FRATERNITY & SORORITY LEADER

HANDBOOK

2014

OFFICE OF RESIDENTIAL PROGRAMS
FRATERNITY & SORORITY LIFE AND LEADERSHIP DEVELOPMENT
www.columbiagreeks.info
FROM THE ADVISORS OF FRATERNITY AND SORORITY LIFE

Dear Fraternity/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. As the Fraternity & Sorority Life and Leadership Development Advisors, we want to support you in carrying out your responsibilities 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 your fellow Columbians. This handbook is organized to make any and all 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 Greek Letter Organizations to make this year a most rewarding experience.

Sincerely,

Fraternity & Sorority Life and Leadership Development Advisors
Office of Residential Programs
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL INFORMATION</strong></td>
<td></td>
</tr>
<tr>
<td>General Information</td>
<td></td>
</tr>
<tr>
<td>Recognized Organizations &amp; Governing Councils</td>
<td></td>
</tr>
<tr>
<td><strong>IMPORTANT DATES &amp; DEADLINES</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SPACE RESERVATIONS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>RECOGNITION &amp; EXPANSION POLICY</strong></td>
<td></td>
</tr>
<tr>
<td>Recognition Policy</td>
<td></td>
</tr>
<tr>
<td><strong>COMMUNITY STANDARDS &amp; ACCOUNTABILITY</strong></td>
<td></td>
</tr>
<tr>
<td>Community Standards &amp; Judicial Board Handbook</td>
<td></td>
</tr>
<tr>
<td><strong>SOCIAL EVENTS POLICIES &amp; PROCEDURES</strong></td>
<td></td>
</tr>
<tr>
<td>Social Events Handbook</td>
<td></td>
</tr>
<tr>
<td><strong>EXPECTATIONS FOR MEMBERSHIP</strong></td>
<td></td>
</tr>
<tr>
<td>New Member Handbook</td>
<td></td>
</tr>
<tr>
<td><strong>THE CHAPTER RESIDENCE</strong></td>
<td></td>
</tr>
<tr>
<td>House Manager Handbook</td>
<td></td>
</tr>
<tr>
<td><strong>ALPHA STANDARDS OF EXCELLENCE &amp; ANNUAL AWARDS</strong></td>
<td></td>
</tr>
<tr>
<td>ALPHA Standards Handbook</td>
<td></td>
</tr>
</tbody>
</table>
I. FRATERNITY AND SORORITY STATEMENT

Greek-letter organizations have been a part of Columbia University for over 150 years. Traditionally, they have challenged students to achieve even greater heights intellectually, personally, and socially. Over the years, the fraternity and sorority community at Columbia has grown, creating a variety of options for fraternity/sorority life 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 fraternity and sorority on campus. The Greek 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.

The strength and attractiveness of fraternities and sororities lie in their ability to develop innovative approaches and to maintain effective programs that maximize the character of the chapters and the system within the overall framework of the University. Although each fraternity or sorority sponsors its own functions and possesses its own identity, all have many things in common. They all seek to foster an environment where one can:

- Develop bonds of brotherhood and/or sisterhood
- Develop leadership and interpersonal skills
- Form lifetime friendships
- Work together with others in an atmosphere of teamwork
- Perform community service projects
- Program social functions for the student community

The underlying purpose of the University is 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 an atmosphere of learning, social responsibility, respect for human dignity, and to provide positive influence and constructive development for members and prospective members.

Contacting Fraternity & Sorority Life

Phone: 212-854-5319  
Fax: 212-854-7333  
Web: www.columbiagreeks.info
II. Recognized Fraternities & Sororities

Alpha Chi Omega
Alpha Delta Phi
Alpha Epsilon Pi
Alpha Omicron Pi
Alpha Phi Alpha
Beta Theta Pi
Delta Gamma
Delta Sigma Phi
Delta Sigma Theta
Kappa Alpha Theta
Kappa Delta Rho
Kappa Phi Lambda
Lambda Phi Epsilon
Lambda Pi Chi
Omega Phi Beta
Phi Gamma Delta
Phi Iota Alpha
Pi Delta Psi
Pi Kappa Alpha
Psi Upsilon
Sigma Chi
Sigma Delta Tau
Sigma Iota Alpha
Sigma Lambda Beta
Sigma Lambda Gamma
Sigma Nu
Sigma Phi Epsilon
III. COLUMBIA UNIVERSITY GREEK GOVERNING COUNCILS & HONOR SOCIETY

