FRATERNITY|SORORITY
POLICY & PROCEDURES
MANUAL

Fraternity & Sorority Life
Franklin & Marshall
College

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Policy Manual Maintained by the Office of Fraternity & Sorority Life
Last Reviewed: 08//2019
Section 1: Mission & Relationship

A. The mission of the Franklin & Marshall College Fraternity & Sorority Community

The Fraternity and Sorority Community is a values-driven support system built on the common principle of Excellence. When guided by its history, mission, and purpose, each fraternal organization enriches the individual, college and community. Members are empowered and expected to continually develop a life-long commitment to (1) seeking purpose, (2) leader development, (3) intellectual advancement, (4) responsible citizenship, and (5) community building.  

B. The Mission of the Office of Fraternity & Sorority Life

Fraternity/Sorority Life provides coaching, support, and services regarding organization operations to all recognized fraternities and sororities recognized by Franklin & Marshall College, and provides values-driven experiences to assist members in creating a purposeful fraternal experiences demonstrated by the Five Areas of Excellence focus.

C. Relationship to the College

The underlying assumption behind fraternities and sororities is that they exist because of the College and as a component of the College. Positive relations with the College and with the City of Lancaster are essential for fraternities and sororities. Equally essential for fraternities and sororities are positive relationships with faculty, staff, alumni, as well as with students who are not members.

"We were founded in 1787, at the birth of a new republic. Our spirit is the spirit of that astonishing moment—optimistic and pragmatic, inspired and humble, daring and principled. It is a spirit that says we see something bright on the horizon. And together, we go forward." https://www.fandm.edu/about

This statement affirms the relationship between Franklin & Marshall College and its recognized fraternity and sorority groups. The College is committed to the development and support of a healthy, safe, and secure Fraternity & Sorority Life, acknowledging that when organizations within this community function in accordance with their stated mission and values, the entire college community benefits from their leadership, involvement, and service. Recognition of fraternities and sororities is solely at the discretion of Franklin & Marshall College. The mission of the College is supported by organizations that "seeks to foster in its student's qualities of intellect, creativity, and character (Franklin & Marshall College Mission ).

This Relationship Statement, in conjunction with the Franklin & Marshall College Fraternity/Sorority Manual, outlines these expectations.

The OFFICE OF FRATERNITY & SORORITY LIFE at Franklin & Marshall College is committed to creating a fraternal excellence based experience that supports Franklin & Marshall College’s mission through active participation in fraternities and sororities.

Franklin & Marshall College values these special student experiences because of the mission, purpose, and principles espoused. The individual fraternities and sororities hosted at Franklin & Marshall College are recognized as part of a special learning community program supported through the OFFICE OF FRATERNITY & SORORITY LIFE. The program model provides for the unique standards, needs and support for these student experiences.

The OFFICE OF FRATERNITY & SORORITY LIFE has the authority to promote and safeguard College interests. The courts recognize inherent common law and contractual rights of a College to discipline students for conduct disrupting the mission of the College. The courts also acknowledge inherent authority to withhold or revoke recognition and, thereby, deny it the privilege of campus facilities and College endorsement. Moreover, when a fraternity or sorority applies for and accepts College recognition, it implicitly contracts to abide by the College regulations. Thus, the College has inherent authority and contractual rights concerning students, fraternity chapters, and sorority chapters.
Fraternities and sororities are provided the opportunity to operate as special student groups at Franklin & Marshall College through a recognition process and organizational structure that is distinct from but operates as a parallel process to the recognition procedure for other student organizations. The Franklin & Marshall Fraternity and Sorority program is considered to be a College program based on the following foundational beliefs:

- There is a commonality of interest between the fraternity and sorority community and the College due to the contributions of personal development, academic development, and social development.
- The Fraternity and sorority experience offers students opportunities to self-govern as individual organizations and as a community in a responsible and accountable manner.
- All matters pertaining to fraternities and sororities are the joint responsibility of the College, the alumni(ae), the (inter)national headquarters, and the undergraduate members in order to advance the best interests of the student, the individual fraternity and sorority group, the F&M Fraternity and Sorority Alumni(ae), and the College.
- All fraternities and sororities will participate in annual Fraternity and Sorority Assessment and an Accreditation Program for the purpose of benchmarking, reflection, and confirmation of the commitment to Five Areas of Excellence.
- The College and its agents are the final authority on matters pertaining to fraternities and sororities and policies pertaining to this particular student community program.

D. Five Areas of Excellence
Franklin & Marshall College recognizes and supports Fraternal organizations based on their commitment to Five Areas of Excellence:

#1 Seeking Purpose | We believe in living with purpose through understanding and being guided by our values as taught by our Rituals. We believe in having organizations that provide an experience which promotes individual growth and development toward authentic lives and purpose.
#2 Leadership Development | We believe in the development of positive leadership skills, practices and beliefs grounded in the ability to make a difference in the world.
#3 Intellectual Advancement | We believe in the development of the intellect inside and outside the classroom, with students engaging in their academic pursuits as well as intellectually stimulating conversations and actions to achieve a passion for lifelong learning.
#4 Responsible Citizenship | We believe in giving of ourselves through engagement in the community, serving others, being socially responsible and providing the means for the advancement of others.
#5 Community Building | We believe in contributing to the multiple communities that exist in our world. We believe in authentically respecting others, engaging in cross-cultural

Approved, Sept 15th, 2015

Addendum: The Fraternity & Sorority Excellence - Educational Programming Accreditation structure, format, and process is outlined in Addendum Manual A.

Section 2: Expectations & Standards
The day-to-day management of Recognized F&M Fraternities & Sororities follows this manual

A.TERMS OF RECOGNITION
Recognition is the formal process by which Franklin & Marshall College agrees that a fraternity or sorority may function on the campus, enroll undergraduate members through established membership recruitment activities, use campus facilities and services, reside in approved residential spaces and identify its chapter with the College. Organizations designated under this policy meet the following characteristics:

- Chapters are legal corporations external to Franklin & Marshall College. In all cases, chapter corporations, alumni corporations, and international/national/regional/local Greek lettered organizations are incorporated separately from Franklin & Marshall College.
- They are entitled to single-sex membership under the provisions of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act Amendments of 1972.
- Will be affiliated and recognized with an inter/national fraternity or sorority
- Meet and follow the expansion/extension policy/procedures requirements outlined in Section: Expansion/Extension pg.
- Characteristics include but are not limited to the transmission of norms and values to the membership in a concrete and systematic way.
- Demonstrate and practice esoteric nature by way artifacts, symbols, rituals, ceremonies and shared assumptions and beliefs that demonstrate living with purpose demonstrated in Inter/national fraternal organizations.
- Professional (PFA), and honorary societies that use Greek letters and operate at fraternal organizations are subject to fraternity and sorority designation and oversight.

Local or Unaffiliated with Inter/national fraternal type Organizations: Franklin & Marshall College does not support or recognize local fraternity & sororities.

The college does not encourage, and will not acknowledge, auxiliary organizations affiliated with Greek Letter Type Organizations since the formulation or sponsorship of any subservient organization is not consistent with the mission of the college. All IHQ and Umbrella associations do not support or recognize auxiliary organizations.

B. RESPONSIBILITIES OF FRATERNITY & SORORITY CHAPTERS
Fraternal organizations are part of the College and, as such, have the following responsibilities to maintain recognition by Franklin & Marshall College, it must:

