FRATERNITY & SORORITY LIFE

2015 HANDBOOK
INTRODUCTION
FROM THE ADVISORS OF FRATERNITY AND SORORITY LIFE

Dear Fraternity or Sorority Leader,

The Fraternity & Sorority Leader Handbook is designed to be a comprehensive guide to the resources, procedures, and guidelines associated with fraternities and sororities at Columbia University. As Fraternity & Sorority Life and Leadership Development Advisors, we want to support you in carrying out your responsibilities and in achieving your goals as a leader. We hope this handbook will help make fraternity and sorority life more enjoyable for your members, yourself, and the Columbia community at large. This handbook is organized to make pertinent information readily accessible.

Please stop by our office at 515 Lerner Hall or call 212-854-5319, if you need help or have any questions.

We are looking forward to meeting and working with each of our fraternity and sororities to make this year rewarding.

Sincerely,

Fraternity & Sorority Life and Leadership Development Advisors
Office of Residential Life
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I. Fraternity and Sorority Statement

Fraternities and sororities have been a part of Columbia University for over 150 years. Traditionally, they have challenged students to reach their full potential, intellectually, personally and socially. Over the years, the fraternity and sorority community at Columbia has grown, creating a diverse range of fraternities and sororities including single-sex, culturally-based groups, and coed chapters. The fraternities and sororities at Columbia pride themselves on the individual personality and nature of each chapter on campus. The fraternity and sorority community offers a rich and rewarding experience for their members. In addition, fraternities and sororities have contributed substantially to campus life, community service, and the educational mission of the University.

Our chapters develop innovative approaches and effective programs that carve a space for fraternities and sororities on Columbia’s campus. Integral to our community is a strong sense of character. Although each fraternity or sorority sponsors its own functions and possesses its own identity, our chapters have many things in common. They all seek to foster an environment which

- Develops bonds of brotherhood and/or sisterhood
- Develops leadership and interpersonal skills
- Forms lifetime friendships
- Works together with others in an atmosphere of teamwork
- Performs community service projects
- Programs social functions for the student community

Columbia University is dedicated to education - to cultivate intellectual curiosity, to instruct in various disciplines, to encourage social and moral growth, and to provide an atmosphere conducive to the pursuit of these goals. It is the responsibility of fraternities and sororities to foster these goals. Our chapters actively work towards an atmosphere of learning, social responsibility, respect for human dignity, and positive influence and constructive development for members, prospective members, and the greater Columbia community.

Contact Fraternity & Sorority Life
Phone: 212-854-5319
Fax: 212-854-7333
Web: www.columbiagreeks.info
II. COLUMBIA UNIVERSITY FSL GOVERNING COUNCILS & HONOR SOCIETY

Inter-Greek Council
Please contact: ige-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 Inter-Fraternity 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 award ceremony to recognize the hard work of fraternities and sororities at Columbia.

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<tr>
<th>Role</th>
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<tr>
<td>IFC President</td>
<td>Julius Gakwasi</td>
<td>ΣN</td>
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<tr>
<td>MGC President</td>
<td>Julian Vigil</td>
<td>ΣΛΒ</td>
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<tr>
<td>Panhellenic President</td>
<td>Roberta Barnett</td>
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~IGC Associate Board~

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<th>Role</th>
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<tr>
<td>Director of Internal Affairs</td>
<td>Teddy Finkelstein</td>
<td>ΣN</td>
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<tr>
<td>Greek Judicial Board Chair</td>
<td>Andrew Chapman</td>
<td>ΣΦΕ</td>
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<tr>
<td>Director of Philanthropy</td>
<td>Karen Sanchez</td>
<td>ΔΓ</td>
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<tr>
<td>Director of Programming</td>
<td>Yeabsira de Lisser-</td>
<td>ΑΧΩ</td>
</tr>
<tr>
<td>Director of PR &amp; Marketing</td>
<td>Caitlin Ellen</td>
<td>ΣΦΕ</td>
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Inter-Fraternity Council
Please contact: ifc-eboard@columbia.edu

The Inter-Fraternity Council (IFC) is the self-governing student organization that oversees the Columbia fraternities that are members of the North-American Inter-Fraternity Conference (NIC). The IFC provides guidelines and support to the fraternities it represents.

Multicultural Greek Council
Please contact: mgc_board@columbia.edu

The Multicultural Greek Council (MGC) is the self-governing student organization that consists of organizations with national membership in the National Association of Latino Fraternal Organizations (NALFO), the National Pan-Hellenic Council (NPHC), and the National Asian Pacific American Panhellenic Association (NAPA).

Panhellenic Council
Please contact: panhellexec@columbia.edu

The Panhellenic Association (Panhel) is the self-governing student organization that provides guidelines and support to its member organizations. Panhel consists of organizations with national membership in the National Panhellenic Conference (NPC).

Order of Omega Honor Society
Please contact: orderofomega_exec@columbia.edu

Order of Omega is a national organization recognizing those fraternity men and women 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.
III. MEMBERSHIP
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. Columbia alumni remember fraternity and sorority membership as a defining and valuable part of their college experience.

