



Fraternity and
Sorority Life
Student Affairs

POLICIES AND PROCEDURES MANUAL

**Office of Fraternity and Sorority Life
University of Pittsburgh**

Revised July 2020

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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 Office of Cross Cultural and Leadership Development 412-648-7831.

The *Policies and Procedures Manual* will be made available to all students at the beginning of the fall term. Copies of the *Policies and Procedures 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:

- Acknowledge that the primary purpose for being at the University of Pittsburgh is to pursue a higher education and to maintain high academic standards.
- Know and understand the ideals and values of the chapter and incorporate them into daily life.
- Continuously support a positive new member education program that is alcohol free.
- 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.
- Adhere to the Student Code of Conduct.
- Practice bystander intervention where at risk behavior is displayed.

- Foster a diverse, inclusive, and accepting community free from and abhorrently against racism, anti-Semitism, homophobia, transphobia, xenophobia, and all forms of hate for both members and non-members.
- 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.
- Know and understand the “Rights Affirmed by the Board of Trustees” section of the Student Code of Conduct.

Expectations for Chapter Advisors

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

The Office of Fraternity and Sorority Life expects chapter advisors to meet or to have a virtual meeting with their chapters at least once a semester, receive their chapter’s minutes, be aware of chapter functions, and be knowledgeable of OFSL Policies and Procedures. Chapter advisors are required to undergo annual training on policies and procedures, the anti-hazing policy, and other important information. The Student Organization Resource Center requires all organizations to have an advisor on file with the center as well as our office.

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

Expectations for National/International Headquarters

The University of Pittsburgh values partnership with international/national headquarter personnel in order to fully support our undergraduate chapters. The international/national headquarters and a staff member from the Office of Fraternity and Sorority Life should connect at least once an academic year in person or virtually. The Office of Fraternity and Sorority Life will share community academic semester reports and a community newsletter with the international/national headquarters and regional officers.

The local chapters will provide updated contact information of their international/national organization representative with the Office of Fraternity and Sorority Life each year. In the event a chapter has been alleged to have violated Student Code of Conduct and/or the Policies and Procedures of the Office of Fraternity Life and the chapter is facing a student conduct hearing, it is the responsibility of the local chapter to notify the national/international headquarter representative.

Academic Performance Standards

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.

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 (PAM) to work with the chapter on academic and professional development matters. The PAM must be a member of the University of Pittsburgh's faculty, staff, graduate student, or professional student. The specific expectations of the PAM are to be determined by the individual fraternity/sorority in consultation with the PAM.

The PAM for fraternities and sororities serves as a contact between the chapter and the Office of Fraternity and Sorority Life on academic matters.

The choice of PAM 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 PAM, as well as, the leadership of their 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 purposes. Individual grade reports are prepared to help chapters identify those members in need of academic assistance and to acknowledge those members doing well academically. Individual grade reports will be hand delivered, mailed, or shared in a secure virtual platform to chapter advisors, PAMs, or inter/national headquarters, and shared with the appropriate undergraduate members within the chapter.
- B. The cumulative GPA for chapters defined as "city wide 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 and will be made publically available online and sent to chapter presidents, tri-council leadership, chapter advisors, professional academic mentors, and international/national headquarter personnel.

Article III: Minimum GPA Standards

- A. 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-men or all-women averages will be required to meet with a professional staff member in the Office 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. The PAM will help monitor this academic improvement plan.
- B. Definition of Significant Improvement
 - a. The improvement plan is intended to create significant improvement of the chapter average GPA.
 - b. Significant progress will be determined by a designee of the Office of Cross Cultural and Leadership Development.
 - c. Significant progress will be measured by a minimal .10 increase in the cumulative chapter GPA during a two semester time period.
 - d. If significant progress is not made, privileges may be suspended up to and including loss of registration at the University of Pittsburgh.

Article V: Minimum QPA for Elected Council Positions

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

Article VI: Family Educational Rights and Privacy Act

- A. The Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) is available at: <https://www.registrar.pitt.edu/ferpa.html>. Questions concerning the University's FERPA Policy and Procedure may be directed to the Office of the Registrar at 412-624-7600.

Requirements for Recognition

Article I: Requirements for Recognition for Social Fraternities and Sororities

- A. The fraternity or sorority must have 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 of the following items:
 - 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. Recognized chapters must successfully complete the Cathedral Standards of Excellence.