- Adhere to this Relationship Statement and all F&M Greek Lettered Societies (Fraternities & Sororities) policies, procedures, and standards.
- Uphold their fraternal values and exemplify the Five Areas of Excellence.
- Be in Good Standing and maintain affiliation with an international or national fraternity in a manner approved by Franklin & Marshall College.
- Franklin & Marshall College requires each fraternity and sorority to carry Commercial General Liability coverage that includes, but is not limited to, bodily injury, personal injury, property damage, host liquor, and contractual liability and lists the College as an additional insured by endorsement. Specifically, each organization shall carry General Liability Insurance providing coverage for all events arising out of the performance of their operations. (see insurance requirements section pg. )
- The Fraternity or Sorority will comply with the terms of recognition and all applicable College rules and regulations (Student Code), including, without limitation, the College's Policy on Hazing, the Policy on Alcohol and Drugs, and the Policy on Equal Opportunity, Nondiscrimination, Sexual and Other Forms of Harassment, and any requirements established by College.
- Maintain all requirements set forth in the expansion/extension policies, agreements, and procedures.
- Complete the Semester Recognition process (Paper Day), as well as membership recruitment/new member, philanthropy, and event registration paperwork in a timely manner. Recognition is not automatic and may be rescinded if a fraternity or sorority does not meet expectations within a prescribed time period.
- Submit information for consideration for Fraternal Excellence in a timely manner.
- Maintain a minimum chapter cumulative/semester grade point average of 2.7.
- Maintain non-hazing membership recruitment and new member education/intake program in accordance with governance and college student code, and Pennsylvania State Law.
- Adopt, maintain, operate, and conduct business in accordance with a constitution and a set of by-laws.
- A current copy must be on file with OFSL annually. Updated copy to be submitted every January at an established deadline/date. (see paper day requirements section pg. )
- Maintain and report accurate membership list of currently registered, degree-seeking students who are not on academic or disciplinary suspension. (see membership requirements section pg. )
- Maintain and report accurate Officer and advisory team members and contact information. (see “Paper Day” Semester Recognition requirements section pg. )
- Members and officers of recognized undergraduate chapters must be current Franklin & Marshall College students in good standing with no restrictions
- Maintain minimum membership Standards (see section pg. )
- Comply with a governing council or relevant co-ops established.
- Maintain and foster a collaborative relationship with a faculty/staff advisor, as chosen by the organization. (see Section pg. | Addendum B )
- Maintain, engage and report chapter adviser and advisory teams to the current status and reporting expectations (see Section pg. )
- All advisors must be confirmed by the Inter/National Hq. (see Section pg. Addendum B)
- Advisory engagement expectations include participation in Franklin & Marshall College advisory team activities, with representatives engaged in programmatic initiatives and regular communications. (see Section pg. Addendum B)
- Fraternity and Sorority chapters shall operate in accordance with sound business practices with respect to chapter finances and business relations with their members, the College, and the community.
- Fraternity/Sorority housing is approved by meeting and maintaining all Inter/National HQ requirements and those of Franklin & Marshall College. Franklin & Marshall College reserves the right to approve campus residency of any F&M student and all approved Fraternity & Sorority designated properties/spaces.
- Maintain the property in conformance with zoning regulations, city building codes, and community standards;
- Approved fraternity or sorority residential property/space will be inspected on a regular schedule by College inspectors with 24-hour access to commons areas.
- Approved fraternity or sorority residential property/space will observe college, city, county, state, and federal laws and regulations and cooperate with public and college officials in the maintenance of Public Order.
- If the College and/or the fraternity and sorority governance review of any Greek Lettered society (Fraternities & Sororities) that a fraternity or sorority is not demonstrating alignment with Franklin & Marshall College, the College reserves the right to revoke recognition and continued operation of any Fraternity/Sorority hosted chapter.

C. EXPECTATIONS OF MEMBERS
Accepting membership into a fraternity or sorority indicates agreement to abide by the mission and policies set forth by the College, the chapter, the governance council, and the inter/national organization. Failure to agree to uphold these policies may result in forfeiture of membership. Individual violations will be addressed through the appropriate inter/national organization, governance council, or college student code.

In order to be an active member of a fraternity or sorority, an individual must be a full-time, matriculated student at Franklin & Marshall College. Should a student fall below a 2.6 cumulative GPA they will be considered on academic probation and thereby ineligible to hold an officer position in their chapter and/or the governance councils. Additional restrictions may be mandated by each chapter or set by Inter/national standards.

D. TYPES OF RECOGNITION
1. Full Recognition grants a fraternity or sorority all rights, privileges, obligations, and appropriate use of College resources.
2. Provisional Recognition is granted for the establishment of a new chapter or re-establishment of a previously chartered chapter. Provisional Recognition provides recognition status for up to two years after fulfillment of the Criteria for Continued Recognition. During this period of Provisional Recognition, a group has rights and privileges as outlined in the Expansion Guidelines.
3. Probational Recognition may entail restrictions; temporary withdrawal of certain college services and benefits due to violation of College or governance council standards. In addition, the College may apply specific sanctions for a specified period of time. These sanctions involve the imposition of a schedule of corrective action. In the event that further infractions occur or if the schedule of corrective action is not met, the College may suspend or withdraw recognition. Examples of reasons for Probational Recognition could include violation of rules set by IFC or CPH, poor academic performance, membership concerns, behavioral concerns, risk management policy violations, participation concerns and failure to adhere to college regulations or Pennsylvania State Law. Groups performing below average in four or more of these areas are subject to being placed in the “Show Cause” process and will be required to meet with the director of the Office of Fraternity & Sorority Life to discuss a plan of corrective action that will be monitored for compliance and improvement during a prescribed period of time.

Loss of recognition consists of two types:
1. **Suspension of Recognition** is for a prescribed period of time during which certain activities/privileges may be suspended. Sanctions will involve the imposition of a schedule of corrective action. Should recognition be restored, the chapter will be granted Probational Recognition for one year before reinstatement of Full Recognition.

2. **Withdrawal of Recognition** revokes recognition and right to operate granted by the College, removes all privileges and requires the chapter to cease all operations. Upon Withdrawal of Recognition, the organization shall be ineligible to apply for a specified period of time after the group ceases. (typically five years or longer). After the prescribed period of time has elapsed, the organization must meet the requirements for starting a new fraternity or sorority as specified in the Expansion/Extension Policy and proceed through the Expansion/Extension process as a new group.

*Recognition policy updated as of June 20th, 2019. Prior recognition and conduct outcomes before June 20th, 2019 adhere to the policy at the time of suspension or loss of recognition as outlined in suspension and withdrawal of recognition letters.*

**E. ACCOUNTABILITY TO STANDARDS: JUDICIAL PROCEDURES**

Franklin & Marshall has three systems in place for the resolution of accusations made against fraternities and sororities for violation of college policy or violations of fraternal standards: (1) The College Administrative Hearing process which may include governing council standards officer, (2) governing council standards, or (3) chapter standards systems.

In order to maintain the integrity of these systems, the following procedures for dealing with An accusation is set forth and agreed upon by the College and the governance of fraternities and sororities.

1. Accusations for criminal behavior must be reported to the F&M Department of Public Safety.
2. Accusations for violation of college policy or fraternal standards shall be forwarded to the Office of the Dean of Students. These accusations can come from any member of the college community, local government officials, or public safety at the conclusion of an investigation, whether a criminal case is filed or not.
3. Once an accusation is received by the Office of the Dean of Students, the Fraternal Standards Group (FSO) will assign which process the situation will be adjudicated through, or if further investigation is needed before a decision can be made. The FSG is comprised of the Dean of Students, Director Fraternity & Sorority Life, Vice President for Standards Interfraternity Council, Vice President for Standards College Panhellenic Council, and/or a CBFO/PFA fraternity & sorority group representative.
4. If further investigation is needed and is then complete the Fraternal Standards Group (FSG) will reconvene to make the decision of which process will be used to adjudicate the case.
5. It could be determined by the group that more than one system could or should be used. The Fraternal Standards Group (FSG), in this situation, will determine the order in which the processes will deal with the accusations and what accusations or charges each system will hear.
6. In the event that the Fraternal Standards Group cannot come to a majority consensus regarding any part of the process, the Dean of Students will refer the situations to the Chief Student Affairs Officer who will make a final decision on the matter.

**F. PRIVILEGES OF RECOGNITION**

The Fraternity & Sorority of Excellence Standards is a program to assist fraternities and sororities in monitoring and improving their activities and performance. Fraternities and sororities are evaluated annually.

All chapters that are considered “accredited” (i.e. meet the basic expectations of the FS Excellence Standards) will receive privileges of recognition. Use of any incentives must adhere to the policies of Franklin & Marshall College, IFC/CPH/CBFO’s/PFA groups standards, and the inter/national organization. Failure to abide by these policies may result in their revocation.


**Addendum:** The Fraternity & Sorority Excellence - Educational Programming Accreditation structure, format, and process is outlined in Manual Addendum A.

**a. Privileges of Accredited Organization**

- Access to all programs and services provided by Fraternity/Sorority Life, IFC, CPH, CBFO's or PFA Groups.
- Use of the Franklin & Marshall College name to identify an association with the institution.
- Access to campus facilities for recruiting, programming, activities, fundraising, and publicity purposes.
- Ability to reserve campus facilities for meetings and events.
- Use of College Services and facilities at no charge for meetings and events.
- Free organizational mailing address and mailbox. (Located in the Office of Fraternity & Sorority Life)
- Custodial banking account through College Business Services and the Office of Fraternity & Sorority Life.
- Access to publicity through University publications, website, and communication channels.
- Access to phone, mail, copy, printing, and space reservation services through the Office of Fraternity/Sorority Life.
- Qualification for Awards of Excellence.
- Access to Grants and funds as available.
- Opportunity to apply for special leadership programs grants as available.
- Access to Alumni Relations support.
- The entertaining of or having organizational letters, crest, flag and/or charter on display.
- Ability to request approved fraternity and sorority group living accommodations.
- Ability to post flyers and promotional materials as per current college policies and procedures.
- Ability to request access to any college space for programming and activities.
- Ability to conduct philanthropic and fundraising activities on campus.
- Ability to participate in intramurals.

