Armstrong

Greek Life
Policies and Procedures

AKA*AST*DST*KS*PKA*CPH
PIA*PMA*SIA*SSS*ZPB*GC

Adopted Fall 2011
Purpose

This manual is designed to assist chapters in the areas of Greek Life policy awareness, event planning, member behavior expectations and decision-making reducing legal liability and fostering a healthy, safe environment that contributes to the academic and social success of members and guests.

CHAPTER OFFICERS ARE RESPONSIBLE FOR EDUCATING INDIVIDUAL MEMBERS, ACTIVE, NEW/ASSOCIATE AND ALUMNI/AE ABOUT THESE POLICIES. Chapter Presidents and the Risk Management/Social Chairs are responsible for ensuring this information is translated in its entirety to the membership. It is recommended that these policies be reviewed regularly at chapter and new member meetings as well as during the planning of an event. Ignorance is not an excuse, and chapters may be held responsible for the actions of members and guests.

For clarification purposes, the term “off-campus” refers to any location not in or on the property of Armstrong State University or the Armstrong Foundation. The term “fraternity” refers to both men’s fraternities and women’s sororities, unless otherwise stated. The terms, “CPH” and “GC” refer to Campus Panhellenic Council and Greek Council respectively. The term “Greek Community Advisor” refers to the Associate Director for Student Union and Activities. The term “Campus Advisor” refers to a recognized Faculty/Staff member of Armstrong State University.
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**Expectations**

**Greek Chapter Expectations**

- Adhere to the principles and ideals contained in your Ritual.
- Comply with all of your national policies and expectations.
- Attend all meetings, workshops and training sessions administered by the Office of Student Union and Activities, CHP and GC.
- Update and maintain all required paperwork, such as leadership and membership rosters, event registration forms, proof of insurance, etc.
- Comply with the Greek Community Standards as well as the Policies and Protocols Manual.
- Submit the names of new members to the Greek Community Advisor after recruitment/intake to have the most accurate roster for scholarship compliance, payment of dues to CHP, and verification of membership figures with national headquarters.
- All new members are encouraged to attend the New Member Education Series presented by the Office of Student Union and Activities.
- Prior to recruitment/intake, Chapters must inform the Greek Community Advisor of the dates for all related activities.
- All groups must meet the Office of Student Union and Activity’s expectations of Recognized Students Organizations to stay active on campus in additional to those presented in the Greek Community Standards.
- A representative from the chapter must attend the GC meetings as well as Organization Presidents Council meeting.

Shared Responsibility: Any student who knowingly acts in concert to violate university policies and/or procedures, may be held jointly responsible for such violations. Students may be held responsible for the actions of their guest on or in university property and at functions registered by the university or any student organization.

Chapter’s Shared Responsibility: Chapters will be held responsible for the behavior of their members, current students, alumni or guests, when their actions evolve from or are related to their association with the chapter.
Greek Community Advisor Expectations

✦ Maintain a high personal and professional standard of conduct.
✦ Be an advocate for the Greek Community.
✦ Serve all students and organizations impartially.
✦ Build rapport with national headquarters of Greek organizations, local advisors, the institution’s administration and students.
✦ Foster positive change in the Greek Community while increasing public understanding of fraternity and sorority life.
✦ Be knowledgeable about and committed to the Armstrong State University rules and regulations applicable to fraternity and sorority life.

Campus Advisor Expectations

✦ Provide encouragement, consultation and advice to chapter organization officers and members when needed.
✦ Be responsive to chapter needs.
✦ Stay up to date on organization’s activities.
✦ Serve as a liaison between the university and chapter organization.
✦ Obtain approval for the use of university facilities and equipment.
✦ Attend chapter meetings and functions when possible.
✦ Be knowledgeable about and committed to the Armstrong State University rules and regulations applicable to fraternity and sorority life.
Sexual Abuse and Harassment Policy

The organization will not tolerate or condone any form of behavior that violates the Armstrong State University’s Harassment Policy.

Armstrong State University Harassment Policy:
http://www.armstrong.edu/Departments/office_student_affairs/student_affairs_harassment_policy
Alcohol and other Drugs Policy

While at Armstrong, young adults may make decisions concerning their personal use of alcohol. Armstrong State University recognizes that the decision to drink or abstain is a personal one that must be left to the individual. If, however, decisions concerning alcohol are made, they should be based on the consequences. Armstrong State University expects that all members of the campus community recognize the potential for alcohol abuse whenever and wherever alcohol is consumed.