- G. 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 Cross Cultural and Leadership Development. The recognition of student organizations is governed by additional policies and procedures approved and administered by the Division of Student Affairs.
- H. Chapters must maintain membership in an appropriate governing group (IFC, NPHC, Panhellenic). Chapters are expected to follow expectations and guidelines of their corresponding council.

Article II: Requirements for Expansion

For expansion the interest group should contact and consult the Office of Fraternity and Sorority Life to best prepare for future expansion. The Office of Fraternity and Sorority Life will direct the potential new chapter to the appropriate governing council (IFC, NPHC, Panhellenic) to meet their specific requirements. Expansions will need to follow the Requirements for Recognition as stated in this document as well as provide other documentation for review: constitutions, bylaws, recruitment/intake plan, new member education plan, risk management policies specifically around alcohol, hazing, and diversity and inclusion, and advisor support for potential chapter (alumni or professional staff).

Article III: Requirements for Reinstatement

A fraternity or sorority that receives a sanction of *Suspension of Registration* 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 sanctions. Eligible chapters must petition the Vice Provost and Dean of Students for reinstatement following the terms of *Suspension of Registration*.

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 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 have a chapter advisor and a Professional Academic Mentor.
- 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. The fraternity's or sorority's risk management policies specifically address hazing, sexual assault, diversity and inclusion and alcohol management.
- 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. State the name, responsibility, and contact information of the chapter advisor (s) and role alumni play in the success of the chapter.
- H. Provide a plan how the chapter will successfully complete the Cathedral Standards of Excellence. .
- I. Implement a year to year leadership transition plan and involve new and continuing members in the chapter's leadership structure.
- J. If applicable, revise chapter's by-laws and/or amend chapter's constitution to assure violations will not be repeated. If applicable, revise chapter's housing/lease contract and have members sign the agreement that acknowledges compliance with reinstatement principles in the petition.
- K. 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.

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 *Code* and is absolutely prohibited. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania.

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.

Hazing is defined as follows:

A person commits hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- Violate Federal or State criminal law;
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature;
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Aggravated Hazing

A person commits aggravated hazing if the person commits a violation of hazing that results in serious bodily injury or death to the minor or student and:

- The person acts with reckless indifference to the health and safety of the minor or student; or,
- The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing

A Student Organization commits organizational hazing if the organization intentionally, knowingly or recklessly promotes or facilitates a violation of hazing or aggravated hazing.

Students and others are encouraged to report incidents, and suspected incidents of hazing. Reports may be made to the University Police (412-624-2121), the Office of Student Conduct (412-648-7910) or the Office of Fraternity and Sorority Life (412-648-7832).

Although the University encourages students and others to make formal reports, you may file an anonymous report with the University Police online at <http://police.pitt.edu/anonymous-tip-line>. Anonymous reports greatly limit the University's ability to respond to and investigate the report.

Hazing related to any University of Pittsburgh athletics teams may also be reported to the Director of Athletics at 412-648-8230 or the Associate Athletic Director for Student Life and Compliance at 412-648-8452.

Hazing Prevention Education

The Office of Fraternity and Sorority Life will provide annual hazing prevention training to those officers tasked with recruitment/intake and new member education. All chapters, councils, community stakeholders, and campus partners can request hazing prevention training through the Office of Fraternity and Sorority Life. Hazing recognition and prevention training will be presented at Fraternity and Sorority Life 101 session for all potential new members.

Policy Statement on Anti-Discrimination

No illegal discriminatory criteria may be used as criteria for membership including those listed in the University of Pittsburgh's non-discrimination policy. These factors include 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. All groups, except those exempt by law, must permit male and female membership. Sport clubs involving physical contact or in which participation is based on competitive skill may limit participation in competition to one sex; provided that, for any for any such sport club engaged in a non-contact sport, unless there is a sport club available for members of the opposite sex, the club must permit try-outs for each sex. Membership can be limited by factors unrelated to status or beliefs and which are also not illegal. Membership can be limited by school, college, department, major and grades, etc. No hazing or illegal discrimination will be used as a condition of membership in the organization.

