



Fraternity & Sorority Organization Supplemental Material



Fraternities & Sororities Defined

For the purpose of this document, fraternities and sororities are defined as those private, voluntary associations with national and international affiliations with the National Panhellenic Conference (NPC), National Interfraternity Conference (NIC), National Pan-Hellenic Council (NPHC) or National Association of Latino Fraternities (NALFO) which meet the following criteria:

1. They have organizational goals which are social/service/fraternal rather than honorary, professional, service, religious or political. Membership in more than one such fraternal organization at once is not permitted.
2. They may select members according to subjective criteria, but they must act in accordance with the equal opportunity policy of the University. They may be entitled to single sex membership if they meet the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act Amendment of 1972.
3. They maintain a charter from their inter/national organizations and exist at Florida Tech with the approval of the Office of Student Life.
4. They agree to subscribe to the recommendations set forth in this document and the Fraternity & Sorority Task Force Document.

Mission

Florida Tech's Fraternity and Sorority Community continually promotes intellectual, character and leadership development; diverse community involvement; and creates life-long bonds through principles encompassed in our rituals.

Vision

The vision for the Fraternity/Sorority Community is to be the community of first choice for, undergraduates, parents, headquarters, alumni, members of the surrounding community, faculty and staff and to be the most respected organizations.

Values:

Integrity
Leadership Development
Scholarship
Philanthropic Opportunities
Campus Involvement
Character
Responsible
Lifetime Support
Communication
Friendship and Social Advancement
Brotherhood/Sisterhood
Diversity

Governance

Florida Tech recognized Fraternities & Sororities through their Inter/national organizations appropriate membership in either NPC, NPHC, NIC, or NALFO; therefore, each local chapter is expected to actively participate in the respective council and abide by their policies, rules and standards.

InterFraternity Council Additional Documents- Constitution, By-laws, Recruitment Rules, Disciplinary Committee Document

Panhellenic Association- Constitution, By-laws, Recruitment Rules, NPC Manual of Information

Establishment of New Chapters

The establishment of any new fraternity/sorority chapter at Florida Tech must follow the procedures of the appropriate governing council and parent organization. The establishment of the new chapter must also meet the approval of the Dean of Students and Vice Provost for Student Affairs.

Housing

Housed chapters either on campus in a suite style apartment or off campus in a free standing building have additional responsibilities in ensuring the safety of their membership. Each chapter in housing off campus **must** have an annual fire inspection by the local fire department and a copy of the report must be submitted to the Office of Student Life. In addition, all housed chapters must perform a semesterly fire drill with all members and a report of this drill must be submitted to the Office of Student Life.

Sorority housing- Per the National Panhellenic Conference all sorority housing will be alcohol free regardless of the resident's age.

House Corporation Boards: The University believes that an active and involved HCB is an important component for the effective operation of chapter housing. This HCB entity can assist in the management of the affairs of the property.

Off-campus- Any chapter in off campus housing must meet state and local fire safety requirements and provide residents with copies of written leases.

Policy on Rosters

All chapter members must be listed on the roster as either active or new. Active membership is defined by Florida Tech as an initiated member and currently enrolled in classes. New membership is defined as a member who is currently in the chapter new member education process and has been pinned.

Policy on Bank Accounts

All fraternities and sororities are allowed to hold outside checking accounts as required by their Inter/national organization. Chapters are expected to conduct annual audits on the books. Chapters should have a dual signing account and not allow cash withdrawals.

Policy on the Calculation of Academic Reports

All chapters are required to submit a Chapter Membership Roster indicating active or new members at the end of the semester. All chapters are required to submit a grade release form for all members. Grades will not be released to chapters if a member does not have a grade release form; however, the grades will be reflected in the chapter average. This roster is used to determine the membership of the chapter for the purpose of calculating academic reports. Members who have withdrawn for the semester after the withdraw deadline will earn a 0.00 for the term; this will be reflected in the chapter's academic averages. Any members who earn incompletes may have a lower cumulative grade point averages until the work is completed; this will be reflected in the chapter's academic averages. All data is extracted on the same day for all chapters to ensure fairness. No changes will be made to the report after it is compiled unless an error is made by the Office of Student Life.

Recognition Requirements

Fraternities & Sororities have additional recommendation requirements from the university based on the complexity of their organizations and the status granted by the federal government.

Additional Recognition Requirements:

- 1) Membership in the appropriate governing council and abide by all rules, policies and standards of said councils
- 2) Provide the required number of delegates in governing council
- 3) Recognized by Inter/National Organization that holds membership in the NIC, NPHC, NPC or NALFO organization
- 4) Insurance Coverage for all members including social host
- 5) 80% chapter member attendance at all In-Service Events
- 6) 80% chapter member attendance at Fraternity/Sorority Move-In
- 7) Chapter participation in retreats and workshops provided at the required attendance minimum set for the event
- 8) Chapter President active participation in Council of Presidents
- 9) Chapter President bi-weekly one on one meetings
- 10) Chapters must have a risk management plan, social event procedures plan, and hurricane plan
- 11) Chapters must submit New Member Education Requirements and program outline
- 12) Housed chapters must have a pandemic flu plan
- 13) Housed chapters must have a House Corporation Board
- 14) Chapters must have an Alumni Advisory Board
- 15) Must have an annual fire inspection and perform semesterly fire drills (housed chapters)

Additional Required Registration Materials Required

In order for a chapter to become recognized and maintain recognition additional materials are required from the chapter.

Additional Required Registration Materials Required:

- 1) Proof of Insurance
- 2) Copy of New Member Education Program Sessions Outline
- 3) Chapter Risk Management Policy & Social Event Procedures
- 4) Chapter Membership Roster indicating active or new members
- 5) Officer Roster
- 6) Hurricane and Pandemic Flu Plan (if housed)
- 7) HSB Roster (if housed)
- 8) Alumni Advisory Board Roster
- 9) New Member Education Program Outline and signed cover sheet
- 10) Signed Anti-Hazing Statement

Ongoing Documentation and Forms Required

- 1) New Member Grade Release- Due two days after bid signing
- 2) Chapter Membership Roster - Due two days after any changes
- 3) Officer roster- Due two days after any changes

End of Semester Materials Due

- 1) Service and Philanthropy Statistics reported in Civic System
- 2) Leadership Programs Sponsored Form
- 3) Chapter Membership Roster indicating active or new members
- 4) Chapter Member Scholarship Awards Received
- 5) Inter/National Awards Received
- 6) Fire Inspection Report (if housed)
- 7) Scholarship Plan
- 8) Campus Involvement Form