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COLUMBIA | RESIDENTIAL LIFE

FRATERNITY AND SORORITY LIFE

FRATERNITY AND SORORITY LIFE

POLICIES & PROCEDURES

Fraternity & Sorority Life

Lerner Hall 515

Reslife-fsl@columbia.edu

INTRODUCTION TO FRATERNITY & SORORITY LIFE (FSL):

Greetings fraternity and sorority life leader,

This document is designed to be a comprehensive guide to the resources, procedures, and guidelines associated with operating a successful fraternity or sorority at Columbia University. The Office of Fraternity and Sorority Life is here to help support and partner with you in cultivating a successful and thriving fraternity and sorority community at Columbia. We believe in a strong sense of shared-governance, as well as the immeasurable benefit of the fraternity and sorority experience, done the right way. These policies apply to all recognized fraternities and sororities within Undergraduate Student Life, whether residential or non-residential.

Please stop by our offices located in Lerner Hall 515 or email us (reslife-fsl@columbia.edu) if you need help or you have any questions. Our staff is here for you, and we are excited to help elevate the fraternity and sorority experience.

Sincerely,

The Fraternity & Sorority Life team

STATEMENT OF SHARED VALUES:

The fraternity and sorority community at Columbia University strives to foster a holistic collegiate experience that will strengthen a commitment to life-long membership and our alma mater. We believe that through our dedication and promotion of social consciousness we greatly contribute to the creation of a vibrant cultural community that emphasizes diversity, inclusiveness, and mutual respect. We are values-based organizations and through our actions, we embody these ideals and inspire others.

LEADERSHIP. SCHOLARSHIP. EMPOWERMENT.

FSL COMMUNITY OVERVIEW:

Inter-Greek Council
igc-exec@columbia.edu

The Columbia Inter-Greek Council (IGC) is the self-governing student organization that oversees Columbia Fraternity and Sorority Life's three councils: the Interfraternity Council, Multicultural Greek Council, and the Panhellenic Council. The IGC provides guidelines and support to Columbia's fraternity and sorority organizations. In addition, they connect chapters together and arrange important events, such as an annual awards ceremony to recognize the hard work of fraternities and sororities at Columbia.

Interfraternity Council
ifc-eboard@columbia.edu

The Interfraternity Council (IFC) is the self-governing student organization that oversees the Columbia social men's fraternities, many of which are members of the umbrella organization North-American Interfraternity Conference (NIC). The IFC provides guidelines and support to the fraternities it represents. IFC currently governs the following chapters:

Alpha Delta Phi
Alpha Epsilon Pi
Beta Theta Pi (suspended)
Phi Gamma Delta
Sigma Nu
Sigma Phi Epsilon
Zeta Beta Tau

Multicultural Greek Council
mgc_board@columbia.edu

The Multicultural Greek Council (MGC) is the self-governing student organization that consists of organizations with national membership or affiliations in one of the umbrella organizations of National Association of Latino Fraternal Organizations (NALFO), the National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), and the National Asian Pacific American Panhellenic Association (NAPA). MGC currently governs the following chapters:

Alpha Kappa Alpha
Alpha Phi Alpha
Delta Sigma Theta
Kappa Alpha Psi
Kappa Phi Lambda
Lambda Phi Epsilon
Lambda Pi Chi
Zeta Phi Beta

Panhellenic Council
panhellexec@columbia.edu

The Panhellenic Council is the self-governing student organization that provides guidelines and support to its member organizations. Panhellenic consists of organizations with national membership in the umbrella organization National Panhellenic Conference (NPC). Panhellenic currently governs the following chapters:

Alpha Chi Omega
Alpha Omicron Pi
Delta Gamma
Kappa Alpha Theta
Sigma Delta Tau

Order of Omega Honor Society
orderofomega_exec@columbia.edu

Order of Omega is a national honorary organization recognizing students who have attained a high standard of leadership in fraternity and sorority community activities. Order of Omega encourages them to continue along this line, and to inspire others to strive for similar high levels of excellence.