Policy Statement on On-Campus Housing

The University of Pittsburgh provides a limited opportunity for on-campus housing to social fraternities and sororities through individual leases in the Fraternity Complex and group housing assignments in Amos Hall and Bruce Hall. Fraternities and sororities who are housed on-campus must have a member serve as a house manager or similar position within the chapter. This position will serve as a liaison on facility concerns and community building opportunities.

Article I: Amos Hall and Bruce Hall

- A. 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, public health guidelines, University Policy, procedures, standards and guidelines* and those policies enforced by the Office of Residence Life.
- B. Sororities in Amos Hall and Bruce Hall may 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
- C. Alcohol and alcohol containers are prohibited in Amos Hall and Bruce Hall Third Floor.

Article II: Fraternity Complex

- A. 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, public health guidelines, University policy, procedures, standards and guidelines*.
- B. All residents in the fraternity complex must attend yearly fire safety training.
- C. The amount of alcoholic beverages per person twenty-one (21) years and older within a bedroom cannot exceed the following amounts. Both residence in the room must be twenty-one (21) years and older in order to have alcohol present:
 - a. Twelve (12) 12 ounce containers of beer;
 - b. One (1) 1.5 liter container of wine;
 - c. Two (2) four-packs of wine coolers or other mixed drinks sold in such a quantity,
 - d. Two (2) six-packs of malt beverages or other mixed drinks sold in such quantity, (e.g., Mike's Hard Lemonade, Smirnoff Ice, etc.).

- e. Only factory sealed containers of alcoholic beverages may be brought into fraternity houses.
- D. All rooms outside of bedrooms must comply with the Social Policy: Alcohol Beverage Management within this Manual.
 - E. Residents are responsible and may be legally accountable for their own actions or actions of their visitor(s)/guest(s), including any damages or injuries.

Policy Statement on Chapter Operations

All recognized chapters 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). All chapters operations must be conducted in an on-campus facility or third party vendor with the exception of any fraternity or sorority which has continuously leased, owned, or operated a house off-campus prior to 2/3/1998 and has not lost University recognition.

Fraternity and Sorority Intake, Recruitment, and New Member Guidelines

Chapters must bring in new members into an organization that is based upon the aspirant's/potential new member's possession of specific qualifications; these qualifications are outlined in a chapter's constitution and/or by-laws and articulated to aspirants/potential new members during the intake/recruitment process. Individual chapters must be guided by selection standards and values of the chapter which will help 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, New Member Education Definitions

- A. New Member Education is defined as a period of time where chapters will host events and programs designed for their new members or newly initiated members with the purpose of acclimating them to the chapter and/or fraternity and sorority life community. New members are the focus during this period and during these particular events that are hosted by the chapter. Events and programs can include but are not limited to fraternity/sorority education, rituals, ceremonies, big/little events, and study tables.
- B. Recruitment is defined as a program or period of time when membership selection occurs by chapters in most notably Interfraternity Council (IFC) and Collegiate Panhellenic Association (Panhellenic). Specific guidelines and structures are provided by governing councils. Chapters must bring new members into an organization that is based upon the potential new member's possessions of specific qualifications; these qualifications are outlined in a chapter's constitution and/or by-laws and articulated to potential new

members during the recruitment process. Individual chapters must be guided by selection standards and values of the chapter which will help promote the building of a strong and effective chapter. In conjunction with the Office of Fraternity and Sorority Life, Panhellenic and IFC a formal and informal recruitment week will be decided during the fall and spring semesters.

- C. Intake is defined as the period in which students attend classes, meet members and learn more about the respective organization in which they are interested in joining. Intake generally applies to National Pan-Hellenic Council (NPHC) and multicultural organizations. Membership selection for NPHC groups is an individual process that is different and unique for every chapter that is with the council. During intake, students will go through a new member experience where they attend classes and learn more about the organization and how to be impactful and strong leaders for their chapters and for the overall community. 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 chapter.
 - c. The final induction ceremony. Each affiliate organization implements the guidelines and details of its own membership intake process.

