

Greek Handbook

Roles and Responsibilities

Utica College is committed to the development and success of our Greek organizations. The following roles have been established to provide structure and support.

Coordinator of Student Activities for Events and Services

- Serves as the primary advisor to the Inter-Greek Council (IGC).
- Attends all weekly IGC executive board and general meetings.
- Meets with IGC and chapter presidents to provide guidance on IGC and chapter operations when needed.
- Communicates updates with inter/national organization headquarters staff, Utica College chapter advisors and Executive Director for Office of Student Living and College Engagement.
- Provides guidance and support to the Greek community in areas of expansion, academics, values-based recruitment and programming.
- Assesses and reviews Greek organization portfolios as it relates to retention and academic achievement.
- Collaborates with the Executive Director for Office of Student Living and College Engagement to be in good standing with inter/national organization headquarters staff, Utica College chapter advisors and the Dean of Students.
- Attend IGC sponsored events.

Executive Director for Office of Student Living and College Engagement

- Reports the annual status of Greek organizations to the Dean of Students.
- Includes Greek statistics in Institutional Effectiveness Data.
- Serve on Greek Expansion Committee as warranted and provide final written approval to any organization requesting to colonize or charter at Utica College per the IGC Constitution.

Utica College Chapter Advisors

- Assist the executive board in developing clear and specific objectives for the chapter to accomplish within the academic year.
- Assist the chapter in adherence to the College Rules and Regulations; local, state and federal laws.
- Keep abreast of decisions and activities of the chapter by periodically attending meetings and functions of the organization. It is the responsibility of the chapter to notify the advisor of times and locations for all meetings and events.
- Attend chapter advisor meetings hosted by the Utica College Office of Student Affairs to discuss the organization's direction and function.
- Support the chapter officers with managing their finances and fundraising efforts.
- Serve on Greek Expansion Committee as warranted

IGC Standards Board

- The IGC Standards Board is made up of the current presidents of active chapters.
- After an investigation of an alleged standards violation, findings will be presented to this board.
- The IGC Standards Board will provide guidance in the form of possible sanctions or resolutions to the Executive Director of Student Living and College Engagement.

Greek Community Requirements

Our Greek Community standards are intended to enhance and maintain the health of the Greek organizations, individually and collectively, as well as our contribution and participation in the larger Utica College community.

The Office of Student Living and College Engagement requires that members and chapters of the Greek Community fulfill certain requirements in order to be considered active. Concurrent to that, the Office of Student Living and College Engagement will also honor restrictions imposed by the IGC itself when considering an organization for active status.

The requirements below are Utica College requirements. Requirements may vary for inter/national organization. Please make sure you meet both Utica College requirements along with inter/national organization requirements.

Membership Standards

- **GPA-** Members of Greek organizations are held to a higher standard and therefore have a minimum G.P.A. requirement for both general participation and to hold an executive board position.
 - **Potential new members** must obtain a 2.4 cumulative GPA in order to be eligible to participate in a membership intake process.
 - First-year students considering membership into a Greek organization must have completed one semester of college and have a minimum cumulative GPA of a 2.4.
 - Transfer students considering membership into a Greek organization must have college cumulative GPA of a 2.4
 - **Current members (prior to January 2019)** must maintain a 2.0 cumulative and semester GPA.
 - **IGC executive board officers** must have a minimum of a 2.4 cumulative GPA in order to be eligible for nomination.
 - **Full-Time Students-** Active members must be enrolled in a minimum of 12 credits.
- **Chapter Size-** If membership falls to 5 or below/3 or below for ethnically based organizations, the organization must conduct a chapter health assessment with their inter/national headquarters in conjunction with their Utica College advisor, and staff members of the Office of Student Living and College Engagement in order to determine the most effective method and steps for moving forward.
- **Rosters-** Each chapter must submit a roster of all active members. This roster should be comprised of current UC students and include each member's ID, name, phone number, local address, organization position, IGC position, major, graduation date, and semester of initiation.
 - **Submission-** Rosters are due 2 weeks after the beginning of the semester to the Advisor of IGC. Updated rosters must be resubmitted 3 days after the completion of their new member process.
 - **Executive Team** - Each organization must regularly update their list of officers on their roster. The required listings are President, Vice President, Treasurer, and Secretary. If there are additional positions on the officer level, they may also be included.
- **Insurance-** All organizations must have proof of insurance at all times. An organization will not be allowed to function without insurance. The minimum requirement is \$1,000,000 in liability coverage. Chapters of national organizations that fall under a