Additional Privileges of Chapters of Excellence
Those organizations deemed to be Chapters of Excellence
1. Completed all components outlined in the chapters educational programs requirements for the calendar year.
2. New members maintain (2.7 Semester Ave) GPAs the semester they join for both the Fall and Spring semesters
3. Chapter semester GPAs for both the Fall and Spring semesters meet or exceed the All Men’s/Women's Averages (or All-Campus Average in the case of a co-educational organization)
4. New Member education programs are complete all required review and confirmation steps in a timely and organized manner for both the fall and spring semesters.
5. New Member Education programs are made public documents and made a public presentation open to the campus.
6. Maintain and active and engaged Faculty/Staff (FPS), Advisor
7. In Good Standing - Approved Fraternity/Sorority Housing
8. In Good Standing with the College, Inter/national Fraternity or Sorority.
9. Have access to special publicity opportunities (e.g. featured in a letter about Fraternity/Sorority Life sent to all incoming students, etc.)
10. Designated on all OFSL and College media, websites, as a Chapter of Excellence
11. Have access to social event third-party services or logistics.

Accreditation | Areas of Excellence
#1 Seeking Purpose | We believe in living with purpose through understanding and being guided by our values as taught by our Rituals. We believe in having organizations that provide an experience which promotes individual growth and development toward authentic lives and purpose.
#2 Leadership Development | We believe in the development of positive leadership skills, practices and beliefs grounded in the ability to make a difference in the world.
#3 Intellectual Advancement | We believe in the development of the intellect inside and outside the classroom, with students engaging in their academic pursuits as well as intellectually stimulating conversations and actions to achieve a passion for lifelong learning.
#4 Responsible Citizenship | We believe in giving of ourselves through engagement in the community, serving others, being socially responsible and providing the means for the advancement of others.
#5 Community Building | We believe in contributing to the multiple communities that exist in our world. We believe in authentically respecting others, engaging in cross-cultural conversations and activities, removing barriers and creating an environment where all kinds of people are welcomed and embraced.

Approved, Sept 15th, 2015

Update June 23rd, 2019
G. Advisory Roles & Responsibilities

**Addendum:** F&M Fraternity & Sorority Advisors & Advisory Team structure, format, and process is outlined in Manual Addendum B.

Fraternity & Sorority Life simply could not exist without the support of dedicated volunteers like you, and our undergraduate members could not achieve their fullest potential without your care, guidance, and support. Guides. Mentors. Coaches. Advocates. Stewards. Supporters. Challengers are needed for a sustainable experience. Recognizing this vital part for an F&M Fraternity & Sorority community of Excellence means that F&M requires fraternities and sororities to have Chapter Advisor(s) and Faculty/Campus (FPS) Advisors. Advisors must be willing to take an active coaching, advisement, and mentoring role. The nature and style of that role are left to the determination of the International fraternity/sorority structures. The Advisory team should provide organizational and leadership coaching, and seek proficiency in their international organization's policies and practices. You are an invaluable partner in the work that we do every day to connecting our undergraduate commitment to their international fraternities/sororities purpose and mission; Franklin & Marshall's Five Areas of Excellence, and the College's mission.

Advisers of fraternities and sororities provide a vital link between students, faculty, staff, and alumni(ae). All fraternities and sororities recognized by Franklin & Marshall College must maintain at the minimum:

1. Faculty/FPS Advisor: Addendum B
2. Chapter Advisor: Addendum B
3. Risk & Prevention Management Advisor: Addendum B
4. New Member/Membership Education Advisor: Addendum B
5. Membership Recruitment Advisor: Addendum B
6. Housing & Property Management Advisor: Addendum B
7. *House Corporation/trustees: Addendum B

**General Requirements & Expectations of Fraternity and Sorority Advisors:** Addendum B

**Advisory Team Changes or Resignations:** Addendum B

**Advisor Development:** Addendum B

**Faculty/Staff Advisor(s):** Addendum B

**Responsibilities of Fraternity/Sorority in Relation to their Faculty Advisor:** Addendum B

**Chapter Advisory Teams:** Addendum B

We believe that a fraternity/sorority —when it is operating properly—offers profound benefits to its undergraduate and alumni members, as well as to its campus and community stakeholders. You are committed to the academic and educational development of each and every undergraduate member of the chapter, and you take pride in the direct, integral role you play in ensuring the fraternity/sorority achieves its mission, each and every day. F&M requires reasonable oversight and advisory support for a healthy, safe and successful chapter. The following advisement roles are expected to be in place as a minimum volunteer team.

**H. College support ~ Office of Fraternity & Sorority:** Addendum B

**Section 3: Policies & Procedures**

The day-to-day management of Recognized F&M Fraternities & Sororities follows this manual

**A. Recognition: Semester & Ongoing Reporting | Registration**

The annual and semestery cycle is for all stakeholders to confirm purpose, revisit policies and procedures. We call this process “Paper Day” or the semester administration and registration process.

**a. Paper Day:** A designated date set of deadlines established in advance of each semester that recognition components must be updated chapters with OFSL.

**Semesterly Paper Day Registration and Recognition include:**

1. Confirm and verify the Membership status of each member - semester roster verification.
2. Confirm and verify update chapter officers.
3. Confirm chapters, advisor and advisory teams.
4. Confirm Faculty/Staff advisor (Renew or re verify every two years).
5. Submit an updated copy of Chapter Constitution & Bylaws (submit every fall semester).
6. Provide a copy of Certificate of Insurance (COI) (deadline set for each chapter based on the expiration date).
7. Review current academic performance performance report (appointment set for each chapter)
8. Review and update the Fraternity/sorority chapter profile.
9. Inter/national fraternity/sorority leader/leadership programs list of dates, times, formats, and focus are on file for the semester. (Officer trainings, conferences, conclaves, conventions, institutes, academies, drive-ins, etc)
10. Financial practices and accountability confirmation
   a. Financial officer (treasurer) will complete and submit a financial accountability and policy compliance verification form. (fall and spring). Financial verification form (Paper Day requirement) can be found in the Forms section.
   b. Finance Officer (treasurer) will complete any and all F&M student organizations treasurer's training clinic or workshops set by OFSL and/or OESL.
11. All chapter and governing council social media accounts will be reported and registered:
   a. Name and email of members serving as administrators of the account(s)
   b. Type of social media accounts
   c. Account URL(s) and Link(s)
   d. Content description
12. Chapter officers will reaffirm communications (beginning of each semester). At the Beginning of Each Semester - The following must be completed:

OFSL recommends chapter president, administrative officer(s) take the lead role in Paper Day expectations.

Semesterly Orientation & Administrative Concursion: Chapter officers will schedule a meeting with OFSL staff (area of advisement assigned) no later than the first week of each Spring/Fall semester as a standard check-in for updates and positive connections practice. The following chapter officers shall meet with the following:

Chapter President - OFSL Director
Chapter Accreditation Manager - OFSL Director
Risk Management Officer(s) - OFSL Director
New Member Education and Membership Development Officer(s) - OFSL Director
Philanthropy, Service, and Cause Awareness Officer(s) - OFSL Assistant Director
Academic & Scholarship Officer - OFSL Assistant Director
Membership Recruitment and Growth Officer(s) - OFSL Director
Finance/Administrative/Secretary Officer(s) - OFSL Director
Public Relations, Marketing Officer(s) - OFSL Assistant Director
Events and Programming Officer(s) - OFSL Assistant Director

Updated June 23rd, 2019

Semesterly Faculty/Staff (FPS) Advisor Concursion: Chapter President and Accreditation officer will schedule a meeting with their Faculty/Staff advisor no later than the first week of each Spring/Fall semester as a standard check-in for updates and positive connections practice. Faculty/staff(FPS) advisor must confirm upon completion. An email confirmation will suffice as documentation.

b. Active & Ongoing Administrative Reporting: The following information must be submitted an ongoing process throughout the semester. Reporting and Registration includes:
   1. All new members must have Release of Academic Performance/Anti-Hazing Compliance Forms on file. These forms must be on file with OFSL within 36 hours upon acceptance of membership invitation.(Membership Acceptance Form pg. )
   2. Report all drops, dis affiliations or status changes of new members (withdraw)within 36 hours to OFSL. (Drop/Withdraw Form pg. )
   3. Update all changes in status, roles, and contact information:
      Member status: (Active, Inactive, F&M LOA, Disaffiliated, or Abroad)
      Chapter officer & committees
      Advisers and advisory teams
Approved Housing
New member status
Inter/national fraternity/sorority chapter status
Inter/national fraternity/sorority leader/leadership programs list of dates, times, formats, and focus are on file for the semester. (Officer trainings, conferences, conclaves, conventions, institutes, academies, drive-Ins, etc)
International fraternity/sorority updates or changes (policies, standing rules, procedures, processes, structures)

**c. End of Semester Administrative Reporting**: The following must be completed:
1. Chapter will confirm current chapter rosters are complete and correct for academic performance processing and report generation. (Administrative Officer and/or President).
2. Chapter officers Summer contact updates and changes of any officers. (President).
3. Summer Leader Development Attendance & Participation: Inter/national fraternity/sorority leader/leadership programs list of those attending and the dates. (summer officer trainings, conferences, conclaves, conventions, institutes, academies, drive-Ins, etc) Deadline will be set for requested confirmations of attendance.