To discourage abuse, the university has established policies and regulations to limit the use of alcohol and regulate the consumption of such beverages on campus. Because of the university's responsibilities in adhering to state and local laws and for the safety, health and well being of members of the Armstrong community, persons who choose to use alcohol outside the boundaries of this policy are at risk of some level for university response. In particular, persons who infringe on the rights of others who are disorderly, or who destroy university property as a result of alcohol use shall be held accountable for their actions and shall be subject to disciplinary and/or civil action. (See Student Code of Conduct)

Questions regarding the policy on alcohol use should be directed to the Vice President for Student Affairs.

ALCOHOL AND DRUG REGULATIONS
(As found in Armstrong’s Student Handbook)

1. The sale of alcohol on campus is illegal and expressly forbidden.
2. The possession and consumption of alcoholic beverages is strictly prohibited.
3. The serving, possession, or consumption of alcoholic beverages is prohibited unless the Vice President for Student Affairs grants prior written approval for special institutionally sponsored events. Under such approval, the following conditions apply:
   a. The use of student activities funds for the purchase of alcoholic beverages is prohibited.
   b. A person under 21 years of age may not possess or consume alcoholic beverages.
   c. A person of legal drinking age must not provide alcohol beverages to underage persons.
   d. A person must not present a false identification, either written or oral, in order to obtain alcoholic beverages.
   e. Persons and/or organizations that have permission to serve alcohol must sign a statement accepting full responsibility for any personal injuries, damages to property, and clean up of Armstrong State university property. Organizations are reminded that events held off-campus must adhere to the same alcohol regulations as on-campus events.
f. The Faculty/Staff advisor of an organization that has permission to serve alcohol at a special event is required to be present at the event.

g. An organization must check student identifications for legal drinking age when monitoring events.

h. At special functions where the use of alcohol is approved, consumption of alcoholic beverages is permitted only within the approved area designated for the event.

i. Non-alcoholic beverages must be equally as available as alcoholic beverages and a reasonable portion of the budget for the event shall be designated for the purchase of food items. Promotional materials for the event shall not make reference to the amount of and/or type of alcoholic beverages available.

j. Drinking games or activities contributing to alcohol overindulgence are prohibited and alcohol cannot be given as a prize for contests, games and other such activities.

k. Intoxication will not be accepted as an excuse for disorderly conduct on campus or at institutionally sponsored student events.

l. A person who is intoxicated will be prevented from driving a motor vehicle by campus police officers.

m. Another person shall not give a person who is in an obvious state of intoxication an alcoholic beverage.

n. The possession, sale and/or use of any illegal drugs, controlled substances and/or drug paraphernalia, at any sponsored events or at any event an observer would associate with the fraternity, is strictly prohibited.

o. The possession or use, (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or Georgia law is prohibited.

TOBACCO FREE POLICY
(Effective August 1, 2012)

Armstrong State University is committed to providing a healthy, comfortable, and productive learning and working environment for its students, faculty, staff, and visitors. In accordance with that commitment, it has enacted a Tobacco-Free Campus Policy.

The use of tobacco is prohibited in all portions of the campus. This includes, but is not limited to, all buildings, outdoor areas, parking lots, and the Armstrong Center. It includes all areas indoors and outdoors that are owned and leased (short-term or long-term) by the University.

For purposes of this policy, all uses of tobacco products of any kind are prohibited. This includes, but is not limited to, smoking, chewing, dipping, and the use of electronic cigarettes, snuff, and snus. It also includes the use of non-tobacco smoking products such as clove cigarettes.
This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and their subcontractors and employees, spectators, and visitors. All events hosted by the University shall be tobacco-free. All events hosted by outside groups on the University’s campus shall be tobacco-free. Faculty and staff who violate this policy may be subject to discipline in accordance with the Armstrong State University Employee Handbook. Students who violate this policy may be subject to discipline in accordance with the Student Conduct Code. Other persons who violate this policy may be asked to discontinue their use of tobacco on campus or to leave the campus. The University shall cause appropriate signage to be placed to inform persons entering the campus that it is a tobacco-free campus.

