or hard seltzers per person of legal drinking age in attendance.

Identification Requirements

To be admitted to a social event with alcohol, attendees should present their University and government photo identification (ID). The Event Monitors at the front door should check both IDs and then have guests sign into the social event.

The participating organization(s) should require event attendees to present proof of legal age to consume alcoholic beverages.

Those who are 21 years of age or older should be distinguishable from those who are not of legal drinking age.

Medical Amnesty

The University of Pittsburgh's primary concern is for the health, safety, and well-being of Students. All students are expected to seek immediate assistance for

themselves or others in situations where someone is experiencing an emergency due to alcohol or other drug use. Failure to summon, or limiting the ability of someone else to summon, emergency assistance for a student experiencing an emergency due to alcohol or other drug use, may result in University and/or criminal charges.

For Medical Amnesty to apply to the ***reporter***, the reporter must complete the following steps:

1. Contact appropriate University or emergency officials, identify themselves and report the incident.
2. Remain with the individual(s) needing assistance until emergency officials arrive.
3. Cooperate with University and emergency officials as requested.
4. Complete all assigned programs or interventions within the designated time frame.
5. Notify the Hearing Officer responsible for your case that all steps have been completed. Medical Amnesty may not apply until verification of completion has occurred.

For Medical Amnesty to apply to the individual who ***experienced the medical emergency***, this individual must complete the following steps:

1. Cooperate with University and emergency officials as requested.
2. Complete all assigned programs or interventions within the designated time frame.
3. Notify the Hearing Officer responsible for your case that all steps have been completed. Medical Amnesty may not apply until verification of completion has occurred.

Application of Medical Amnesty by the University does not prevent criminal action by police or civil action by third parties. Commonwealth of Pennsylvania's alcohol and other drugs "Good Samaritan" laws may be applicable.

Medical Assistance

At any event, if a member or guest needs medical attention, if law enforcement officers and/or first responders respond to an event, or if serious structural damage occurs during the event, *the Office of Fraternity and Sorority Life, advisors, and inter/national organization should be notified by noon the next day.*

Non-Alcoholic Alternatives

Substantial Food (i.e., pizza, pretzels, fruit, cheese, etc.) and non-alcoholic beverages should always be available to guests.

Establishment Policy

Introduction

A. Any organization desiring to join the fraternity and sorority community at the University of Pittsburgh as a new chapter or re-established chapter is required to adhere to the following expectations.
    I. Organizations that received an outcome of *Suspension of Registration* via an organizational conduct process shall follow the process set out below in the ***Suspended Organizations*** section of this policy.
B. It is the goal of the Office of Fraternity and Sorority Life at the University of Pittsburgh to responsibly grow the fraternity and sorority experience and community in a way that ensures that organizations are sustainable and can thrive at the University of Pittsburgh and within their inter/national fraternity or sorority. This model for controlled expansion respects industry standards for supporting opportunities for new organizations and responsible growth, while maintaining the campus authority over the process to ensure success for all parties involved.
    I. The Office of Fraternity & Sorority Life has determined that there shall be only one (1) new establishment per governing council, per academic year. Organizations should plan to establish in the fall semester.
    II. The University of Pittsburgh reserves the right to accept, approve, or reject any social fraternity seeking recognition or the ability to establish their organization at the University of Pittsburgh.
C. For questions or concerns, please contact the Office of Fraternity & Sorority Life at fsl@pitt.edu.

Establishment Interest Application

A. Organizations shall express their interest in joining the community by submitting the Establishment Interest Application materials electronically to the Office of Fraternity and Sorority Life – fsl@pitt.edu. The Establishment Interest Application is required to include the following information:
    a. A letter of introduction for the organization to the Office of Fraternity and Sorority Life and the respective governing council.
        i. This letter should include a statement that the prospective organization will comply with all applicable university policies and procedures, including annual registration as a student organization and a collaborative relationship with the Office of Fraternity and Sorority Life.
    b. Disclosure of current and historical connections to the University of Pittsburgh.
        i. If re-establishing an organization, include the reasons for the organization's removal from the university and plans/structures to avoid repeating past challenges.
    c. Proposed timeline of the establishment process.
    d. Proposed membership recruitment, intake, and education processes.
        i. All recruitment, intake, and education processes are required to abide by the ***Membership Policies*** section of this manual, as applicable.

e. Plan for Advisory Support for the newly established organization.
    i. Including names, roles, and email addresses of all alumni that shall serve as the prospective organization's advisors.
f. Links to or copies of the following organization-specific policies and procedures:
    i. Requirements for chartering or full-chapter status.
    ii. Risk management policies.
    iii. Chapter level accountability or standards process.
    iv. Organization accreditation or assessment program.

B. The Establishment Interest Application is required to be submitted at least one (1) year in advance of the proposed establishment.
C. Submission of the Establishment Interest Materials does not guarantee that the institution has the capacity to support the establishment request or proposed timeline. Consideration will also account for the recent recruitment and membership trends, and health of recent establishment efforts and of the overall fraternity & sorority community.
D. Upon receipt of the Establishment Interest Application, the Office of Fraternity & Sorority Life shall notify the submitter of receipt of the application and forward the materials to the respective review committee.