*NOTICE* The FS roster/rota reporting system (a spreadsheet format) should reflect the status of membership and leadership for current semester completing. A new version is set and updates and changes are up into the new version for the coming semester. Once all updates and changes are completed the newest version will be shared out prior to the coming semester.

**Failure to complete**: Paper day or registration components will result in the following:
1. Official notice of incompletion (Electronic) with deadlines. (chapter officers and advisory team)
2. Chapter events and activities may be put on hold until completed. (Optional)
3. Registered social events may be put on hold until completed or cancelled. (Optional)
4. Fraternity & Sorority Policy and student code violation (violation of published college policies, rules or regulations) referral to the Office of the Dean of the College. (Optional) If more than one notice needs to be given for incomplete components this is an automatic action.

**The Mission of the Office of Fraternity & Sorority Life**
Fraternity/Sorority Life provides coaching, support, and services regarding organization operations to all recognized fraternities and sororities recognized by Franklin & Marshall College, and provides values-driven experiences to assist members in creating a purposeful fraternal experiences demonstrated by the Five Areas of Excellence focus.

Approved, Sept 25th, 2015

The timely cooperation of chapter paper day, and registration components allow for the ability of OFSL to execute its mission. It is necessary that we all work to meet deadlines and help all chapters be successful. OFSL prefers to help chapters avoid incompletions.

**B. Governance**
The authority to govern as representatives to the College is recognized through the Franklin & Marshall College Men's Interfraternity Council (IFC), and the Women's College Panhellenic Council (CPH), Professional Fraternal Association organizations (PFA), and Culturally Based Fraternal Organizations (CBFO's) in partnership with Franklin & Marshall College. The Office of Fraternity & Sorority Life will serve as the colleges representative and program responsibilities.

**General Standards**
All recognized fraternities and sororities at Franklin & Marshall College we be under governance and have representative delegates to one of the following:
1. The Men's Interfraternity Council (IFC) ~ All North American Interfraternity Conference (NIC) or The Fraternity Leadership Association (FLA) members will be in governance with the IFC.
2. The Women's College Panhellenic Council (CPH) ~ All National Panhellenic Conference (NPC) members will be in governance with the CPH.
3. The Professional Fraternity Council (PFC) ~ All Professional Fraternity Association (PFA) member organizations shall be in governance with all PFA member chapters at F&M.
4. Culturally Based Fraternal Organizations (CBFO’s) ~ All of the following F&M Fraternities & Sororities at F&M shall be in governance with all member chapters at F&M of the National Multicultural Greek Council (NMGC), National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO, The National American Greek Council (NAGC). Updated June 26th, 2019

5. All fraternities and sororities must be active and engaged members (as defined by council constitution and respective inter/national standards of their respective governing councils or assignment hosted by Franklin & Marshall College.

6. All fraternities and sororities will provide representation to the governing councils in the form of designated delegates. Delegates will participate as members of the councils to provide voice, leadership, and contribution to community governance. Delegates are expected to:
   a. Attend and participate in regularly scheduled council meetings.
   b. Participate in council orientation and training components.
   c. Provide a voice to the needs of their respective fraternity or sorority chapter.

Governing Standards and Policies
Franklin & Marshall College supports the expectations set forth by Inter/national HQ and their respective umbrella groups. The Franklin & Marshall College Fraternity and Sorority program sets its expectations in partnership with these standards as a minimal starting point. Franklin & Marshall College governing councils and chapters may set higher standards, we expect all groups to meet these standards and those set by their Inter/national fraternity or sorority, umbrella organizations and Franklin & Marshall College. All recognized fraternities and sororities will follow the standards of the Inter/national HQ, Umbrella group, local governing body, and that of Franklin & Marshall College. The higher standard and policy is the standard.

F&M Fraternity & Sorority President's Forum
This is a monthly forum that will consist of all Presidents of the Franklin & Marshall College fraternities and sororities. Designated times and dates will be established each (Fall/Spring) semester. All chapter and council presidents are expected to participate and contribute.

Governing Bodies
Governing bodies are formed by way of each fraternity or sorority Inter/national umbrella affiliations. All current and potential governing bodies will be hosted as per their Inter/national fraternity and sorority agreements, and standards.

Women's College Panhellenic Council (CPH) expectations
1. Host general assembly meets weekly (or minimally bi-weekly) to enact its purpose, mission, values, and goals.
2. PHC is governed by their constitution, bylaws, standing rules, and National Panhellenic Conference unanimous agreements.
3. Executive council officers will sign an expectations and learning contract with the Office of Fraternity & Sorority Life and participate in one-on-one advisement and coaching.
4. A written plan that includes schedule, timeline, and process for membership recruitment will be submitted to the Office of Fraternity & Sorority Life at an agreed upon date.
5. All social media will be administratively overseen by the Office of Fraternity & Sorority Life.
6. The Office of Fraternity & Sorority Life will serve as the overall advisory oversight of the Panhellenic Council.

Men's Interfraternity Council (IFC)
1. Host general assembly meets weekly (or minimally bi-weekly) to enact its purpose, mission, values, and goals.
2. IFC is governed by their constitution, bylaws, standing rules, and the North American Interfraternity Conference Standards (NIC).
3. Executive council officers will sign an expectations and learning contract with the Office of Fraternity & Sorority Life and participate in one-on-one advisement and coaching.
4. A written plan that includes schedule, timeline, and process for membership recruitment will be submitted to the Office of Fraternity & Sorority Life at an agreed upon date.
5. All social media will be administratively overseen by the Office of Fraternity & Sorority Life.

Updated, Sept 3rd, 2014
6. The Office of Fraternity & Sorority Life will serve as the overall advisory oversight of the Interfraternity Council.

C. Unrecognized Greek-Lettered Organizations

Franklin & Marshall College values the benefits of fraternal organizations as outlined in our FIVE AREAS OF EXCELLENCE. Our partnership with national and international fraternities/sororities helps to convey the importance of, and hold members accountable to, the founding principles of these organizations.

No student may rush, pledge, join, recruit for, participate in, perpetuate, contribute funds to, or otherwise engage in activities as an actual or prospective member of an Unrecognized Greek Organization while on any property owned or under the control of the College (referred to as the "Franklin & Marshall College Campus"), including, but not limited to, the public and private areas of the College, residence halls or other living areas on-campus, as well as other buildings and facilities, including the grounds, athletic fields and other property of the College, or while otherwise using Franklin & Marshall College resources, wherever they may be located. (Such conduct is hereinafter referred to as "Prohibited On-Campus Conduct."

Prohibited On-Campus Conduct also extends to the use of College-provided electronic mail, telephone service, servers, or other College-supplied technology, even when physically off of campus property, if using Franklin & Marshall's resources to reach on to campus to engage in conduct regarding an Unrecognized Greek Lettered Organization. The foregoing broad prohibition on the use of any College property in connection with Prohibited On-Campus Conduct by Unrecognized Greek Lettered Organizations is intended to make clear that any such conduct is undertaken without College approval or endorsement, and constitutes a violation of this Policy.

Underground organizations
Franklin & Marshall does not recognize, nor condone, any "underground" fraternities or sororities as they do not adhere to any policies or procedures of the College and/or inter/national office. As a result, they are not covered under the general liability insurance policy of the College and/or an inter/national fraternity or sorority. Any liability that is incurred as a result of activities of suspended or underground groups is the sole responsibility of the individuals who affiliate in these groups or their families.