DEFINITITIONS:

- **Active Member** – A member of the fraternity or sorority who is an enrolled student at one of the four undergraduate schools at Columbia University
- **Potential New Member (PNM)** - An individual who is interested in joining a sorority or participating in Panhellenic recruitment.
- **New Member** – A member of the fraternity or sorority in their first semester of membership who is an enrolled student at one of the four undergraduate schools at Columbia University
- **Chapter or Graduate Advisor** – The appointed or elected advisor for the chapter and officially recognized by the fraternity or sorority headquarters, often an alumni member of the organization
- **FSL or Staff Advisor** – a professional staff member who works in the Office of Fraternity and Sorority Life (FSL). FSL advisors are assigned by the Director of Fraternity and Sorority Life and may change based on chapter needs and available staffing.

RECOGNITION:

Columbia University's fraternity and sorority community strives to foster a holistic collegiate experience that will strengthen a commitment to live-ling membership. We expect recognized organizations to be inclusive, empowering, and values-based.

Recognition is the formal process by which Columbia University agrees that a fraternity or sorority may function on campus and intake members from the undergraduate student body.

Columbia University Chapter. Members of a Columbia University chapter must be enrolled undergraduate students in one of the four undergraduate schools within Columbia University (Columbia College, School of Engineering and Applied Science, General Studies, or Barnard College).

City-Wide Chapter. In rare circumstances, Columbia University will recognize city-wide undergraduate chapters of a fraternity or sorority. A city-wide chapter is any fraternity or sorority with official permission from their headquarters to recruit undergraduate members from Columbia University, as well as at least one other New York City college or university.

Requirements of Recognition:

1. ALPHA Standards of Accreditation serve as the Columbia University accreditation process for all recognized fraternities and sororities. A successful yearly submission of ALPHA Standards is required to maintain recognition.
2. Recognized fraternities and sororities must maintain at least four active members at Columbia University. If a recognized chapter is projected to fall below four active members, they must reach out to the Director of Fraternity & Sorority Life to establish a recruitment plan.
3. City-wide fraternities and sororities whose membership is drawn from more than Columbia University and Barnard College must have national sponsorship and be approved by the Expansion Policy. It is preferred that the chapter's charter be under Columbia University. City-wide chapter membership from outside of Columbia University will be considered "guests" of the fraternity or sorority when present on Columbia's campus. In the event that the president of

a city-wide chapter is not a Columbia University student, a Columbia representative must be elected or appointed in order to fulfill certain necessary Columbia University requirements. Columbia University members are responsible for the actions of their guests. In the event that there are no active Columbia University members, the city-wide chapter president and advisor must meet with the Director of Fraternity and Sorority Life to develop a recruitment plan and maintain recognition.

4. Membership into one of the governing councils (Interfraternity Council, Multicultural Greek Council, or Panhellenic), as well as the acceptance of the council's rules and regulations.
5. Compliance with all applicable university policies, rules, and regulations as well as federal, state, and local law.
6. Completion of Club Refuel training and requirements by four (4) members of the chapter's executive board, unless informed otherwise by the Director of Fraternity and Sorority Life
7. Compliance with the University's requirement to maintain a comprehensive general liability insurance in the minimum amount of $1,000,000 (one million dollars) of primary liability coverage (each occurrence), with general aggregate coverage of at least $2,000,000 (two million dollars). Such liability insurance shall include Columbia University, its officers, employees, and agents, as an additional named insured and shall be written with an insurance carrier acceptable to the University.

Recognized fraternities and sororities are eligible for the following privileges and benefits:

1. Ability to utilize the Columbia University name in identifying the chapter
2. Eligibility to participate in the self-governance of the FSL system at Columbia
3. Eligibility for campus-based funding and IGC allocations
4. Access to and use of university facilities for official functions as approved by the University
5. Ability to reserve space on campus
6. Utilize the resources made available by FSL
7. Eligibility for an official chapter residence if/when available. Housing is not a guarantee for any chapter recognized by Columbia University

Levels of Recognition:

Chapter in Good Standing

A chapter that is in full compliance with Columbia University's policies and procedures.