Review Process

A. For organizations establishing within the Interfraternity Council, the Interfraternity Council General Body shall review and approve the proposed establishment.
B. For organizations establishing within the National Pan-Hellenic Council (NPHC), the NPHC Advisor shall review and approve the proposed establishment in consultation with the Director of Fraternity & Sorority Life.
C. For organizations establishing with the Panhellenic Association, the following process shall occur:
    a. The University of Pittsburgh Panhellenic Association shall adhere to all National Panhellenic Conference unanimous agreements regarding extension and return agreements.
    b. For women's organizations that are not members of the National Panhellenic Conference, establishing as Associate Members of the Panhellenic Association, the Panhellenic Association General Body shall review and approve the proposed establishment.
    D. During the review process, the Office of Fraternity & Sorority Life shall communicate with the organization if additional information or an introduction presentation is requested by the respective governing council.

Outcome

A. Following the Review Process the Office of Fraternity & Sorority Life shall inform the organization of the outcome of the review. The three (3) outcomes are:
    a. Approval of the organization to establish at the University of Pittsburgh, on the proposed timeline.
    b. Approval of the organization to establish at the University of Pittsburgh, with an alternative timeline.

i. The rationale behind the alternative timeline shall be provided to the organization.

c. Denial of the organization to establish at the University of Pittsburgh.
   i. The rationale behind this decision shall be provided to the organization.
   ii. The organization shall have the option to request a meeting with the Office of Fraternity & Sorority Life to discuss the decision and potential for reconsideration.

Establishment

A. Once the organization has received approval for their establishment, the following conditions are required to be met:
   a. Consult with the Office of Fraternity & Sorority Life on all plans related to establishment, including timelines, recruitment strategies, and member education. This consultation meeting shall happen no later than six (6) months prior to the establishment.
   b. Provide in-person organizational support from professional staff or alumni for a minimum of two (2) weeks.
B. Upon establishment of the new organization, they shall be required to operate in accordance with the University of Pittsburgh's policies and procedures, including the Code of Conduct, Office of Fraternity & Sorority Life policies and procedures, and the respective council's governing documents and recruitment policies.
C. The organization shall establish and train an advisory group with a minimum of four (4) alumni or volunteers. One member of the group should be identified as the Primary Advisor or the organization.

Post-Establishment

A. The organization shall provide ongoing, in-person support for the newly established group at least once per semester. During the organization's visit, the representative is expected to meet with a staff member of the Office of Fraternity & Sorority Life.
B. Upon the successful establishment of the inaugural group and election of officers, the organization shall assume all the rights and privileges of recognized fraternities and sororities at the University of Pittsburgh.
C. Newly established organizations are required to adhere to all requirements of the Office of Fraternity and Sorority Life, with careful emphasis placed on the following:
   a. Abide by federal, state, and local laws, and the Student Code of Conduct.
   b. Participate in the Cathedral Standards of Excellence program.
   c. Attend meetings with their Chapter Coach from the Office of Fraternity & Sorority Life.
   d. Attend and participate in all required programming and training from the Office of Fraternity & Sorority Life.
   e. Participate in formal recruitment/intake process of their respective governing council.

f. Adhere to all Recruitment/Intake and New Member Education guidelines set forth by the Policies and Procedures Manual and their respective governing council.
g. The organization should make reasonable progression towards receiving full status (i.e. chartered, chapter, etc.) within their respective governing council and with their inter/national organization.

Suspended Organizations

The following procedures shall be followed for organizations that have received a sanction of Suspension of Registration from the University of Pittsburgh. This procedure shall be followed regardless of whether an organization has intentions of returning with students who were members at the time of the suspension.

Organizations that have received a sanction of *Suspension of Registration* from the University of Pittsburgh shall have the opportunity to seek reinstatement with all rights and responsibilities associated with such registration.

A. To be eligible for reinstatement, an organization must first satisfy all requirements and terms as outlined in the Suspension of Registration notification letter.
B. Organizations seeking reinstatement shall be required to submit a Reinstatement Application.
C. The Reinstatement Application must include the following materials and information:
    a. Letter requesting reinstatement of the organization to the University of Pittsburgh. This letter shall include:
        i. Acknowledgement and agreement by the organization to adhere to all University of Pittsburgh and Office of Fraternity & Sorority Life policies, procedures, and expectations.
        ii. A detailed explanation of actions taken by the organization to ensure that all violations have been or will be addressed and are no longer part of the organization's culture.
    b. Proof of general liability insurance, including a Certificate of Insurance evidencing the coverage.
        i. All fraternities and sororities shall carry and maintain general liability insurance insuring the organization and naming the University of Pittsburgh of the Commonwealth System of Higher Education as an additional insured with minimum limits of $1,000,000 for each occurrence and $2,000,000 in the aggregate.
        ii. The fraternity or sorority's policy shall be primary and non-contributory with respect to any insurance carried by the University.
    c. Risk Management policies for the organization that specifically address hazing, alcohol management, and bystander intervention.
    d. Names, roles, and email addresses for the organization's Advisory Support Team.
    e. For organizations intending to be reinstated with students that were organization members at the time of the Suspension of Registration:

i. Names, roles, and email addresses of all University of Pittsburgh students for the organization's Executive Board.
    1. Specific officers to include are President; Risk Management Officer; Recruitment/Intake Officer; New Member Education Officer; and Social Officer.
ii. Roster of all University of Pittsburgh students that are continuing membership in the organization after the reinstatement from suspension.
    1. This roster should include names, University of Pittsburgh email addresses, and PeopleSoft ID numbers.