blanket policy must provide a letter from the national board stating that the Utica College chapter is in good standing and state the period for which the chapter is covered. The national organization should provide proof of a blanket policy as well.

Funding

- Individual Organizations- Each organization is expected to conduct fundraising initiatives to fund their basic operations, programming, and philanthropy initiatives.
- Student Government Association- IGC requests funds from SGA each year during the SGA budget cycle. SGA generally provides a sum of money intended to support all of the Greek chapters

Chapter Portfolios

The intent of this initiative is to assist organizations in documentation of activities and accomplishments on an annual basis. Each organization will be asked to document and submit all activities/events/community service projects that they have been involved in. This report will be given to the President's Committee (a committee made up of each Chapter President) the end of March. The President's Committee will use this information with regard to Chapter and/or Individual recognition at future banquets/awards ceremonies and submission to the Dean of Students and or the Executive Director of SLCE for reporting purchases.

Student Organization Code of Conduct

According to the Student Code of Conduct listed in the Utica College Student Handbook: All students are expected and required to obey the law, to comply with the policies of Utica College and with directives issued by an administrative official in the course of his or her authorized duties. Students are responsible for complying with the Student Code of Conduct and for representing the College in a positive manner. This expectation includes off campus conduct that is likely to have an adverse effect on the College or on the educational process.

Students, as individuals, and collectively, as members of student groups and organizations, are responsible for complying with the established Student Code of Conduct. The officers or leaders of a student group or organization may be directed to take appropriate action designed to prevent or end violations by the group or organization, or by any persons associated with the group or organization, who can reasonably be said to be acting on behalf of the group or organization. Failure to make reasonable efforts to comply with such a directive will be considered a violation in itself, both by the officers and the group or organization itself.

Violations

Utica College is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Student organizations should choose activities that contribute to this end. The organization-related behaviors and activities listed below are prohibited and subject to disciplinary sanctions. An organization may be held accountable for the actions of any of its members if the behavior is related to the organization. There is no minimum number of organization members who must be involved in an incident before disciplinary action may be taken against the organization; in some instances the misconduct of a single member may provide sufficient grounds for action against the organization. In addition, individual members of student organizations will be held accountable for violations of the Student Code of Conduct.

Requirements

In addition to maintaining actions that are consistent with UC's Mission, Values, Statement of Principles, the IGC constitution and the Student Code of Conduct, all student groups must adhere to the following requirements:

- Ensure that group involvement and activities do not adversely affect the academic success of group members or other UC community members.
- Follow the group's constitution and by-laws.
- Be responsible for all financial transactions done by and/or in the name of the group.
- Have at least five/three ethnically based organization student members.
- Register their group annually with the Office of SLCE.
- Follow the College "Events Policy" for all events and programs.
- Student Groups must register their event on the "Club/Org Registration" form.
- Clothing or any advertisement that violates Utica College policy or does not represent Utica College or its students in an appropriate manner are prohibited.
- Understand and abide by the College's Hazing and Alcohol Policies.
- Maintain good communication with the Office of SLCE by checking, updating and maintaining their Pioneer Place page.
- Follow all policies and procedures of the various departments and/or organizations with which they might interact. These may include, but are not limited to, the Controller's Office, Advancement/Marketing and Communications, Campus Safety, SLCE, Sodexo, Athletics, President's Office, etc.
- Accept responsibility for members' behavior including whenever an event is held, officially or unofficially, in the name of the group or whenever the action of a member draws attention to the group rather than to the member as an individual.
- Groups are responsible to complete the required trainings regarding Title IX, sexual assault, intimate partner violence, sexual harassment and stalking.
- Groups are responsible to complete the required trainings regarding drug and alcohol misuse/abuse.
- Any group that is inactive for one year will be expected to repeat the student group recognition process.
- All philosophical or general changes in the group's original recognition paperwork must be submitted to the Office of SLCE immediately so as to not affect the group's standing with the College.
- Registration and/or official recognition does not commit the College to the proposed programs of any group.
- Student groups that fail to adhere to the expectations, conduct standards, or policies of the College may be subject to sanctions. Individual students may also be subject to conduct violations depending on the specific situation.