Definition: An Unrecognized Greek Lettered Organization is any fraternity, sorority, or other similar social organization which:

1. Previously was recognized by the College but is no longer so recognized.
2. Has a membership and purpose substantially identical to a fraternity or sorority that previously was recognized by the College but is no longer recognized by the College, even if operating under a different name.
3. Purports to be any other fraternity, sorority or Greek organization not recognized by the College, regardless of whether it has a Inter/national affiliation or is recognized elsewhere.

The College retains full and final authority to determine whether a particular organization is operating as an Unrecognized Greek Organization, and to determine whether a particular student is engaging in Prohibited Campus Conduct with an Unrecognized Greek Organization.

A student who violates the College’s policy against Prohibited Campus Conduct with an Unrecognized Greek Organization is subject to the full range of disciplinary sanctions available at the College, up to and including expulsion. Moreover, any such Organization may itself be subject to additional organization-wide discipline, legal action, and in appropriate circumstances, could face civil and criminal penalties. Participation by students in Unrecognized Greek Organizations while completely off-campus, without the use of any College resources, and without reaching on to campus to engage in conduct is strongly discouraged, but is not prohibited. Students are also reminded that they are representatives of Franklin & Marshall College wherever they are. Conduct away from the campus reflects upon the student and the College, and the College may take disciplinary action against students for misbehavior off-campus.

D. Auxiliary Organizations
Franklin & Marshall does not authorize, recognize or approve of the existence of any fraternity or sorority affiliated auxiliary organization (ex. sweethearts, diamonds, little sisters/brothers, courts, etc). Students are encouraged to report any solicitation of any fraternity and sorority to join an auxiliary organization. Auxiliary organizations are not recognized fraternity or sorority entities and should not be considered and/or treated as such.

F&M supports recognized fraternities and sororities that are inclusionary, non-binary, or coed.

**Title IX**

December 1974 Amendment - Specifically, Title IX was amended in December of 1974 to include language that exempts social sororities and fraternities that have a 501(a) tax exemption of Title 26 from the Internal Revenue Service.

Title IX exemptions for fraternities and sororities outlines an emphasis on membership status of each group to be on single-sex affiliation connected to the prior condition outlined. If membership allows for co-ed membership or “auxiliary” status, the group can be in violation. Sponsorship or organized “little sister/brother” type activities are an example of such.

Franklin & Marshall College believes sororities, women's fraternities, and men's fraternities offer excellent opportunities for women and men to share a fraternal experience with members of the same sex. Opposite sex auxiliary groups, commonly referred to as "big brothers" and "little sisters," are inconsistent with the concept and philosophy of separate and equal women's and men's fraternal institutions, and furthermore, threaten the protected single-sex status of fraternal institutions protected under Title IX.

We believe that these groups inhibit the accomplishment of our fraternity and sorority goals by:

1. Diverting the resources of time, effort and money which are needed for operations and programming.
2. Distracting members in the performance of essential duties.
3. Undermining the process of membership recruitment.
4. Inviting disharmony within the fraternity or sorority.

There are equally attractive alternatives to the above-mentioned auxiliary groups. Franklin & Marshall College believes that "big brother" and "little sister" groups are not desirable adjuncts to the collegiate fraternity and sorority experience. F&M supports inclusionary, non-binary, or coed recognized fraternities and sororities.

**E. Expansion and Extension**

Franklin & Marshall College has established recognition guidelines that have been developed for Greek-letter organizations due to their complex and unique nature. The Expansion Procedures allows Franklin & Marshall College to carefully manage the growth and balance of its fraternity & sorority community and help to ensure a healthy, safe, and thriving fraternity & sorority community. Franklin & Marshall recognizes that the expansion of Greek-letter organizations involves several parties: 1.) The inter/national fraternity or sorority 2.) Governing Councils 3.) the College 4.) Faculty Council 5.) Alumni and in some cases, 6.) a student interest group.

The expansion process, whenever possible, will take into consideration the interests of all parties. It should be noted, however, that the College reserves the right to deny recognition to any group that expresses interest.

The College's expansion/extension policy/procedure for inter/national fraternities and sororities is administered by the Office of Fraternity and Sorority Life (OFSL) in conjunction with the Dean of the College's Office.

*Updates and approved policy is posted on the OFFICE OF FRATERNITY & SORORITY LIFE website electronic version available at http://www.fandm.edu/campus-life/get-involved/fraternity-and-sorority-life/expansion-extension*

**F. Membership Expectations and Standards**

Membership Eligibility
1. Grade Point Average: The Franklin & Marshall College fraternity and sorority learning community has established a minimum GPA of 2.5 (cumulative and semester) as the standard for membership.

2. Each fraternity and sorority may have a higher requirement for membership.

3. All Franklin & Marshall College fraternities/sororities have group expectations for recognition. Affiliation with a fraternity or sorority means that academic performance is included in the overall performance of the affiliated groups’ performance measures. This means individual academic performance is the organization’s concern. Their right to a member’s academic performance is part of a member’s obligation to standards within the chapter. The chapter must maintain this information for program recognition at Franklin & Marshall College.

4. Acceptance and Matriculation at Franklin & Marshall College: You must be accepted and enrolled as a full-time student at Franklin & Marshall College in order to be eligible for membership in a fraternity/sorority.

5. You must be enrolled each semester at Franklin & Marshall College to maintain active membership standards.

*Title IX Exemption requirements mandates membership in a single-sex fraternity/sorority for membership to consist of enrolled and matriculated Franklin & Marshall College students only.

**INELEGIBLE PLEDGING AND AFFILIATION WITH STUDENT ORGANIZATIONS**

Pledging or affiliating with a student organization without having met eligibility requirements established by the College is prohibited.

**G. Academic Requirements & Standards**

Fraternities and sororities should complement and enhance the educational mission of Franklin & Marshall College. Each chapter will support academic achievement and assist each member to achieve their academic potential. By helping members to be academically successful in the college environment is congruent with each Inter/national fraternity and sorority mission and aligns with that of the College. Therefore the following policy is established to ensure (#3 Fraternity & Sorority of Excellence) Intellectual Advancement.

General Academic Requirements & Standards

1. Develop and maintain an academic success and scholastic engagement program for its members that will enhance and encourage their academic progress and set standards for its members to achieve.

2. Maintain an academically healthy living environment.

3. Provide evidence of an academic success and scholarship engagement actions plans.

4. Demonstrate and provide evidence of upholding the standards of membership and new member recruitment standards.

5. Select officers from its membership that have a 2.5 minimum G.P.A. or higher if designated by the (inter)national headquarters.

6. The minimal standard of academic success for each fraternity and sorority individual must be equal to or above the all-College GPA average (mean). This is respective for men and women as applicable during the semester in question.

7. Each fraternity and sorority must maintain a minimal group academic performance (cumulative and semester averages) of a 2.7 GPA.

8. Academic officers will work with academic advisors to foster group academic success and scholarship engagement. It is the expectation that the fraternities and sororities of Franklin & Marshall College will have actively-engaged academic officers in regular participation with advisors.

9. Demonstrate Individual Academic Development Plans (IADP) for members who do not meet individual academic standards to include the incorporation of appropriate assistance through College resources.

10. The chapter academic officer will serve as an active member of the F&M FS Life Intellectual Advancement cohort.

11. Each chapter will provide timely data to include:

   a. Current and accurate semester membership roster status.

   b. New Member Academic Release

   c. Academic Performance Reporting

12. Franklin & Marshall College fraternities and sororities will be provided an Academic Performance Report (fall and spring academic semesters). The report shall contain the following:

   a. A listing of all members for the respective semester reported as active, abroad, and new member status.
b. All fraternity or sorority average/mean (semester/cumulative).
c. All fraternity or sorority medians (semester/cumulative).
d. All College average as per semester calculation (cumulative, male/female).
e. All College average (semester, male/female).
f. All active/abroad member average (mean/median, cumulative and semester).
g. All new member average (mean/median, cumulative and semester).
h. Listing of members who are below the minimal standards (individual must be equal to or above the all-College GPA average) (cumulative and semester).

13. Note: The Franklin & Marshall College Fraternity & Sorority Community does not rank fraternities and sororities. Emphasis and academic performance is focused on chapter and individual fraternity and sorority performance in comparison to the all female and male College averages (cumulative and semester).

14. Academic Performance Insufficiencies
   a. If a Franklin & Marshall College fraternity or sorority falls below a 2.7 semester average GPA, the group will automatically be placed on academic probation until the 2.7 minimum criteria is achieved. The fraternity/sorority is required to meet with their Faculty/Staff advisor and develop a written plan of action.
15. If the fraternity/sorority academic performance continues to be below a 2.7 for two semesters, a review meeting will take place with the below standard chapter with designated College administration. This meeting will determine if further action plans are to be continued or if a recommendation suspended and revoked to the Office of the Dean of the College.