2014 LEADERSHIP

INTERGREEK COUNCIL-IGC-Exec@COLUMBIA.EDU
IFC President Shawn Patel ΣΝ
MGC President Kevin Shinn ΠΔΨ
Panhellenic Association President Amelia Kudenholt ΚΑΘ

~IGC Associate Board~
Greek Judicial Board Chair Anthony Clay ΠΚΑ
Director of Philanthropy Sarah Zimmerman ΔΓ
Director of Programming Samantha Goldfarb ΑΧΩ
Director of PR & Marketing Jonathan Dean ΣΦΕ

INTERFRATERNITY COUNCIL– IFC-EBoard@columbia.edu

MULTICULTURAL GREEK COUNCIL – MGC_Board@columbia.edu

PANHELLENIC COUNCIL– Panhellexec@columbia.edu

ORDER OF OMEGA HONOR SOCIETY-ORDEROFOMEGA_EXEC@COLUMBIA.EDU

IV. RELATIONSHIP OF FRATERNITIES & SORORITIES TO THE UNIVERSITY

The fraternity/sorority system 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 to 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 the relationship between the two.

A. Rights and Privileges of Fraternities/Sororities

- The Greek Governing Councils, Greek Judicial Board and Order of Omega may, in accordance with their governing documents, regulate the activities of all fraternities & sororities and establish procedures for enforcing its rules. They may appeal to the university advisor to fraternities/sororities (hereafter known as the Associate Director for Fraternity & Sorority Life) for help in this.
- IFC, IGC, MGC, Panhellenic, and Greek Judicial Board have the power to make a recommendation for approval or withdrawal of the recognition of individual fraternities/sororities. Official recognition, however, comes from the Office of Residential Programs-Fraternity & Sorority Life, the Dean of Students Affairs Office of Columbia College and SEAS.
- Individual fraternities/sororities should maintain contact with the Associate Director for 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.

• Those fraternities/sororities which are successful at attracting members, have a sound financial base, and show serious alumni or national support but lack houses of their own, may be privileged to reside in campus housing when it becomes available. Because of the scarcity of appropriate housing in the vicinity of the campus, this cannot be guaranteed.

• The University will provide advice on financial matters to fraternities/sororities which request it.

• The University will help fraternities establish and maintain strong and productive ties to alumni/ae and national organizations.

B. Rights of the University

• When a new fraternity/sorority is recommended for approval by IFC, MGC or Panhellenic Council, written notice should go to the Office of Residential Programs-Fraternity & Sorority Life for final approval.

• For sufficient cause, Columbia University may remove a fraternity/sorority's recognition. When such action is taken, the Associate Director of Fraternity & Sorority Life must notify the president of the fraternity/sorority of the reasons for the action and send copies of the notification to IFC, MGC, and Panhellenic and the Inter/National Headquarters of the fraternity/sorority losing recognition.

• Any changes to the constitution or bylaws of IFC, MGC, and Panhellenic must be approved by the Office of Residential Programs-Fraternity & Sorority Life before taking effect.

• The Dean of Student Affairs or his/her designee reserves the right to conduct disciplinary proceedings of fraternity/sorority chapters.

V. ADVISEMENT

A. University Advisement

• The Office of Residential Programs-Fraternity & Sorority Life provides advisement for all students active in, or interested in, Greek-letter organizations. The Fraternity & Sorority Life and Leadership Development Advisors are the primary advisors for the individual fraternity and sorority chapters, the InterGreek Council and all of its subsidiaries, the Greek Judicial Board, and the Order of Omega.

• The Fraternity & Sorority Life and Leadership Development Advisors advice, support, and implement judicial and disciplinary procedures.

• Each chapter president is REQUIRED, once 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 Student Affairs of CC and SEAS; therefore an Advisor should be contacted initially concerning any problems or situations.