Complaint and Violation Notification

When a member of the college (student, staff, faculty, alumni, etc.) or a member of the larger community (neighbor, community resident, town police, etc.) witnesses a potential violation, a report of the incident should be filed. This report could take many forms, including a phone call, an email, submission of an on-line security report form, a police report, and/or other manners of communicating the information about the alleged incident.

Upon receipt of a complaint of violation, an interim suspension may be issued, and an investigation will take place if appropriate, the group will undergo the following process:

- The IGC Advisor and the Executive Director of Student Living and College Engagement will investigate the alleged violation. Depending on the type of violation, Campus Safety may also assist with the investigation.
- The IGC Advisor and the Executive Director of Student Living and College Engagement will present its findings to an IGC Standards Board (made up of the President of each chapter). The Chapter under investigation may also be present to speak with the board on their own behalf.
- The IGC Standards Board will provide guidance in the form of possible sanctions or resolutions to the Executive Director of Student Living and College Engagement.
- The Executive Director of Student Living and College Engagement will determine an appropriate sanction if one is deemed necessary.
- The Chapter may choose to appeal, in writing, to the Dean of Students within 3 business days of the initial sanction.

Sanctions

If determined responsible, Greek organizations may be subject to sanctions including but not limited to:

1. Educational Programming

Educational programming is a requirement that the chapter holds or participates in an educational workshop on a topic related to their violation (alcohol, hazing, etc.). Possible programs include the following:

- Require chapter officers or a certain percentage of chapter members to complete an online educational program such as Alcohol.edu, GreekLife.Edu, or Mystudentbody.com. Many of these programs will provide a certificate upon completion, which students will be required to submit.
- Utilize campus programs offered to students. These may include programs on ethical decision making, alcohol/drug education, etc.
- Require the chapter to present an educational workshop related to the violation to other chapters or students. The chapter should present a preview of the workshop to the Greek Adviser in advance to ensure that the content is accurate, appropriate, and informational.

2. Restitution

Restitution is relevant when the violation has involved damage to property.

3. Warning

A formal warning to the organization to respond to a specific violation and document the incident in the official chapter file. If the chapter is later found responsible for a similar

violation, then the warning would allow Utica College to move to a stronger sanction recommendation.

4. Probation

Probation entails the restriction of some form of normal chapter operation. This could include social events, intramural participation, or other special event participation. Probations will have a specific term length and a specific set of restrictions dependent upon the situation.

5. Suspension

Suspension is a defined period during which all chapter operations cease. Conditions may be set for a chapter to regain its standing in the fraternity/sorority community.

6. Interim-Suspension

This action, taken by the Dean of Students, is a temporary suspension of certain rights or privileges while a conduct case is pending. Interim suspension may be broad and all-inclusive, or may be restricted to a specific location and/or function and is based on the determination that the safety and well-being of the college community or specific persons are at risk.

7. Removal of Recognition or Registration of the Student Organization

Recommending removal of the recognition or registration of the student organization is the most severe sanction response and shall be used when Utica College believes that there is no opportunity for rehabilitation of the chapter member behaviors or chapter operations.