Article II: Recruitment Guidelines

- A. In conjunction with the Panhellenic IFC, and 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 can take place during the summer sessions or any University break (fall, winter, spring, summer). No recruitment activities are to occur until the beginning of the Formal/Informal Recruitment Week, each semester.
- C. No alcohol, or illegal substances shall be present at any recruitment/intake, new member activity or ritual of the chapter, nor should alcohol ever be given as a gift or encourage consumption alcohol or illegal substances of aspirant/new members.
- D. 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 or sorority that has continuously leased, owned, or operated a house off-campus prior to 2/3/1998 and has not lost University recognition.
- E. 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.

- F. In the event recruitment activities begin without the knowledge and approval of the governing council and/or 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.
- G. No recruitment activities can take place between the hours of 12:00am and 8:00am each day. New member education/intake activities cannot interfere with academic classes.
- H. A Bid of Membership will be extended each semester and are valid for one semester or the length of time prescribe by the council. 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 potential new chapter 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.
- I. The following information must be provided to the Office of Fraternity and Sorority Life prior to beginning the recruitment process:
 - a. Any national or regional paperwork that needs to be signed by the Office of Fraternity and Sorority Life. A copy of this paperwork will be left 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. This form should be signed electronically via the student's MyPitt portal or when registering for Panhellenic Formal Recruitment.
 - c. Calendar of events should include a timetable of any recruitment activities. This calendar should be given to new members/aspirants including but not 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. Initiation Date
 - v. Presentation of New Members (if applicable)
 - vi. Any additional dates required by the Office of Fraternity and Sorority Life.
 - vii. 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 notification no less than five (5) business days

prior to the new event time or calendar due dates set by the governing council.

- viii. All events should be included in the initial calendar given to new member aspirants and should be approved by the Office of Fraternity and Sorority Life or governing council.

Article III: New Member Education Guidelines

- A. Chapters must abide by their inter/national organization's required or suggested new member education plan and intake processes. New member education plans will be due in a time agreed upon by the governing council and/or Office of Fraternity and Sorority in order to receive feedback in a timely manner from the professional staff and council executive boards.
- B. All new member education activities 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 or sorority which has continuously leased, owned, or operated a house off-campus prior to 2/3/1998 and has not lost University recognition.
- C. No alcohol, or illegal substances shall be present at any recruitment/intake, new member activity or ritual of the chapter, nor should alcohol ever be given as a gift or encourage consumption alcohol or illegal substances of aspirant/new members.
- D. Verification of New Members: All chapters conducting New Member Education must submit a Verification New Member Form. The verification forms must be submitted the following business day after the bid night, and prior to the start date of the official New Member Education process.
- E. 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 Signature of Chapter President Signature of Chapter Advisor
- F. Term Limitations of New Member Education Period:

- a. All aspirants/new members must be initiated within eight (8) weeks of receiving a bid or starting the intake process.
- b. Initiation must occur no later than the last day of classes prior to the final exam week of each semester, All initiation activities must occur within this time frame.
- c. At any given time the Office of Fraternity and Sorority Life or governing council may request an updated chapter roster.
- d. No new member education/intake activities can take place between the hours of 12:00am and 8:00am each day. New member education/intake activities cannot interfere with academic classes.

Article IV: Intake Guidelines

- A. After all University requirements have been met, each NPHC/Multicultural chapter determines when they will conduct intake. Each group may be assisted in this process by their Alumni/Graduate Chapter.
- B. No intake activities can take place during the summer sessions or any University break (fall, winter, spring, summer). No intake activities are to occur until the beginning of the semester.
- 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.
- D. No alcohol, or illegal substances shall be present at any recruitment/intake, new member activity or ritual of the chapter, nor should alcohol ever be given as a gift or encourage consumption alcohol or illegal substances of aspirant/new members.
- E. 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.
- F. In the event intake activities begin without the knowledge and approval of the Office of Fraternity and Sorority Life and/or the chapter has not completed documentation and information with staff, intake activities will cease immediately, and the chapter may be referred for disciplinary action.
- G. Term Limitations of Intake Period:
 - a. All aspirants must be initiated within eight (8) weeks of starting the intake process.