Students who choose to violate these policies will be held responsible under the Student Code of Conduct. If an administrative or student court hearing is necessary, the accused student is entitled to all the rights guaranteed under the student code of conduct.
Event Registration Policy

The following procedures are to be followed for each function for Greek-Letter social fraternities. In addition, each organization is responsible for its own national risk management policies.

A fraternity function is any gathering of members or persons affiliated with an organization, in which an observer would identify members of the organization with an event or any other organizational activity, than regular business meetings. All organizations are expected to establish and maintain appropriate behavior standards for all members and guests. As elected leaders, the organization’s officers are responsible for incidents or events that occur directly or indirectly as a result of fraternity functions.

1. All Greek events must be registered by submitting a Greek Event Registration Form to the Greek Community Advisor at least one week prior to the event.
2. No events may be scheduled on campus when the university is closed.
3. All events must be in compliance with all college policies and national risk management guidelines for the chapter/provisional group(s) hosting the event.
4. Chapter events are defined as events where chapter/provisional group members are present and the general perception is that the event is chapter/provisional group related. If you are unsure if it is a chapter/provisional group event, consider the following questions:

   Was it planned or pre-meditated?
   Was it discussed at a meeting?
   Did the majority of the members know about it?
   Were a significant number of members present?
   Were a significant number of those attending invited by members?
   Were chapter funds used in any way?
   Did the officers know about or take part in planning any part of the event?
   Did it occur in concert with a chapter function (initiation, bid day, etc.)?

Event Registration forms may be submitted online at: http://www.armstrong.edu/Students/activities_and_orgs/studentlife_greek_event_registration_form

Two security officers are required for events where attendance is anticipated to be 75 or more persons. One additional security officer must be present for every additional 75 attendees.

Security officers must be a certified State of Georgia police officer or an officer approved by Armstrong police.
RSO Policy for Outside Guests at University Functions

The University encourages meetings, programs and activities by recognized student organizations (RSOs) but must also ensure that such activities do not disrupt educational activities or violate Board of Regents policies. Therefore, no RSO may invite an outside guest, speaker, or organization to the campus without first obtaining approval from the Vice President for Student Affairs (or designee). For purposes of this policy, an outside guest, speaker, or program participant is any person who is not a student, faculty member or staff member of Armstrong State University, and who is invited to speak, appear or participate in a presentation or program.

Such requests must be made in writing by an officer of the RSO no later than ten calendar days prior to the event and must include the name of the RSO, the proposed date, time and location of the proposed event, anticipated attendance, and the topic or activities of the program.

When deemed necessary or appropriate, the Vice President for Student Affairs or designee may stipulate conditions for approval. Such conditions may include but are not limited to: a statement on all event publicity that sponsorship does not necessarily imply endorsement by either the RSO or Armstrong; a requirement that the event be closed to all persons other than Armstrong Faculty, staff or students; or restriction of the event to a specific venue or area of campus.

This policy applies only to outside guests, speakers and program participants invited by RSOs. Uninvited speakers should refer to Armstrong’s Freedom of Expression Policy.
University Posting and Promotion Policy

Academic Buildings and Main Campus

- Only advertising for Armstrong sponsored events are permitted for posting. Non-Armstrong event sponsors are encouraged to advertise in the Inkwell, (344-3252).
- Use only masking tape to hang flyers and posters. No scotch tape, double-sided tape or any other adhesive should be used.
- Do not post on glass or painted surfaces. Notices posted on these surfaces will be removed.
- Use only push-pins or thumbtacks (no staples or tape) to post on bulletin boards.
- Use only bulletin boards designated for campus notices. Do not use departmental bulletin boards.
- Materials should be taken down immediately after the advertised event has occurred. If the responsible party does not remove outdated materials, posting rights may be revoked.
- Flyers/notifications can be distributed by hand but cannot be placed on vehicles in any manner. This includes Residence Hall parking lots.
- Organizations and departments are encouraged to use the campus newspaper, (344-3252) and What’s Going On, Armstrong! Email newsletter (contact Student Union and Activities, 344-2504) to advertise.
- Chalk may be used on uncovered concrete surfaces. Do NOT use chalk on slate surfaces (i.e. steps of MCC, fountain, UH plaza) or the covered stage of Shearouse Plaza.
- Outdoor banners, displays, lawn signs, posters, flyers or other notices must be approved by the Grounds Superintendent (344-2545) before posting.
- Flyers are not permitted on benches, light poles, building signs, or trees.