Out of Compliance

This is an administrative status that indicates a chapter is missing a required submission to their ALPHA Standards of Accreditation. While Out of Compliance, a chapter loses the ability to hold any events, including recruitment, or new member activities, cannot access their University funding, and cannot reserve space on campus. Upon successful completion of the missing standard(s), the chapter will be removed from Out of Compliance

Probationary Recognition

A chapter that has failed to meet minimum operating standards will automatically be placed on this status and will not be considered to be in good standing with Columbia University. Chapters on

probationary recognition for longer than two consecutive semesters will automatically receive a Rescission of Recognition - there is no appeal process.

A chapter in their first year of operation after an expansion or return to Columbia University is considered on Probationary Recognition until they are able to show their long-term viability, through their first successful completion of ALPHA Standards of Excellence.

If a chapter fails to meet the Requirements of Recognition, there would be no disciplinary process and a chapter would be placed on automatic probationary recognition as an administrative action.

Official notification of probationary recognition will be shared in writing with the chapter, chapter advisor, and (inter)national headquarters, along with the steps needed for the chapter to be restored to chapter in good standing.

A chapter with fewer than four (4) active members will automatically be placed on probationary recognition.

Chapter Suspension

A chapter that has been suspended by an administrative or disciplinary action. Chapter suspension is for a set period of time as indicated in the official notification, which will also outline the specific limitations placed on the chapter. In situations where the Director of Fraternity and Sorority Life deems it necessary, a chapter may be placed on an interim chapter suspension pending a disciplinary investigation or hearing. Official notice of suspension will be shared in writing with the chapter, chapter advisor, and the (inter)national headquarters.

Rescission of Recognition

A chapter's revocation of recognition at Columbia University due to a lack of undergraduate members, or as a result of an administrative or disciplinary action. Official notification of rescission of recognition will be shared in writing with the chapter (if applicable), chapter advisor, and the (inter)national headquarters.

(Inter)national headquarters who wish to re-establish a chapter at Columbia University after a Rescission of Recognition must follow the guidelines laid out in the Columbia University Procedures for Expansion of Fraternities and Sororities.

COMMUNITY STANDARDS & ACCOUNTABILITY:

Columbia University, Fraternity & Sorority Life, the (inter)national organization, and the governing councils have standards of conduct for all chapters and their members. It is the responsibility of every member of the fraternity and sorority community to be familiar with policies and procedures.

Fraternity and sorority chapters at Columbia University fall within the jurisdiction of the InterGreek Council (IGC) Judicial Board. Under certain circumstances, chapters and individual members may be subject to the Dean's Discipline, or the Student Group Accountability Review Board.

Administrative Action

Defined as any time when a chapter does not meet the standard set forth by the policies of Columbia University where either an automatic sanction is put in place, or when the Director of Fraternity and Sorority Life determines a chapter must be placed on an interim action prior to the outcome of a disciplinary hearing. There is no appeal process for an administrative action. Administrative actions do not result in an ALPHA Standards deduction and the Judicial Board should not factor in Administrative Actions when considering a disciplinary action.

Disciplinary Action

Defined as the outcome of a disciplinary hearing which is always appealable.

Jurisdiction and Process

The Director of Fraternity and Sorority Life or their designee shall serve as the senior hearing officer for allegations of misconduct pertaining to a recognized fraternity or sorority at Columbia University. In extreme situations, jurisdiction may be handed over to Columbia's Student Group Accountability Review Board (SGARB). For an explanation of SGARB policy and process, please visit this website.