- b. Initiation must occur no later than the last day of classes prior to the final exam week of each semester, All initiation activities must occur within this time frame.
 - c. At any given time the Office of Fraternity and Sorority Life or governing council may request an updated chapter roster.
 - d. No intake activities can take place between the hours of 12:00am and 8:00am each day. Intake activities cannot interfere with academic classes.
- H. The following information must be provided to the Office of Fraternity and Sorority Life prior to beginning the intake process:
- a. Any national or regional paperwork that needs to be signed by the Office of Fraternity and Sorority Life. A copy of this paperwork will be left 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. This form should be signed electronically via the student's MyPitt portal or when registering for Panhellenic Formal Recruitment.
 - c. Verification of Aspirants: All chapters conducting intake must submit a Verification of Aspirants/New Member Form. The verification forms must be submitted the following business day after the interest meeting and prior to the start date of the official Intake process.
 - d. Calendar of events should include a timetable of any intake activities. This calendar should be given to new members/aspirants including but not 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. Initiation Date
 - v. Presentation of New Members (if applicable)
 - vi. Any additional dates required by the Office of Fraternity and Sorority Life.
 - vii. 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 notification no less than five (5) business days prior to the new event time or calendar due dates set by the governing council.
 - viii. All events should be included in the initial calendar given to new member aspirants and should be approved by the Office of Fraternity and Sorority Life or governing council.

- I. All chapters must adhere to the following guidelines when presenting new members to the campus community.
 - a. Organizations must 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 must take place no more than thirty (30) calendar days after the members have been initiated into the organization, but must occur no later than the last day of classes prior to the final exam week of each semester.
 - c. 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.
 - d. New member presentations may not contain any lude behavior, hate speech, or violation of these policies or student code of conduct. Chapters in violation of this will be subject to disciplinary action and must be conducted in a manner consistent with all University guidelines, policies and procedures, including but not limited to the Student Code of Conduct.
 - e. Fraternities and sororities are expected to comply with all University policies and procedures.

Chapter Rosters

- A. Each chapter must submit the names, emails, phone numbers, PeopleSoft, and 2P numbers of all chapter members, as well as contact information of all advisors and inter/national headquarter staff to the Office of Fraternity and Sorority Life at the beginning and end 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 is a change in leadership within the chapter, the Office of Fraternity and Sorority Life should be notified within one week.

Cathedral Standards of Excellence Expectation

- 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.
- B. Scores and findings through the Cathedral Standards of Excellence will be made public through the Fraternity and Sorority Life Community Report.

Social Event Policy

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 IFC, all chapters of the Panhellenic, and all chapters of the NPHC.

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, Panhellenic, 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:

- 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 fraternity and sorority chapters as well as their past and present members;
- To support the ideals and values on which our fraternities and sororities are based;
- To promote self-governance.

Article II: Definition of a Social Event with Alcohol

A Social Event with Alcohol is defined as:

- A. Any activity sponsored by chapter of IFC, Panhellenic, or NPHC on or off university property, where alcohol is present, or;
- B. Any activity where the people in attendance from any chapter 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 a chapter which includes alcohol, must be either at an approved on campus facility or at a third party vendor.

Article III: Social Events with Alcohol Classifications

- A. Third Party Vendors: An event held at a vendor which distributes and manages the alcohol consumption. The vendor must be appropriately licensed.
- B. On-Campus Events:
 - a. 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.
 - b. List Event: An event where the guest list is not to exceed the building occupancy
 - c. Closed Event: An event where a University recognized social fraternity or sorority co-sponsors an event with one or more other University recognized social fraternities or sororities. The guest list may not exceed the maximum capacity of the space in which the event is held.

Article IV: Event Registration

- A. All chapters are required to register social events with alcohol, events with non-members, and events occurring at third party vendors. [Event registration](#) will fulfill policies requirements and documentation for Cathedral Standards of Excellence. Event registration needs to occur before the event.
- B. Every chapter 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. Social events with alcohol may only be held on a Friday or Saturday from the hours of 7:00pm until 2:00am unless an exception was previously approved in writing by the Office of Fraternity and Sorority Life.
- D. Social events with alcohol must be registered by 12:00pm the Tuesday before the event.
- E. Guest List Policy for Social Events with Alcohol
 - a. Before the event, finalized guest list must be submitted by 12:00pm the Thursday before the event to the Office of Fraternity and Sorority Life. The guest list should include the date of the event, name of all participating chapters, as well as a numbered list of attendees including their first and last name.
 - b. 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.