University Housing

- Any postings in Armstrong residential areas must be approved by Armstrong Housing with a stamp of approval on the master copy before duplicating.
- After making copies of the stamped flyer, return them to University Housing to be posted.

For more information regarding the University Posting Policy, please see the Student Handbook. Questions can be directed to the Office of Student Union and Activities in MCC 201, 344-2504, or student.activities@armstrong.edu
Violation of Policy

Any member of the University community may notify the Office of Student Union and Activities of a violation of the any policy stated in this document, the Honor Code, Student Code of Conduct and other institutional policies. All organizations are responsible for acting in accordance with the Student Code of Conduct and all other policies. The university may take action when the behavior of the members of the organization allegedly violates these policies. Both individual and group disciplinary action may be pursued for the same behavior/incident.

Student organizations may be held responsible for the acts of individual members when acting individually or on behalf of the organization. These acts may include, but are not limited to, the following:

1. Violation of policies
2. Failure to discourage or condoning of violations

The organization will be expected to take disciplinary action against those members who violate the rules and expectations of their organization, the University, and the community.

The Vice President of Student Affairs and/or his/her designated individual or committee may adjudicate conduct violations. Sanctions may be imposed on those organizations or individuals who are found to have violated university policy through warnings, probation, educational programs or requirements, restitution, community service, loss of privileges, suspension, deactivation, revoking of charter, or such other sanctions as are determined to be appropriate by the Vice President of Student Affairs or his/her designee.
Crisis Management Protocol

Several steps are in place to follow in the event of an emergency. There are a variety of things that constitute an emergency, such as serious injury, excessive alcohol consumption, overdose, suicide or other death. All chapter officers must be familiar with the following protocol.

Should a crisis occur, cancel the current/planned event. In nearly all situations, the chapter president's first telephone call will be to University Police. Briefly and calmly explain the situation so that appropriate emergency personnel (police, fire, ambulance) can respond. In the absence of the chapter president, a ranking order of officer should be established.

1. Call University Police at 912-344-3333.

2. Notify the national organization affiliated chapter advisor.

3. The primary concern of Armstrong State University is the safety and health of all members and their guests. Next notify the Greek Community Advisor, Sally Watkins at 912.344.2504. If you are unable to reach the Greek Community Advisor, please leave a voicemail and send an email to sally.watkins@armstrong.edu.

4. Notify the Campus advisor.

5. Notify the fraternity/sorority's national headquarters and/or alumni contact.

Communication

The president of the organization is the official spokesperson for the chapter. Do not discuss details, speculate on events or otherwise elaborate on the situation until police, university officials, and the Campus Advisor are notified and have arrived. All officers and members of the organization are expected cooperate fully with law enforcement, emergency, and university officials.

Any and all communication to and/or from Armstrong will be through the Greek Community Advisor. The Greek Community Advisor will be the "official" representative of Armstrong through the extension/expansion process or any crisis management situation; the only exception being the President of Armstrong, the Vice President for Student Affairs, and the Director of Student Union and Activities or their designees.
Serious Injury or Death of a Member

In the event of a serious injury or death, medical or police personnel (who are trained) will notify the family. After the family is notified, it is appropriate for members to call and share their concern.

Physical Aggression and/or Hospitalization

If chapter members are involved in any type of altercation, whether or not a person is sent to the hospital, contact the Greek Community Advisor.

Follow Up & Support

Student Affairs staff are available for member assistance and counseling. Individual and group counseling is strongly recommended following any crisis situation. Armstrong Counseling Services, located in the Student Affairs Annex, is available for counseling and support services.
Liability Insurance Policy

All fraternities and sororities must maintain a policy of general liability insurance with policy limits of not less than $1,000,000 per person and $3,000,000 per occurrence. Proof of such insurance will be provided to the Office of Student Union and Activities at the beginning of each academic year.
Membership Recruitment/Intake Protocol

The Office of Student Union and Activities values the membership recruitment process and encourages your efforts in the development of new members as well as your chapter. As membership in Greek letter organizations increases on our campus, it is important to establish a system of communication with organizations wanting to participate in the recruitment of new members.