Allegations of misconduct by fraternity or sorority chapters are referred to The Center for Student Success and Intervention and the Director of Fraternity and Sorority Life, who will determine whether the alleged misconduct requires:

1. An interim action
2. An informal resolution
3. A referral to the Judicial Board
4. A referral to The Center for Student Success and Intervention (CSSI)
5. A referral to the Student Group Accountability Review Board (SGARB)

The Judicial Board is chaired by an elected officer within the InterGreek Council and must be a Columbia University or Barnard College student who is an active undergraduate member of one of the recognized fraternities and sororities at Columbia. The Judicial Board is made up of 7 active undergraduate members of the Columbia University fraternity and sorority community and advised by the Assistant Director of Fraternity and Sorority Life. The Judicial Board may request materials or information from the chapter who is under review. It is the responsibility of the chapter president to prepare and present the materials.

The Judicial Board hears cases related to organizational responsibilities, determines responsibility, and if needed, imposes sanctions on fraternity or sorority chapters. All allegations of individual misconduct will be referred to CSSI, who will determine whether the Dean's Discipline Process will be initiated.

For an explanation of the Dean's Discipline process, please visit the CSSI website.

Interim Action: The Director of Fraternity and Sorority Life may at any time determine that a chapter should be placed on an interim action, generally due to the extreme nature of the incident, or during a period where a chapter's sanction has lapsed, when there is reason to believe the chapter will receive another similar or higher sanction.

Informal Resolution: In some circumstances, a chapter may be eligible for an informal resolution rather than having a disciplinary hearing. The Director of Fraternity and Sorority Life or their designee will meet to review the information related to the incident. During this conversation, participants will discuss whether a policy violation occurred and if so, what steps should be taken to ensure that it does not happen again. If an agreement is reached, the Director of Fraternity and Sorority Life will confirm the informal resolution in writing and provide the recommendation to the Judicial Board Chair. If the Judicial Board views the recommendation to be appropriate, the chapter president and chapter advisor will receive the official resolution in writing.

Judicial Board Hearing:

1. **Prior to the Hearing:**
   In the event that the Judicial Board must convene to hear an allegation against a recognized fraternity or sorority at Columbia University, the chapter president and chapter advisor will receive an official letter in writing from the Assistant Director of Fraternity and Sorority Life outlining the time and place of the hearing, as well as the policy(ies) that the chapter is alleged to have violated. The chapter president is encouraged to meet the Assistant Director of Fraternity and Sorority Life prior to the hearing in order to view the incident report. This is the chapter's only opportunity to access a copy of the incident report prior to the hearing. Copies of the incident report will not be distributed nor circulated outside of the chapter president, the members of the Judicial Board, and appropriate administrative officers.

   If the chapter president wishes to bring additional members of the chapter, or Columbia University undergraduate witnesses to the incident, the chapter president must provide a written request to the Assistant Director of Fraternity and Sorority Life at least 48 hours prior to the hearing. No more than three (3) undergraduate students will be permitted to attend the hearing. Failure to abide by this timeline may result in a denial of additional people at the hearing. The Judicial Board hearings are closed to all except those directly involved. All parties are expected to maintain the confidentiality of the proceedings.
   The chapter president is expected to prepare an opening statement to be read at the hearing which summarizes the events described in the incident report. This statement should include whether the chapter would like to take responsibility, or not for the alleged incident. The statement should include any actions the chapter would like to take in the future to improve, as well as to make sure similar incidents do not occur in the future. In the event that the chapter takes responsibility for the allegations, they may come to the hearing with suggested sanctions for review by the Judicial Board.

   The Judicial Board supports a self-governed student community. Chapter advisors or alumni have no standing in Judicial Board hearings. Chapter presidents may petition the Director of Fraternity and Sorority Life to allow a chapter advisor to be present during the hearing, but the chapter advisor may not formally address the Judicial Board and may only be present to provide advice to the chapter president.

   The Judicial Board is not a legal process. No attorneys are permitted to participate in a hearing.

   Attire for Judicial Board hearings for all participants is business casual.