Academic Performance Release and Reports
The grades will be released to the chapter academic officer, the chapter president, and the campus advisers as per the grade release confirmation agreement signed by each individual student upon agreement to matriculate (Bid Acceptance form) as a candidate and/or member of a Franklin & Marshall College fraternity/sorority. In addition, Fraternity & Sorority Faculty and Staff advisors will be provided academic performance information.

H. New Member Education & Membership Development Review
   Full policy, procedures, and process - Addendum D

   1. Philosophy
   “We care about the health, safety, dignity, success, and emotional and psychological well-being of students, about the ability of our student organizations & teams to be successful, about the health of our college community, and about advancing the mission of the institution. We take issue with any situations that students experience while joining teams, clubs, and organizations that put these priorities at risk.”

I. Membership Recruitment and Sustainability
   Full policy, procedures, and process - Addendum F

J. Philosophy Statements of Philosophy Hazing, Alcohol, & drugs
In addition to Franklin & Marshall College Risk management policies, procedures, and best practices, Fraternity & Sorority Life has adopted philosophy statements regarding hazing, alcohol, illegal drugs and other controlled substances. Striving to be a responsible member of the Franklin & Marshall College community, Fraternity & Sorority Life is highly concerned about the abuse of alcohol and other drugs, as well as hazing, believing these behaviors prevent members from realizing their full potential as F&M students and from exemplifying the true characteristics of sisterhood/brotherhood. Accordingly, the Office of Fraternity & Sorority Life philosophy on hazing, risk management, alcohol, and illegal drugs & other controlled substance guide our Fraternity & Sorority Life standards, policies, and practices.

   1. Philosophy Regarding Hazing
   We care about the health, safety, dignity, success, and emotional and psychological well-being of students, about the ability of our student organizations & teams to be successful, about the health of
our College community, and about advancing the mission of the institution. We take issue with any situations that students experience while joining teams, clubs, and organizations that put these priorities at risk.

Hazing does not align with specific phrases in the F&M institutional mission as described below:

"...to teach them...to think critically..."
"...to instill in them the capacity for both independent and collaborative action..."
"...to foster in its students qualities of...character..."
"...that they may...contribute meaningfully to their occupations, their communities, and the world."

Hazing is inconsistent and violates the F&M student code of conduct, specifically:

Conduct which is unbecoming of a Franklin & Marshall student, defined as:

"...physical or verbal abuse or assault; threats; intimidation; harassment; coercion; and other conduct that threatens, instills fear, or infringes upon the rights, dignity, and integrity of any person."

Franklin & Marshall Hazing Policy

2. Philosophy Regarding Risk Management | Social Event Procedures

We care about the health, safety, dignity, success, and emotional and psychological well-being of students, about the ability of our student organizations & teams to be successful, about the health of our College community, and about advancing the mission of the institution. We expect F&M’s fraternities and sororities to review the collective risk management and social event procedures of their respective inter/national hq and apply with the higher standards in execution of policies and procedures.

A. The College’s policies do not preclude fraternities and sororities from complying with the risk management guidelines set by their inter/national organizations, umbrella affiliations, and insurance carriers. The higher standard is expected.

B. The College expects F&M Fraternities and Sororities to follow all of their risk management and event policies pertaining to alcohol, drugs, hazing, sexual assault, etc. Fraternities and sororities should consult the guidelines of their inter/national organizations prior to planning an event with alcohol.

C. If the College becomes aware or suspects that a fraternity or sorority has violated its inter/national risk management guidelines, the chapter’s advisory team and national organization will be notified. We are all partners in fostering a safe and healthy environment. Transparency and partnership will be practice.

D. Each F&M chapter of our inter/national Fraternities and Sororities has set policies/standards/guidelines/rules/procedures. (Updated copies will on file with OFSL)

Franklin & Marshall College sets policy with regard to standard industry practices and may exceed or have a higher standard.

3. Philosophy Regarding Alcohol

F&M Fraternities & Sororities are values-based organizations set on Five Areas of Excellence. The College believes that alcohol abuse prevents individual members from realizing their full potential as a Franklin & Marshall College student and from exemplifying the characteristics of brotherhood and sisterhood. While the moderate and legal consumption of alcohol, in and of itself, does not constitute a problem, the illegal use and abuse of alcoholic beverages is widely recognized as a problem in our society. Seeking to be a responsible member of the higher education community, Franklin & Marshall College is concerned about alcohol abuse. We believe very strongly in the betterment of men and women who are members of F&M Fraternities & Sororities. Franklin & Marshall College upholds the following philosophy specifically related to alcohol:

A. Franklin & Marshall College expects that our fraternities & Sororities and its members follow state laws across the United States have made consumption of alcohol illegal for people under 21 years of age.

B. That F&M fraternities and sororities support and enhance the mission of Franklin & Marshall College.

C. As a subset of the campus community, fraternities and sororities collaborate with the College to address the problem of alcohol misuse and abuse.
D. Fraternities and sororities work to address the negative behaviors associated with alcohol misuse and abuse, and not simply the location of those behaviors. As such, Franklin & Marshall College has policies, practices and education.

E. We collectively hold chapters and individual chapter members accountable for the choices they make.

F. The College expects personal responsibility from its fraternity and sorority members and accountability through different levels of self governance opportunities as appropriate.

G. We are all concerned for the safety and well being of our members, chapters, and community.

4. Our Philosophy Regarding Illegal Drugs & Other Controlled Substances

F&M Fraternities & Sororities are values-based organizations set on Five Areas of Excellence. As such, we believe that illegal drug use prevents individual members from realizing their full potential as F&M students and from exemplifying characteristics of sisterhood/brotherhood. Seeking to be a responsible member of the Franklin & Marshall College community, We are highly concerned about drug use and abuse. Franklin & Marshall College believes very strongly in the betterment of women and men through our fraternities and sororities. We uphold the following philosophy specifically related to illegal drugs and other controlled substances:

1. We are concerned about the impact drugs and other mind altering substances have on the safety and lifelong well-being of our fraternity and sorority members, as well as our community's culture.
2. Our fraternities, sororities, and our college expects that our members follow federal and state drug laws across the United States. Additionally, the possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during an event or at any event that an observer would associate with the fraternity or sorority is strictly prohibited.
3. As a subset of the Franklin & Marshall community, fraternities and sororities collaborated with the college to address the problem of drug use and abuse, including leveraging campus and community resources to assist the membership.
4. Fraternities and sororities work to address the negative behaviors associated with drug misuse and abuse, and not simply the location of those behaviors. As such, Franklin & Marshall College has policies, practices and education.
5. We expect personal responsibility from fraternity and sorority members and accountability through different levels of self governance opportunities as appropriate.
6. We are all concerned for the safety and well being of our members, chapters, and community.

Summary

Fraternities and Sororities espouse values and principles that require an educated and engaged membership. The primary focus and purpose of fraternities and sororities is for the development and application of their values and principles. The health and safety of members is congruent to those values and principles. It is expected that all registered fraternities and sororities will facilitate a safe environment guided by the Fraternal Information and Programming Group (FIPG), Intern/national policies, and College Code of Conduct. The mission of FIPG is: "To promote sound risk management policies and practices and to be the leading resource of risk management education, programming and information to the broad based constituency involved in all aspects of Fraternity & Sorority Life.

K. Insurance & Liability Requirements

Full policy, procedures, and process - Addendum G

Many fraternities and sororities today are facing large lawsuits and legal costs from persons injured in incidents and accidents resulting from F/S activities. These lawsuits are not restricted to individual Fraternity or Sorority members. The entire local chapter, its undergraduates and local alumni, the international/national organizations, and the College can be named in a lawsuit.

Franklin & Marshall College requires that all Fraternities & Sororities are covered by insurance, with no exceptions. This policy applies to all events and meetings held by any sororities and fraternities.

All Fraternities and Sororities are required to provide a certificate of Insurance (COI) evidencing the following minimum requirements:
1. The Insurer/Producer name and contact information must be on the certificate.
2. The policy start and end date must encompass at least the entire length of an academic semester.
3. The policy must include General Liability coverage for bodily injury and property damage with a minimum of $1,000,000 in combined Single Limit.
4. The General Liability insurance must include Host Liquor Liability.
5. The General Liability insurance policy must name “Franklin & Marshall College, The State of Pennsylvania” as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance.
6. Your organization at Franklin & Marshall College must be listed as an Insured or Additional Insured.
7. The Certificate of Insurance must provide 30 days advance written notice to the College of any modification, change, or cancellation of any component of the insurance coverage.
8. If desired, and if allowed by the insurance company, organizations may obtain a single Certificate of Insurance that extends from the date of issue to the end of the policy rather than obtaining a separate certificate for every event.
9. Fraternities and sororities who own and maintain or lease properties on or near the Franklin & Marshall College Campus are additionally required to carry Fire and Extended Liability Coverage on the property with coverage for "debris removal". This coverage must also be evident on the certificate of insurance.
10. In addition, if a particular policy is due for renewal during the academic year, an updated Certificate of Insurance should be provided no later than the expiration date of the existing policy.