All Greek letter organizations exist on the Armstrong campus because of a collaboration/partnership with the university. It is not required that an organization exist on our campus but a privilege. It is important that each chapter understands this relationship and operates within the set policies and protocols of your respective national bodies and the university. In addition, it is equally important that potential new members also understand that they must adhere to these same policies and procedures during the membership recruitment period.

In order to ensure compliance with policies and procedures from national headquarters and the university, it is necessary for the Office of Student Union and Activities to establish a timeline for membership recruitment procedures. This office intends to provide structure to the Armstrong Greek system, not to take ownership of each individual chapter’s membership process. Failure to follow these guidelines will result in actions being taken by the Office of Student Activities and the national headquarters respectively.

Members, new members, alumni and members of graduate chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may have repercussions on the collegiate chapter. Collegiate chapters are responsible for communicating the Membership Recruitment/Intake Guidelines and Anti-Hazing Compliance Policy to all members, new members, alumni and members of their graduate chapters.

The membership/intake protocol is designed to help chapters establish and maintain membership thus ensuring the longevity of the Greek Community at Armstrong State University.

Privacy Statement

Documents and records an organization submits to the Office of Student Union and Activities pursuant to this Section 8 will be kept confidential to the extent permitted under applicable law.
Expectations of Organizations Conducting Recruitment

1. Formal recruitment events are activities are allowable starting after the third week of each semester.
2. Recruitment activities must uphold and promote the academic mission of the institution to new members.
3. All recruitment activities must adhere to Armstrong’s Drug, Alcohol, and Tobacco Policy whether recruitment activities are occurring on or off campus.
4. The recruitment and education process for new members will be free of any form of mental and/or physical abuse and hazing, including any violation of the Armstrong State University Hazing Policy and applicable state law.
5. Members will be selected on the criteria set forth by the National Headquarters and all institutional and/or Board of Regents guidelines.
6. Campus Advisors will be present at all membership related activities.
7. Chapters must be in good standing (defined as, “financially and academically active with Nationals and Armstrong State University, not on any type of probation with either Nationals or Armstrong”) with their National Headquarters and Armstrong State University prior to intake activities.
8. Chapters complete all required paperwork in a timely fashion.
9. Prospective members will be made aware of the Armstrong Hazing Policy.
10. That all membership intake activities are to be concluded by October 31 for fall semester and March 31 for spring semester. Except in the case of Campus Panhellenic Council, which requires recruitment to be completed during the first three weeks of spring semester.

Greek organizations planning to host recruitment, informational, or intake programs must abide by the following:

- Complete the Membership Recruitment/Intake Plan and submit to Greek Community Advisor two weeks prior to any recruitment or informational program including a copy of paperwork from the national headquarters, which indicates permission for the chapter to initiate new members.
- All fraternity/sorority promotion weeks must be approved and placed on the Greek Master Calendar prior to booking/scheduling events.
- Set a date and time for the review of the plan with the Greek Community Advisor.
- Chapter must be in compliance with GPA requirements from the previous semester (Overall chapter cumulative GPA must be above 2.2 for Fall Semester to engage in Spring Semester membership intake.)
- All new member education, intake programs, initiation/induction, presentation of new members (bid day activities, and coming out or probate shows) must be completed by the following dates:
  - Fall Semester: October 31
  - Spring Semester: March 31
- Presidents and/or new member educators must furnish names and IDs numbers of all potential new members within 48 hours of initial meeting.
- If Greek organizations would like to have an official presentation of new members
(bid day, coming out or probate show), they may do so but are not mandated by the university. The following steps must be met. Failure to do so will result in the presentation of new members being cancelled indefinitely by the Office of Student Union and Activities.

- Presentation of new members (bid day, coming out or probate shows) will be held on campus and must have their location approved by the Greek Community Advisor.
- These programs should not disrupt classes or any other campus activity.
- All national fraternity/sorority and university policies and procedures must be followed.