A. University Membership
Membership in any social fraternity or sorority at Columbia University is open to all full-time undergraduates in any division of the University. Membership selection must be conducted in a manner which reflects the diversity of the Columbia community and must not be restrictive on the basis of race, religion, physical disability, sexual orientation, athletic interest or national origin.

B. City-Wide Chapter Membership
In the case of city-wide chapters only the membership drawn from Columbia University will be recognized as the official fraternity or sorority chapter. Participants from outside the University will be considered "guests" of the fraternity or sorority. The official chapter is responsible for the actions of their guests. In the event Columbia University students are not active, the city-wide chapter will be placed on dormant status.

IV. NATIONAL AFFILIATION
Each chapter is required to abide by its national/international organization's policies and regulations including those for insurance and risk management. All such policies are adapted to University regulations. If you have any questions about this, please contact the Director of Fraternity & Sorority Life.

V. UNIVERSITY AFFILIATION
The Office of Undergraduate Student Life, through the Office of Residential Programs-Fraternity & Sorority Life, serves as the liaisons between the University and the Columbia fraternity and sorority community. As such, the Dean of Undergraduate Student Life, or his/her designee, has the power to grant or to remove recognition of a fraternity/sorority chapter, and to give or remove University-owned housing as they deem appropriate.

VI. FRATERNITY & SORORITY RELATIONSHIPS TO THE UNIVERSITY
The fraternity/sorority community at Columbia has continually grown in recent years to become an important element of undergraduate life on campus. It is essential for individual fraternity and sorority chapters on campus to understand their relationship with the University and to be aware of the rights and privileges of their organization as well as their responsibility to the University. In addition, each chapter should be acquainted with the rights of the University in order to fully appreciate and understand how fraternities and sororities can work with University departments to create a safe and successful community environment.

A. Rights and Privileges of Fraternities/Sororities
- The FSL Governing Councils (IGC, IFC, MGC, and Panhellenic) and Greek Judicial Board may, in accordance with their governing documents, regulate the activities of fraternities & sororities and establish procedures for enforcing its rules. They may appeal to the university advisor to fraternities and sororities (hereafter known as the Director of Fraternity & Sorority Life) for help in this.
- IFC, IGC, MGC, Panhellenic, and Greek Judicial Board have the authority to make recommendations for approval or withdrawal of the recognition of individual fraternities
or sororities. Official recognition comes from the Office of Residential Life, Fraternity & Sorority Life, and the Dean of Undergraduate Student Life of Columbia College and SEAS.

- Individual fraternities and sororities should maintain contact with the Director of Fraternity & Sorority Life in order to maintain satisfactory relations with university offices and other groups and organizations.
- Fraternities, sororities, Order of Omega and the Greek Judicial Board have the right to use, when available, certain facilities of the University, such as telephone extensions and space for meetings and social events.
- Due to the diversity of the campus community and the scarcity of appropriate housing in the vicinity of the campus, housing for FSL chapters cannot be guaranteed. Existing chapters assigned to University-owned brownstones are privileged to be assigned to these spaces and chapters must continually exhibit a commitment to FSL values in order to continue to occupy University-owned housing.
- The University will provide advice on financial matters to chapters that request it.
- The University will help fraternities and sororities establish and maintain strong and productive ties to alumni/ae and national organizations.

**B. Rights of the University**

- When a new fraternity or sorority is recommended for approval by IFC, MGC or Panhellenic Council, written notice should go to the Office of Residential Life - Fraternity & Sorority Life for final approval.
- For sufficient cause, Columbia University may remove a fraternity or sorority's recognition. When such action is taken, the Director of Fraternity & Sorority Life must notify the president of the fraternity or sorority with the reasons for the action and send copies of the notification to IFC, MGC, and Panhellenic and the Inter/National Headquarters of the fraternity or sorority losing recognition.
- Any changes to the constitution or bylaws of IFC, MGC, and Panhellenic must be approved by the Office of Residential Life - Fraternity & Sorority Life before taking effect.
- The Dean of Undergraduate Student Life or his/her designee reserves the right to conduct disciplinary proceedings of fraternity and sorority chapters.

**VII. ADVISEMENT**

**A. University Advisement**

- The Office of Residential Life- Fraternity & Sorority Life provides advisement for all students active in, or interested in, fraternities or sororities. The Fraternity & Sorority Life and Leadership Development Advisors are the primary advisors for the individual fraternity and sorority chapters, the Inter-Greek Council and all of its subsidiaries, the Greek Judicial Board, and the Order of Omega.
- The Fraternity & Sorority Life and Leadership Development Advisors advise, support, and implement judicial and disciplinary procedures.
- Each chapter president is REQUIRED, twice a semester, to meet with a Fraternity & Sorority Life and Leadership Development Advisor.
- As advisors, the Fraternity & Sorority Life and Leadership Development Advisors act in consultation with the Dean of Undergraduate Student Life of CC and SEAS; therefore an Advisor should be contacted initially concerning any problems or situations. Advisors will follow up with the Dean of Undergraduate Student Life’s office and with other departments as needed.
• It is very important for student leaders to initiate and maintain a relationship with the Fraternity & Sorority Life and Leadership Development Advisors. The Advisor is available to help work out leadership, organizational, or personal concerns and to serve as a resource for programming ideas and on-campus or off-campus contacts. In addition, the Advisor can explain and interpret the University policies and procedures, which have a direct impact on the activities of a chapter.