- c. After the event, a guest list needs to be submitted to the Office of Fraternity and Sorority Life no later than 5:00pm the Monday following the event. A completed guest list is the same as the original guest list submitted prior to the event with signatures of all guests who attended the event.
 - d. Failure to submit a completed guest list will result in judicial proceedings as described in the Student Code of Conduct.
 - e. The guest list for events with alcohol must include signature for guest, time in/out logs along with the date, time and location of the event. Please use the Guest List Documentation Log when submitting a guest list to the office.
- F. Upon registration of any event the chapter advisor and other campus partners may 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 all events must indicate compliance with University policies. Advertisements for social events with alcohol need approval from the Office of Fraternity and Sorority Life. All physical flyers must be posted in compliance with building policies.
- I. No Social Event with alcohol or any other chapter operations may be conducted at a private residence. For the avoidance of doubt, no chapter may host a party or event at any private residence.

Article V: Number of Social Events with Alcohol Allowed

- A. A chapter cannot exceed 18 social events with alcohol for the semester. This include both a combination of on-campus events and third party vendor events.
- B. On-Campus Events:
 - a. Chapters are allowed three (3) list events per semester.
 - b. Date events do not have a restricted number of allotted events.
 - c. Closed events do not have a restricted number of allotted events.

Article VI: Education Requirements for Hosting Events

- A. To be eligible to host social events with alcohol, the current chapter president and social chair or risk manager (or equivalent positions) must attend University of Pittsburgh Student Health Services' Alcohol Management Program.

- B. Chapters need to fulfill the attendance requirement for the Bystander Intervention and Diversity Awareness Training set by the Cathedral Standards of Excellence within the fall semester to continue hosting any type of chapter event.
- C. The Office of Fraternity and Sorority Life will host trainings to review our Policies and Procedures Manual.

Article VII: Social Event with Alcohol Management

Any event held where alcohol will be present/served must abide by the following guidelines:

A. Event Monitor Policy

- a. At any social event with alcohol, each hosting chapter must have one member of each chapter's executive board acting as Event Monitors in addition to one Event Monitor for every 25 people attending the event. (Example: 75 attendees = one executive board member and three event monitors). Chapters may have more Event Monitors, but these are the minimum expectations. At social events with alcohol with two or more sponsoring chapters, all chapters must have Event Monitors present at the event with the total amount of Event Monitors for all chapters equally the one Event Monitor for 25 people, plus an executive board member from each chapter.
- b. Event Monitors must wear something to make them easily identifiable for guest to locate.
- c. 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.
- d. Names of the Event Monitors will be submitted at registration.
- e. Here is suggested placement of Event Monitors at an on-campus facility:
 - i. Two (2) non-drinking members at the door ;
 - ii. One (1) non-drinking member roaming the entrance/exit areas (risk manager);
 - iii. Two (2) non-drinking members at the doors leading into the kitchen and party room;
 - iv. One (1) non-drinking member at the door in the party room leading to the stairwell between the adjoining house;
 - v. One (1) non-drinking member at the first floor landing in the stairwell;
 - vi. One (1) non-drinking member at the second floor landing in the stairwell; and;
 - vii. Two (2) non-drinking members to manage alcohol, for a total of ten (10) people per chapter.

- f. The Event 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 their place. Reasonable care should be provided to all guests leaving the function at all times. Chapters should call the Pitt Police and/or dial 911 to report any emergency, criminal incident and/or for assistance.

- B. 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 occur during the event the Office of Fraternity and Sorority Life, chapter advisors, and international/national organization should be notified by noon of the next day.

- C. In order to be admitted to a social event with alcohol, attendees must present their University and government photo ID. The Event Monitors at the front door must have guest sign into the party as well as check both IDs.

- D. A guest list is required for each social event with alcohol. In admitting guests on the guest list, the Event Monitor must follow the standard sign-in procedure as stated.

- E. Substantial Food (i.e., pizza, pretzels, fruit, cheese, etc.) and non-alcoholic beverages must be available to guests at all times.

- F. Rules of the event must be posted and visible to all guests attending the event at a chapter house. 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 glass bottles of any kind.
 - Unruly guests may be asked to leave at any time.

- G. Unscheduled checks may be made by any authorized University representative for health and safety reasons and to otherwise ensure compliance with University policies.

- H. Events in the Fraternity Complex must be contained to first floor common spaces.