All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations that do not conclude recruitment with a formal new member’s presentation but would like to have another method of presenting new members must have approval from both the Office of Student Union and Activities and their Regional Director. Any presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization, and concluded by October 31 for fall semester and March 31 for spring semester. Organizations should complete a Greek Event Registration form for all activities.

**New Member Presentation Guidelines**

1. Presentations are not to be scheduled on the same night/time of a previously planned event of another Greek organization.

2. Prior approval from the Greek Community Advisor must be obtained for any items that are to be used as “markers” during the show. (Including but not limited to firelights, ropes, canes, animals, chalk, etc.).

3. Vulgarity and profanity will not be tolerated. The use of any food will not be allowed.

4. No explicit or revealing attire. Organization members may not have physical interaction with the crowd (i.e.: dancing on audience, touching, etc.).

5. Water and sport drinks will be allowed if the facility permits; however, the new members must consume the drink themselves.

6. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, poking, caning, etc.

7. Disruptions by other attending organizations and/or guests will not be tolerated. This includes but is not limited to: walking through the presentation, talking over the presenting organization, disrespectful outbursts and/or displays, etc.

8. The duration of the presentation show should be no longer than two (2) hours. Following the presentation, members of the presenting organization must vacate the area within 45 minutes. The presenting organization will be responsible for ensuring that the site used is left in its original state after use. The start time is the time allocated on your calendar/schedule.

9. Each chapter must submit a format/layout of presentation with the Greek Event Registration form. This includes but is not limited to music, skit form, etc. Any significant variation to the approved program will result in sanctioning by the Greek Community Advisor.
Additional items to be completed and turned prior to new member selection:

☐ Hazing/Grade Release Form (must have signatures of all potential members to release the information to the organization). All members participating in the process must complete this form.

Final paperwork to submit once new members accepts the invitation to join the fraternity/sorority:

☐ Greek Membership Form for each new member beginning the Intake or New Member Education process. This must be submitted within 48 hours of accepting invitation to join the organization.
  ○ Individuals will be confidential for NPHC groups until the induction date.
  ○ Chapter Presidents should complete a New Member Roster Change Form if new members do not complete the process and ‘de-pledge’. This would occur when a new member is not initiated or inducted into the fraternity/sorority.

☐ Binding Agreements must be completed for women signing bid cards from sororities in the CPH.
To be recognized as an active organization in good standing with the university all social Greek-lettered organizations (chapter or provisional group) must:

A. Be affiliated with a national organization. In addition, all fraternities and sororities must be recognized and remain in good standing with the university, respective national organization, and governing bodies.

B. Have at least one active Campus Advisor.

C. Have a proven record of growth and contribution in academics; campus and community service and participation; and organizational financial health through the Greek Life End of Year Report. The Greek Life End of the Year reports must be submitted no later than 3 weeks prior to Spring Commencement. Failure to demonstrate growth and contribution can result in a meeting with the Greek Community Advisor or Graduate Assistant to develop a plan of action to improve in these areas.

D. Require all members be a current Armstrong undergraduate student in good standing with the university.

E. Submit the following information to the Greek Community Advisor within the first 3 weeks of each semester:
   i. Updated constitution and/or bylaws (if updated since the last semester)
   ii. Chapter/Provisional group officer list with contact information
   iii. Chapter/Provisional group membership roster with student ID number and phone/email
   iv. Grade Release/Hazing statement signed by each member
   v. Contact information for any advisors
   vi. Any new members must be reported and noted to the Greek Community Advisor within two weeks of bid acceptance through an updated membership roster and hazing statement

F. Allow the Greek Community Advisor or designated person to check each member or potential new member’s grade point average (GPA) for reporting and eligibility purposes.
   i. Individual

G. Any group with interest in chartering a new national Greek organization must consult with the Community Greek Advisor and follow the procedures outlined in the expansion policies.
Expansion

Armstrong State University is committed to the development of a strong and viable fraternity and sorority community on campus. In this regard, the Greek Community Advisor, in consultation with key administrators and/or students, will have the discretion to determine when a new Greek organization is desirable and needed on campus. The decision to invite a new organization on campus will be influenced by the organization’s ability to enhance and balance the current Greek system. Only inter/nationally affiliated organizations, such as, National Panhellenic Conference, North-American Interfraternity Conference, National Pan-Hellenic Council, and National Association of Latino Fraternal Organizations will be considered. These organizations must maintain a minimum of $1,000,000 liability insurance policy.