B. Working with your Chapter Advisor
Working closely with an advisor is a great way to strengthen a fraternity and sorority chapter and ensure its good standing with the University. When meeting with the advisor, chapter leadership and chapter members should meet the following expectations:

• Communicate all problems, events, and questions in a timely manner.
• Respond to advisor’s requests.
• Contribute to the Columbia University community through thoughtful programming and community service that is planned ahead of time.
• Act as responsible representatives of the chapter and of the fraternity or sorority’s national organization.

When should you or a member of your organization see the Advisor?

• When you have questions about resources on campus for you and your organization.
• When there is a concern for either yourself or a member.
• When your organization is planning an event and you need help on location, concept, and policies regarding aspects of the event/program.
• When you are experiencing a conflict within your organization and you are looking for assistance with mediation or simply with someone to discuss your concerns.
• When you are working on ALPHA Standards and would like guidance.

Chapters have often found success in arranging weekly or bi-monthly meetings with their advisor to accomplish events, ALPHA Standards and chapter community building. Who is my advisor? The advising team in the Office of Fraternity & Sorority Life is made up of the Director of Fraternity & Sorority Life and Graduate Assistants from the Office of Residential Life. Advisors are committed to fostering an inclusive, safe and engaging atmosphere and working with chapter leaders to realize their goals.

VIII. FRATERNITY & SORORITY CAMPUS EVENTS

A. Event Planning
Fraternities and sororities at Columbia contribute actively to the campus community by planning enriching events that promote wellness, inclusivity, sisterhood & brotherhood, and a positive environment. Many fraternities and sororities find success collaborating with other on-campus or off-campus organizations to conceptualize educational and uplifting activities. Fraternities and sororities that create notable events that truly help shape the character of Fraternity and Sorority Life at Columbia and which uphold the ideals of Columbia University are honored once a year at the IGC Award Ceremony. Types of events that fraternities and sororities can plan include, but are not limited to:

• Community service events
• Educational events
• Wellness events
• Cultural events
• Brotherhood or Sisterhood events
• School Spirit events

B. Event Policies & Space Reservations
The Office of Residential Life -Fraternity & Sorority Life follows the same policies of all offices under Undergraduate Student Life. Policies regarding Event Management, Reserving Space, Events, Travel, Communication, Fundraising and Funding Opportunities are located online at:

http://www.studentaffairs.columbia.edu/comdev/groupres

C. Social Events
There are important protocols in place for arranging social events, which are especially applicable to chapters residing in University-owned or University-affiliated housing. For more on social events, please see Part 4 of the Fraternity and Sorority Life Handbook which addresses social events in detail. For further inquiries, speak with advisors in the Office of Fraternity and Sorority Life.
### IX. IMPORTANT DATES AND DEADLINES

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<tr>
<th>Month</th>
<th>Items Due</th>
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<td>January</td>
<td>Judicial Board Applications are due</td>
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<td>Semester Forms Due</td>
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<td>• Updated Chapter Roster</td>
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<td>• Updated Swipe Access Roster</td>
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<td>• Chapter Information Form</td>
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<td>• Hazing Prevention Forms (chapter)</td>
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<td>72 Hours after Bid Acceptance – Hazing Prevention Forms (new member/pledge)</td>
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<td>February</td>
<td>Panhellenic Sorority Recruitment</td>
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<td>March</td>
<td>Spring Break</td>
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<td>April</td>
<td>DUE by May 5:</td>
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<td>• New Member Roster</td>
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<td>• New Officer Roster (for chapters on academic calendar)</td>
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<td>• Outstanding E-Forms</td>
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<td>August</td>
<td>House Manager Check-Out</td>
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<td>September</td>
<td>Resident Advisor Check-In and Training Check-In</td>
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<td>November</td>
<td>Semester Forms Due:</td>
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<td>• Updated Swipe Access Roster</td>
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<td>• Anti-Hazing Forms (chapter)</td>
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<td>Judicial Board Applications</td>
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<td>December</td>
<td>Fraternity &amp; Sorority Awards</td>
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<td>Elections</td>
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<td>• Judicial Board Chair</td>
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<td>• Council Leadership 2015</td>
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<td>DUE by the first Friday of the month:</td>
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<td>• ALPHA Standards of Excellence</td>
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<td>DUE by the end of the school year:</td>
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<td>• Updated New Member</td>
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<td>• Updated Swipe Access Roster for Spring 2015</td>
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<td>• 2015 Officer Report</td>
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<td>January</td>
<td>Membership Recruitment Counselor Training</td>
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<td>2016</td>
<td>FSL Council Training</td>
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<td>DUE by the first week:</td>
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<td>• Chapter Information Form</td>
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<td>FSL Leader Training: Presidents, House Managers, Social Chair, etc.</td>
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