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) at on campus facilities

- a. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
 - b. The purchase and/or use of bulk quantity alcohol is prohibited, including but not limited to kegs, liquor, hard alcohol, hard seltzers and greater than six (6) cans of beer per person of legal drinking age in attendance.
 - c. No liquor, wine or alcoholic beverages may be checked/consumed at the party with the exception of beer.
 - d. Each person who is attending social events with alcohol is allowed to bring no more than six (6) cans of 12 oz. beers or hard seltzers.
 - e. Beverages may not be consumed out of glass containers.
- D. The participating chapter(s) shall require all those attending the event to present proof of legal age in order to consume alcoholic beverages.
- E. Open containers of alcoholic beverages shall, in no case, be permitted to leave the event. They must be discarded.
- F. No alcohol, or illegal substances shall be present at any recruitment/intake, new member activity or ritual of the chapter, nor should alcohol ever be given as a gift or encourage consumption alcohol or illegal substances of aspirant/new members.
- G. Chapters must not permit pre-gaming or pre-partying and post-gaming or post-partying before chapter events. Activities that encourage rapid consumption of alcohol or funnels should not be permitted at social events with alcohol. Chapters should turn away and provide safe transportation home for members and/or guest who are under the influence.
- H. No alcohol is to be present at philanthropic events. 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 event's host(s) 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 Manual, the Student Code of Conduct, and all other applicable University policies including alcohol related policies at third party vendor events. Chapters are required to comply with the third party vendor expectations. Violations that occur at third party vendors can also be adjudicated through the Student Conduct Process.

All events with or without alcohol must be registered with the Office of Fraternity and Sorority Life.

Chapters are encouraged to comply with these recommendations below or the third vendor policies of their national organization in order to increase safety measures at their event:

- Be properly licensed by the appropriate local and state authority. This might involve both a liquor license to sell on the premises where the function is to be held
- Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider. The above “certificate of insurance” must also show evidence that the vendor has, as part of their coverage, “off premise liquor liability coverage and non-owned and hired coverage.” The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.
- Agree in writing to cash sales only, collected by the vendor, during the function.
- 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:
 - Checking identification card upon entry
 - Not serving minors
 - Not serving individuals who appear to be intoxicated
 - Maintaining absolute control of all alcoholic containers present
 - 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 chapter)
 - Removing all alcohol from the premises.

Article XI: Student Union Dances

- A. 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 when hosting Dances at the William Pitt Union or O’Hara Student Center.
- B. All Student Union Dances must be approved at least one month in advance with the Office of Fraternity and Sorority Life.
- C. The sponsoring organizations are required to meet with the staff of the facility and complete the checklist that are given upon room reservation.
- D. Sponsoring chapters must make a note of room capacity and it is strongly advised that students create a presale ticket strategy based on that number.
- E. Anyone who does not have a valid college ID will not be permitted to attend these dances and will be turned away at the door with no exceptions.
- F. Any violation of the Student Code of Conduct to be taking place during an event, may require termination of the event, and potentially referrals to the Office of Student Conduct.

Article XII: Fraternity and Sorority Social Space Policy

- A. Chapters wishing to host an event will reserve the space directly with the coordinator of fraternity and sorority life via email at least two weeks before the desired date or on a first come, first serve basis. There can only be one event per day in each facility.
- B. Hosting chapter(s) will provide up to five names of individuals who will receive swipe cards for the space from Panther Central. The designee of the Office of Fraternity and Sorority Life will verify those members and provide the information to the point of contact at Panther Central.
- C. Hosting chapter(s) will complete the event registration process and follow all social event policies and procedures as dedicated in the Office of Fraternity and Sorority Life Policies and Procedures.
- D. After the event, hosting chapter(s) will be responsible for cleaning and removing trash from the space and submit a report before and after the event to the coordinator of fraternity and sorority life detailing any behavioral concern or damage to the facilities. Hosting chapter(s) will be financially responsible for any damages or cleaning fees.
- E. Only fraternities and sororities within the governing councils are allowed access to host/reserve the social spaces.
- F. No glitter, confetti, sand, nor water guns or sports can be used in the social space.
- G. Chapters must abide and obey all instructions given at the time of reservations.
- H. Any violation of the Student Code of Conduct to be taking place during an event, may require termination of the event, and potentially referrals to the Office of Student Conduct.