• 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 numerous University policies and procedures.

B. When to Come See the Advisor

Expectations of you, the leadership, and your organization
• Communicate all problems, events, and questions to in a timely manner
• Respond to advisor’s requests, whether if it is to check up on one of your members or to address a concern that the advisor has.
• Contribute to the Columbia University community through programming and community service.
• Act as a responsible representative of your chapter and representative of your national organization.
• The members of the organization meet on a regular basis and remain an active, contributing student group to Columbia University’s community.

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.

VI. Membership
Membership in any social Greek-letter organization 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. The Office of Residential Programs-Fraternity & Sorority Life only recognizes full-time undergraduates of Columbia University. For City-wide chapters; only the membership drawn from Columbia University will be recognized as the official fraternity /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.

VII. Role of the Dean of Student Affairs Office
The Dean of Student Affairs Office of Columbia College and of SEAS, through the Office of Residential Programs-Fraternity & Sorority Life, serves as the liaisons between the University and the Columbia Greek-letter community. As such, the Dean of Student Affair’s Office 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.

VIII. 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 Associate Director of Fraternity & Sorority Life.
# Important Dates & Deadlines

2014 President is responsible for items on this calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Items Due</th>
</tr>
</thead>
</table>
| January | Council Leader Training  
Greek Leader Training: Presidents, House Managers, Social Chairs  
Semester Forms Due  
- Updated Chapter Roster  
- Updated Swipe Access Roster  
- Chapter Information Form  
- Anti-Hazing Forms (chapter)  
48 Hours after Bid Acceptance – Anti-Hazing Forms (new member/pledge) |
| February | Panhellenic Sorority Recruitment  
Fraternity & Sorority Awards  
Fall 2014 House Roster Due |
| March | Spring Break |
| April | |
| May 5 | Last Day:  
- Initiation  
- Program  
- Spend funds  
- Host Social Events  
DUE:  
- New Initiates Roster  
- New Officer Roster (for chapters on academic calendar)  
- Outstanding E-Forms  
House Manager Check-Out |
| August | House Manager Check-In & Training |
| September | Check-in  
Semester Forms Due:  
- Updated Swipe Access Roster  
- Chapter Information Form |
<table>
<thead>
<tr>
<th>November</th>
<th>48 Hours after Bid Acceptance – Anti-Hazing Forms (chapter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Judicial Board Applications</td>
</tr>
<tr>
<td>Elections</td>
<td>Judicial Board Chair</td>
</tr>
<tr>
<td></td>
<td>Council Leadership 2015</td>
</tr>
<tr>
<td>DUE</td>
<td>ALPHA Standards of Excellence</td>
</tr>
<tr>
<td>Last Day:</td>
<td>Initiation</td>
</tr>
<tr>
<td></td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td>Spend funds</td>
</tr>
<tr>
<td></td>
<td>Social Events</td>
</tr>
<tr>
<td>January 2015</td>
<td>Updated New Member</td>
</tr>
<tr>
<td></td>
<td>Updated Swipe Access Roster for Spring 2015</td>
</tr>
<tr>
<td></td>
<td>2015 Officer Report</td>
</tr>
<tr>
<td>First Week</td>
<td>Membership Recruitment Counselor Training</td>
</tr>
<tr>
<td></td>
<td>Greek Council Training</td>
</tr>
<tr>
<td></td>
<td>Semester Forms Due</td>
</tr>
<tr>
<td></td>
<td>Chapter Information Form</td>
</tr>
<tr>
<td></td>
<td>Anti-Hazing Forms (chapter)</td>
</tr>
<tr>
<td>First Weekend</td>
<td>48 Hours after Bid Acceptance – Anti-Hazing Forms (chapter)</td>
</tr>
<tr>
<td></td>
<td>Greek Leader Training: Presidents, House Managers, Social Chair, etc.</td>
</tr>
</tbody>
</table>
EVENT MANAGEMENT
&
RESERVING SPACE ON CAMPUS

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

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

ORGANIZATION ACCOUNT NUMBER: _____________________