2. **The Judicial Board Hearing:**

a. The Assistant Director of Fraternity and Sorority Life will provide all members of the Judicial Board with the incident report for their review. The Judicial Board will hear all of the alleged charges and the information that has been collected regarding the allegation. The members of the Judicial Board are responsible for maintaining impartiality.
b. The chapter president will be allowed to read their opening statement out loud if desired.
c. The Judicial Board may ask questions of the chapter president or approved witnesses.
d. The chapter president will be allowed to provide a closing statement if desired.
e. The chapter president and all witnesses will be dismissed while the Judicial Board deliberates.
f. The Judicial Board will vote on the outcome of the hearing. The Assistant Director of Fraternity and Sorority Life has no vote and the Judicial Board Chair will only vote in the event of a tie.

3. **Outcome:**
The Judicial Board Chair will provide a recommendation of responsible or not responsible, as well as any sanctions, and a rationale to the Director of Fraternity and Sorority Life within 48 hours of the hearing.

The Director of Fraternity and Sorority Life will review the case, recommendations, and rationale. The Director of Fraternity and Sorority Life will then decide whether to uphold the recommendation or alter the outcome.

The Director of Fraternity and Sorority Life will issue an official letter in writing to the chapter president, chapter advisor, and (inter)national headquarters, outlining the outcome and any sanctions, as well as providing availability for the chapter president to meet with the Director of Fraternity and Sorority Life for an outcome meeting. The letter will also describe the appeal process.

Sanctions:

If a chapter is found responsible for a policy violation, they automatically lose 1 point per policy violation from their next completion of ALPHA Standards of Accreditation.

Unless otherwise stated, all sanctions will take effect immediately upon the letter being sent out by the Director of Fraternity and Sorority Life. Sanctions remain in effect pending the outcome of any appeal. Interim actions do not ever count toward the time of a sanction. All Judicial Board decision letters will be sent to chapter / alumni advisors and the chapter's (inter)national headquarters staff.

Sanctions will be recommended in accordance with the severity of the policy violation and considering the chapter's disciplinary history; there is no specific order in which sanctions are issued. The Judicial Board recommends one or more sanctions after finding a chapter responsible for policy violation(s) and may utilize the following sanctions:

- **Censure** – a condemnation of the actions perpetrated by the chapter. This sanction does not alter the current standing of the chapter, but it implies that there will be a more severe penalty if any future policy violations occur.
- **Letter of Apology** – the Judicial Board expects the chapter to draft a thoughtfully written apology to the impacted party(ies) within a specific timeframe. A copy of the letter must be submitted to the chair of the Judicial Board and the Assistant Director of Fraternity and Sorority Life.
- **Restitution** – The responsible chapter must replace the lost property or financially cover the cost of damages and/or loss of property in full within a specific timeframe. Documentation of payment must be submitted to the chair of the Judicial Board and the Assistant Director of Fraternity and Sorority Life.
- **Community Service** – The Judicial Board requires the chapter to participate in community service (that does not count toward their ALPHA Standards total). The Judicial Board must outline details of the requirement, as well as the number of required hours, along with a deadline for completion. Documentation of completion must be submitted to the chair of the Judicial Board and the Assistant Director of Fraternity and Sorority Life.
- **Educational Program / Project** – The chapter is responsible for hosting a program (at their expense) or completing a project to help ensure that the chapter is better prepared to avoid a policy violation in the future. The Judicial Board must outline details of the requirement, along with a deadline for completion. Documentation of completion must be submitted to the chair of the Judicial Board and the Assistant Director of Fraternity and Sorority Life.
- **Referral to Student Group Accountability Review Board (SGARB)** – In a situation where the incident is found to be either egregious, or the J-Board has found that the chapter has violated the same policy too many times, the J-Board may either refer the case to SGARB, or state that another violation of the same policy would be heard by SGARB.
- **Social Probation** – This sanction is often applied as the most lenient response to a violation of event and/or risk management guidelines. During the term of the probation, any additional policy violation may result in a higher sanction. A chapter placed on social probation will automatically lose an additional 2 points from their ALPHA Standards final score.
- **Social Suspension** – During the term of the suspension, the chapter will not host or co-sponsor social functions of any nature. Social functions are defined as but not limited to on campus or off campus parties, on campus or off campus members only social events, activities with other fraternities / sororities / student organizations, date functions, formals/semi-formals, philanthropy events, etc… New member recruitment and / or new member programs may also be restricted, but that will be stated specifically in the decision letter. All chapters placed on social suspension will automatically lose an additional 4 points from their ALPHA Standards final score.
- **Housing Probation** – This sanction is often applied as the most lenient response to a violation of Columbia Housing Policy (Guide to Living). During the term of the probation, any additional policy violation may result in a higher sanction. A chapter placed on housing probation will automatically lose an additional 2 points from their ALPHA Standards final score.
- **Chapter Probation** – This sanction is applied as a lenient response to a violation of policy. During the term of the probation, any additional policy violation may result in a higher sanction. A chapter placed on chapter probation will automatically lose an additional 2 points from their ALPHA Standards final score.
- **Chapter Suspension –** This sanction constitutes a temporary recission of recognition for the chapter as a result of a severe policy violation, or multiple policy violations. Suspended chapters are no longer considered to be in good standing with the University. The chapter will be allowed