Certificates of Insurance (COI) and any questions are best directed to the Office of Fraternity & Sorority Life and the Office of Risk Management.

The above-specified limits are required minimums only. All fraternity and sorority undergraduate members and their alumni(ae) are encouraged to review their policies on a regular basis in order to determine whether additional coverage is advisable. The insurance requirements are strictly enforced. Failure to comply may result in immediate suspension of activities and operations.

*It is highly recommended that local advisors confirm “Directors & Officers” Liability insurance protection is confirmed by your Inter/national Fraternity or Sorority hq.

L. Risk Management & Harm Reduction
Full policy, procedures, and process - Addendum G

1. General Alcohol & Drug Policies
   In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

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

   B. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.

   C. Alcoholic beverages must either be:
      a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, approved Franklin & Marshall College caterer, etc.); or
      b. Brought by individual members and guests through a bring your own beverage ("BYOB") systems. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor. Any and all hard alcoholic beverages are strictly banned at F&M student events and activities.
      c. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol
greater than what a reasonable person should consume over the duration of an event).

d. 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.).

e. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.

f. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar and restaurant, or other licensed and insured third-party vendor (approved by Franklin & Marshall College) to host a chapter/organization event. A Third Party agreement from must be signed by the vendor, the chapter and submitted to Franklin & Marshall College.

g. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize the guest list system set by Franklin & Marshall College as outlined in addendum G. Attendance at events with alcohol is limited to the set maximum guest-to-member ratios (i Guest List Types/Ratio) and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.

i. Guest List Types/Ratio

1. Guest Ratio is 3:1: For each active member in good standing, you may host 3 guests per member.
2. Event Capacity: Capacity of the social event space must meet fire code and guest list allowances of 3:1.
3. Event Capacity with Third Party Security Staffing: Events that contract to staff Third Party Security may put up to 5 guests (Guest Ratio 5:1) on a guest list, but access and capacity are limited to 3 wristbands per member (Guest Ratio 3:1). Once wristbands and access have reached 3:1, no further guest access is allowed. The guest list is maxed out to the first guests who meet the 3:1 capacity. Each member and their individual guest must be listed clearly as the sponsor on the guest list form.
4. Formal or Date Party type events: One guest per member ratio. Each member and their individual guest must be listed clearly as the sponsor on the guest list form.
5. Mixer (Joint Event of two groups): Limited active members of each group in good standing only. Unaffiliated or members who are not in good standing may be on guest lists. The mixer is limited to members of two groups only.

h. Any event or activity related to the new member joining process (e.g., membership recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities and any ritual or ceremony.

i. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
M. Finance and Fundraising

1. Financial Stability
   a. A very important factor in the health of a fraternity or sorority is good financial management or financial stability.
   b. Financial matters should be transparent to members and advisers and every member has a stake and, therefore, has a right to know how the money is being spent.
   c. Financial management consists of keeping a good set of records. It includes planning and control of expenses to ensure they do not exceed budget accounts.

2. Bank Accounts
   a. Fraternities and sororities that are affiliated with an Inter/National are allowed to hold outside checking accounts as required or authorized by their Inter/national organization.
   b. Chapters are expected to conduct annual audits on their books and records.
   c. Chapters will have a dual signing accounts and no allowable access to cash withdrawals.
   d. All fraternities and sororities must maintain financial accounts with the Franklin & Marshall College Business Services Office to include a 900 (agency) account.
   e. All fraternities and sororities are required to comply with student organization financial policies with the exemption of inter/national affiliated group approval to use outside checking accounts that are overseen and monitored by advisory teams.

3. Finance Officer Requirements and Expectations
   a. Financial officer (treasurer) will complete and submit a financial report and policy compliance verification form. (fall and spring). Financial verification form (Paper Day requirement) can be found in the Forms section.
   b. Will be part of the finance and fundraising fraternity/sorority advisement cohort.
   c. Must completion any annual F&M student organizations treasurer's training clinic or workshops.

4. Advisory Oversight
   a. Advisory support and oversight is required for outside accounts.
   b. Franklin & Marshall College fraternities and sororities chapter finance officers are expected to provide written financial reports to advisory teams upon request or scheduled reporting.
   c. Outside checking accounts must have oversight by advisory teams.
   d. Review of the chapter budget.
   e. Approve capital expenditures.
   f. Consultation on financial problems and issues.

5. Financial Policies
   All fraternities and sororities are required to have financial policies that address the following:
   a. Payment of dues.
   b. Budget expenditures.
   c. Financial policy enforcement.
   d. Oversight and approval.

6. Fundraising

   Section 6113 of the Internal Revenue Code imposes a requirement on not-for-profit tax-exempt organizations that a “conspicuous and easily recognizable” statement appear on all fund-raising solicitations, including dues billings and housing invoices. The statement must specify that all contributions and payments made to the organization are non-deductible as charitable contributions for federal income tax purposes. Failure to comply can result in a $1,000 per day penalty by the Internal Revenue Service. This disclosure requirement is applicable to all organizations exempt from taxation under 501(c) of the Internal Revenue Code, which includes almost all fraternity and sorority corporations, unless organized as a 501(c)(3) corporation (an educational foundation).

   The following language should appear on all fundraising solicitations, dues billings, and invoices, “Contributions and payments to [insert name of fraternity or sorority, Board of Advisers, house corporation, etc.] are not deductible as charitable contributions for federal income tax purposes. However, they may be deductible under other provisions of the Internal Revenue Code.”
N. Approval & Policy: FS T-shirts | Products | Copyrights | Trademarks | Logo | Licensing| Social Media Use

All aforementioned processes will be handled by the Office of Fraternity & Sorority Life and/or Franklin & Marshall Business Office for T-shirt and Other Product Request. F&M Fraternities & Sororities are not responsible for seeking permissions from Collegiate Licensing. You Inter/national Hq provides you a pre approved list of vendors that you can use. If they are not on this list, you are not authorized to use for services.

1. Approved Fraternity & Sorority Vendors
   a. Violations of Copyright and Trademark Guidelines Violators of the established policy will be subject to the following sanctions:
      i. For unapproved, but approvable, product designs, a 10% fine on the cost of the product will be imposed. Distribution of the product shall be stopped until the design is approved and the fine is paid.
      ii. For unapproved and unprovable product designs, the organization or individual will not be able to sell or distribute the product and must pay a 10% fine on the cost of the product.
      iii. In addition, one or more of the following sanctions may be imposed:
           1. If the product can be corrected (overprinted), the group may be allowed to distribute the product once a 10% fine is paid.
           2. For design problems that cannot be corrected, the product will be collected and destroyed by the Office of Fraternity & Sorority Life.
           3. Additional fines and/or ban on future t-shirts and other products will be imposed.
           4. International Fraternity & Sorority Hq will be notified of trademark, logo, and license violations.

2. Other Paraphernalia and T-Shirts
   a. Any member chapter wishing to order a t-shirt, sweatshirt, or other imprinted items must have the design approved by their respective governing council
   b. The approval process is chaired by the Vice President for Public Relations for each governing council.
   c. All chapter submission must be e-mailed to the governing council Public Relations & Marketing Officer in advance of the chapters need to place an order.
      (Panhellenic Council) panhelmedia@gmail.com
      (Interfraternity Council) fmifcmembership@gmail.com
      NPC & Cultural - OFSL
      PFA Chapters - OFSL
   d. All chapter submissions must include an electronic version of the image, quote, or slogan used as well as colors of printing and the item being ordered (t-shirt, sweatshirt, pens, etc.).
   e. No copyrighted material can be used
   f. No inappropriate content, phrases or images should be used
   g. Chapters and governing councils are encouraged to use Greek Licensed vendors
   h. IFC (NIC/FLA) and CPH (NPC) reserves the right to approve or not approve any and all designs for their respective affiliated chapters.
   i. Any member chapter that has not approved their design through OFSL or the governing council will be referred to the Fraternity and Sorority respective judicial process and/or the college conduct (violation of OFSL Policy).
   j. The Office of Fraternity & Sorority Life reserves the right to approve or not approve any and all designs.
   k. Any member chapter that violates the approval process may be subject to College manual.