f. For organizations intending to be reinstated without students that were organization members at the time of the Suspension of Registration:
    i. Proposed timeline of the re-establishment process.
    ii. Proposed membership recruitment, intake, and education processes.
        1. All recruitment, intake, and education processes are required to abide by the Membership Policies section of this manual, as applicable.
    iii. Include the names, roles, and email addresses of those that shall be involved in the recruitment, intake, and education processes.
g. Any other information or materials requested by the University.

D. The Reinstatement Application shall be addressed to the Associate Vice Provost and Dean of Students and shall be delivered electronically to the Office of Fraternity and Sorority Life – fsl@pitt.edu.
E. The Associate Vice Provost and Dean of Students (or their designee) may grant or deny the Reinstatement Application, or take other action as appropriate.
    a. In determining the request for reinstatement, the Associate Vice Provost and Dean of Students or their designee will consider the information and materials provided in the Reinstatement Application.
    b. Reinstatement is not automatic. The Associate Vice Provost and Dean of Students or their designee retains the discretion to grant or deny a petition for reinstatement, even where the organization has satisfied any disciplinary sanctions and terms and submitted a complete Reinstatement Application.
    c. The decision made by the Associate Vice Provost and Dean of Students or their designee regarding a Reinstatement Application is final and not subject to appeal or further internal review.

University Policies

Housing and Residence Life Policies

Residents of University housing, including Amos Hall, Bruce Hall, and the Fraternity Housing Complex, are expected to adhere to all University of Pittsburgh expectations, policies, and procedures, with specific emphasis on those outlined in their University Housing Contract and the Residential Handbook. These policies include important information related to move in/move out procedures, appliances, housekeeping, and more that may be of particular interest to students residing in these spaces. Fraternities, sororities, and individuals who are not in compliance with these policies and guidelines may be held accountable via adjudication processes.

Registered Student Organizations Handbook

As Registered Student Organizations, all fraternities and sororities are required to adhere to all policies and guidelines outlined in the Registered Student Organizations Handbook, published annually by the Student Organization Resource Center (SORC). Special attention should be given to key policies and guidelines highlighted on the SORC Guidelines, Forms, and Policies webpage.

Student Code of Conduct

The Student Code of Conduct (Code) outlines behavioral expectations for University of Pittsburgh students and registered student organizations and provides descriptions of the hearing and appeal processes. Alleged violations of the Code by registered student organizations, whether they occur on or off campus, will be adjudicated using the Level II conduct process. Misrepresenting information on the application for registration is a violation of the Code and may result in disciplinary action. For more information on the Student Code of Conduct, visit: https://www.studentaffairs.pitt.edu/conduct/.

University Resources

Campus Recreation
Recreation & Wellness Center
3921 O'Hara Street
(412) 648-8210
rec@pitt.edu

Career Center
200 William Pitt Union
(412) 383-4473
careers@pitt.edu

Counseling Center
Nordenberg Hall – Wellness Center
119 University Place
(412) 648-7930

Facilities Management
Eureka Building
3400 Forbes Avenue
412-624-9500

Financial Wellness Center
Thackeray Hall
139 University Place
(412) 624-1250
finwellness@pitt.edu

Inclusion and Belonging
6th Floor, William Pitt Union
(412) 648-9523
PittOIB@pitt.edu

Institutional Engagement and Wellbeing
31st Floor, Cathedral of Learning
(412) 648-7860
wellbeing@pitt.edu

Leadership Development
119 William Pitt Union
412-624-5203
sarahpopovich@pitt.edu

Panther Central
Litchfield Towers Lobby
3990 5th Ave
(412) 648-1100
panthercentral@pitt.edu

Pitt Catering Co. (Campus Catering)
(412) 648-2302
catering@pc.pitt.edu

PittServes
130 William Pitt Union
(412) 624-1065
serves@pitt.edu

Student Affairs Technical Services
412-648-7821
satech@pitt.edu

Student Government Board
848 William Pitt Union
3959 Fifth Avenue
(412) 648-7970
sgb@pitt.edu
Allocations: sgballocations@gmail.com

Student Health Services
Nordenberg Hall – Wellness Center
119 University Place
(412) 383-1800

Student Organization Resource Center
340 William Pitt Union
(412) 624-7115
sorc@pitt.edu

Student Unions/EMS Reservations
William Pitt Union
(412) 648-7815
ems.williampittunion.pitt.edu
wmpittun@pitt.edu

University Classroom Services
Alumni Hall, Suite B10
4227 Fifth Avenue
(412) 648-7240
classroomservices@pitt.edu