to regain University recognition under certain stated conditions depending upon the nature of the violation. Chapters returning from suspension will automatically be placed on chapter probation for one full year. During the period of chapter suspension, the chapter must immediately cease all activity. The chapter may not participate in any organizational activities without the explicit permission from the Director of Fraternity and Sorority Life. Failure to abide by the expectations of chapter suspension will result in a review by the Judicial Board with a recommendation of Rescission of Recognition. All chapters placed on Chapter Suspension will automatically lose an additional 4 points from their ALPHA Standards final score.

- **Loss of Housing** – This sanction can be recommended when the chapter has proven that they can no longer adequately take care of or function within their assigned residence through Columbia Housing as an organization. The Judicial Board can recommend to the Executive Director of Residential Life, or their designee that the chapter's housing privilege be revoked. Loss of housing can only be sanctioned to organizations who reside in University-owned housing. Chapters who reside in alumni-owned housing cannot be sanctioned with loss of housing. All chapters placed on Chapter Suspension will automatically lose an additional 4 points from their ALPHA Standards final score.
- **Rescission of Recognition –** This is the most severe sanction that the Judicial Board is able to issue and should be reserved for the most extreme cases. Upon being issued a rescission of recognition, a chapter must immediately cease all activity, and dissolve as a chapter. Rescission of Recognition also includes a Loss of Housing, but the Judicial Board must make a recommendation as to when the Loss of Housing should take effect. In certain situations, the Executive Director of Residential Life may allow the dissolved chapter members to remain in housing through the remainder of the semester or school year, though the facility would be treated as unaffiliated student housing. Rescission of Recognition may be issued by the Dean of Undergraduate Student Life, the Executive Director of Residential Life, the Director of Fraternity and Sorority Life, or their appropriate designee if the chapter fails to meet the recognition criteria for a chapter, or when there has been a history of multiple disciplinary actions, behavioral misconduct , and/or non-compliance with policies, or for any other significant reason deemed to be seriously detrimental to the safety and well-being of Columbia University students, the mission and goals of the University, and its relationship to the community, and / or the integrity of Columbia's fraternity and sorority system. Rescission of Recognition is indefinite and a fraternity or sorority may only return to Columbia University through a return agreement with the Director of Fraternity and Sorority Life, or through utilization of the official Expansion Policy.

<u>Appeals</u>

Any organization found responsible for violation by the Judicial Board may request an appeal. There are three grounds upon which an appeal of the decision may be made. A review of the decision may be requested if:

1. There is a procedural error affecting the determination or sanction
2. There is new information that was not available at the time of the investigation or hearing that may change the determination or sanction
3. The sanction is believed to be excessive given the details of the case

The request for review must be made in writing via email by the chapter president to the appropriate appeal officer (outlined in the sanction letter), and the Director of Fraternity and Sorority Life. Any

request for review must be received within five (5) business days of the date of the outcome letter. The decision of the appeal officer is final.