3. Franklin & Marshall College Posting Policy
   The Office of Student Engagement & Leadership (OESL) can assist groups with advertising their events.
   a. Posters and flyers can also be printed through F&M*s printing services.
   b. Groups are also expected to post events and use the online F&M calendar.
   c. Large sized Posters can be printed via the Office of FS Life
d. Banners can be made as per a request to OESL (see Group and Event Promotion: http://www.fandm.edu/campus-life/get-involved/student-leader-resources/policies-procedures/publicity-promotion)

e. Students are expected to exercise good judgment in advertising their events.

f. Advertising may not be attached to walls or buildings in a way that will cause permanent damage. Outside chalk signs on sidewalks are permitted only in areas accessible to rainfall, thereby eliminating the necessity of College personnel to wash off the writing. Writing on the sides of buildings and references to alcohol are not permitted.

Please check with the staff person responsible for posting notices in each building or area to determine individual building posting policies.


The Office of Fraternity & Sorority Life reserves the right to approve or not approve any and all Group and Event Promotion. Questions can be referred to OESL or the Office of Fraternity & Sorority Life.

4. Public Relations & Social Media Policy
The following guidelines are provided to all F&M FS groups as a set of guidelines to follow when using any form of public relations, marketing and social media.

All Fraternity & Sorority groups at Franklin & Marshall College must adopt a public relations and/or social media policy to ensure that each individual member is being held to a high standard when using social media and other public relations outlets.

1. Content
   a. Member organizations will ensure that all advertisements, promotions and other publicly displayed items will be in good taste and with alignment with the expectations of the chapter, the governing council, the College and the Inter/national Organization.
   b. All advertisements, promotions and other publicly displayed items will not make any references to alcohol in words or images.
   c. All advertisements, promotions and other publicly displayed items should be in line with the stated values of the member organization, the governing council, and Franklin & Marshall College.

2. Website Guidelines
   a. Provided that the following guidelines are met, a link to the member organization website may be included on the F&M Fraternity & Sorority website. The following guidelines apply for both Franklin & Marshall College hosted and externally hosted websites:
      i. Website has current and accurate information including contact information at a minimum.
      ii. Website has been updated within the last three months
      iii. Any website that is hosted on the Franklin & Marshall College server must adhere to the Franklin & Marshall College Appropriate Use Policy for technology.

3. Accountability
   a. A monthly review of the chapter website will be conducted by affiliated governing council or chapter advisement.
   b. Should a member organization fail to meet the guidelines, the link will be inactivated from the website and the Chapter President will be notified.
   c. Once any issue has been addressed sufficiently, the link may be reinstated.

5. Social Media Guidelines
F&M Fraternities and Sororities and their respective governing councils are strongly encouraged to develop and actively use multiple forms of social media to promote the organizations.

a. All F&M recognized fraternity and sorority chapters and governing councils will register their social media accounts with the Office of Fraternity & Sorority Life. The social media accounts will be added to the F&M Office of Fraternity & Sorority Life Social Media Center directory and social feeds. They will also be eligible to have their social media accounts and content promoted on the official college and Fraternity & Sorority Life social media channels. The following information must be on file with the Office of Fraternity & Sorority Life:
   i. Name and email of members serving as administrators of the account(s)
   ii. Type of social media accounts
   iii. Account URL(s) and Link(s)
   iv. Content description

6. Photo Use Authorization - Release
   a. Public events do not require a signed released by subjects. Furthermore, events that occur outdoors or in public space on or off campus are typically considered to be public events.
   b. Photos that contain minors do need to follow state and federal laws regarding use and authorization.

7. USE PHOTOS & PICS ONLINE & SOCIAL MEDIA
   a. The Children's Online Privacy Protection Act ("COPPA") and the implementing FTC trade regulation rule require that a Web site that collects information from children under thirteen must generally:
      i. provide parents with notice (both online and in a way reasonably calculated to reach parents) of the information it collects from children, how it uses the information, and with whom it shares the information;
      ii. obtain verifiable parental consent for the collection, use, and disclosure of personally-identifiable data from minors;
      iii. provide parents with reasonable means to review the collected data and to refuse to allow its further use or maintenance;
      iv. give parents the option to allow the collection and use of the child's personal information for the specific site without consenting to disclosure to third parties;
      v. not condition a child's participation in a game, the offering of a prize, or another activity on the child disclosing more personal information than is reasonably necessary to participate in that activity; and
      vi. establish and maintain reasonable procedures to protect the confidentiality, security, and integrity of personal information collected from children.

http://www.coppa.org/comply.htm
https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule

8. Copyrights and Trademarks
   A trademark is a symbol or word used by a manufacturer or organization to identify its goods or services and distinguishes them from its competitors. A trademark conveys to consumers the desirability of the product bearing the mark and helps to promote the goods it is identified with.

9. Use of Copyrighted or Trademarked Material
   Franklin & Marshall College Fraternities & Sororities are not allowed to use copyrighted material, trademarks, or parodies of copyrighted materials or trademarks without the expressed written permission from the Fraternity or Sorority International HQ, company, agency, or organization that created and/or owns the intellectual property intended to be used.

Printers will not print Franklin & Marshall College and/or Fraternity & Sorority t-shirts or other promotional materials without first receiving appropriate documentation and written approval from the
Office of Fraternity & Sorority Life. Fraternities, Sororities or members using inappropriate or copyrighted materials or printing their materials without appropriate documentation and approval from the F&M Office of Fraternity Sorority Life, Governing Councils, or International HQ beforehand will forfeit their right to have t-shirts and/or other items printed and approved.

Franklin & Marshall College Fraternity & Sorority Life strongly recommends that chapters or members wishing to use copyrighted material or trademarks begin the design process early in order to have sufficient time to secure the required written permission from the intellectual property owner, as well as securing approval from the Office of Fraternity & Sorority Life and/or the governing councils. The Office of Fraternity & Sorority Life and/or governing councils will confiscate t-shirts or other materials printed without the required approval. Please note that this policy regarding the use of copyrighted materials, trademarks, logos, etc. applies to t-shirts, and all printed materials including, but not limited to: flyers, posters, table tents, floats, and other promotional and advertising materials that are used by any F&M Fraternity & Sorority chapter or member.

10. Use of Franklin & Marshall College Trademarked Symbols
F&M's visual identity distills the qualities that make the College unique, and it conveys this "brand" to the world. The attributes of the College come alive in a very real and meaningful way for thousands of people around the world when they see the College seal, the F&M wordmark, and other F&M "marks." Consistency in the way these icons are presented is important for a thriving institution that is growing in both quality and stature. A strong and consistent visual identity helps shape the way key constituents view F&M both now and in the future.

Franklin & Marshall College Licensing Policy. | Why Licensing | Frequently Asked Questions

10. Outside Vendors
Vendors may be invited to campus by a recognized F&M Fraternity or Sorority chapter or other F&M entity. Hosting organizations must submit a Solicitation Request in order for vendors and promoters to sell material goods on campus for approved events and activities.

O. Social & Event Registration & Procedures
Full policy, procedures, and process - Addendum G
General Risk Management Policies
Hard Alcohol Restriction
Pennsylvania Law
Chapter Officer Requirements & Responsibilities
Event Registration Process & Approval
Special Event Registration
Insurance & Liability Requirements
Forms

1. Philosophy Regarding The Alignment of Risk Management and Social Event Procedures
We care about the health, safety, dignity, success, and emotional and psychological well-being of students, about the ability of our student organizations & teams to be successful, about the health of our College community, and about advancing the mission of the institution. We expect F&M’s fraternities and sororities to review the risk management and social event procedures of the inter/national headquarters and apply with the stricter components in execution of policy and procedures.

2. The College’s alcohol policies do not preclude fraternities and sororities from complying with the risk management guidelines set by their inter/national organizations and insurance carriers.
3. The College expects F&M Fraternities and Sororities to follow all of their risk management and event policies pertaining to alcohol, drugs, hazing, sexual assault, etc. Fraternities and sororities should consult the guidelines of their inter/national organizations prior to planning an event with alcohol.

4. If the College becomes aware or suspects that a fraternity or sorority has violated its Inter/national risk management guidelines, the chapter’s advisory team and inter/national organization will be notified.

5. Each F&M chapter of our Inter/national Fraternities and Sororities has set policies/standards/guidelines/rules/procedures and each chapter and it’s members is expected to review, understand, and comply.

P. Approved Fraternity/Sorority Housing Policy/Procedures
Full policy, procedures, and process - Addendum H

Section 4: Forms & Addendum Manuals

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*note* that the most recent and up to date membership acceptance & academic release forms will be found via the departmental website under the Forms Section. This will be considered the most up to date and valid form.