This approach provides for maximum opportunity for successful provisional period and experience for all students involved. The purpose of these policies is to insure that extension/expansion occurs in a carefully developed plan conducive to the educational mission at Armstrong.

A. Expansion can occur in three ways:
   • Through receiving a formal petition by a group of interested students.
   • Through reviewing a formal petition from a new or returning nationally affiliated organization.
   • Through a formal expansion plan approved by the appropriate Greek governing body, the Greek Community Advisor and the Vice President for Student Affairs.

Formal Petition by a Group of Interested Students

1. Individuals interested in starting a Greek organization must contact the Greek Community Advisor and submit a formal letter clarifying how the group supports the mission of the University and petition of interested members.
2. Once the group has been approved to explore the opportunity to start an organization, it is eligible to have up to three interest meetings per semester (not to exceed 4 semesters) to determine interest. No other events, on or off campus, may be held by the interested group (fundraisers, social events, meetings, etc).
3. The group shall make no formal agreement with a national international organization without prior consultation with the Greek Community Advisor.
4. Once 8 or more students are interested, the students and the nationally affiliating organization must present a formal letter of intent to establish and identify an official representative (non-student) for the process.
5. The group must secure an advisor who is a faculty or staff member at Armstrong. This advisor must then notify the Greek Community Advisor of acceptance of this responsibility.
6. Once approved and verified by the Greek Community Advisor, the national organization must provide the following:

- An outline of the organizational history and current administrative structure of that organization
- National policies and programs on academic emphasis and scholarship
- Requirements for membership
- Member and New member guidelines/program
- Grade release form
- Anti-hazing policies
- Risk management policies
- Information on philanthropic efforts
- Expected code of conduct for members
- Provisions of support for the proposed new provisional group
- Policy of relationship with host institution
- Information colonization and chartering procedures
- Area/Local alumni support available

7. All required documentation must be submitted to the Office of Student Union and Activities stated in Dates and Deadlines document.

8. The national organization is then permitted to hold open meetings on campus to recruit new members.

9. The organization may be requested to meet with university officials before being invited to colonize.

10. Only one organization is permitted to colonize at any given time. Exceptions to this policy may be considered.

**Formal Petition from a New or Returning Group**

1. The organization’s representative(s) must meet with the Greek Community Advisor to express interest in organizing on campus.

2. If approved for consideration, the organization will receive a list of criteria/information (see #6 above) required to submit to the Greek Community Advisor, the expansion committee and/or the Vice President for Student Affairs.

3. Once reviewed and the decision is made to invite the organization on campus, the colonization process or reactivation of a chapter may begin.

**B.** The colonization process may last no more than 2 years. A written schedule and guidelines for colonization is required and must include a deadline date for chartering. The schedule must be approved by the Greek Community Advisor prior to the start of colonization.

**C.** The organization must demonstrate contribution in academics; campus and community service and participation; and organizational financial health. In addition, an active Campus advisor is required to charter. An alumni advisor is strongly recommended.
E. The university supports each national organization’s recommendation for the number of members required for chartering.

F. Only one organization is permitted to colonize at any given time. Exceptions to this policy may be considered.

G. The provisional group will first be recognized by the Greek Community Advisor to begin operation. Once chartered, the organization must follow the procedures in the Greek Life Policies and Procedures to become fully recognized.

**Formal Expansion Plan**

1. A committee will be appointed to coordinate the process.
2. The Greek Community Advisor or designated person will make contact with the appropriate governing body or individual organization to verify that the following information is included in the interest packet:

   - The letter of interest
   - An outline of the organizational history and current administrative structure of that organization
   - National policies and programs on academic emphasis and scholarship
   - Requirements for membership
   - Member and New member guidelines/program
   - Grade release form
   - Anti-hazing policies
   - Risk management policies
   - Information on philanthropic efforts
   - Expected code of conduct for members
   - Provisions of support for the proposed new provisional group
   - Policy of relationship with host institution
   - Information on provisional group and chartering procedures
   - Area/Local alumni support available

4. The expansion committee will select the organization(s) that will be invited for an on-campus presentation. The Greek Community Advisor, the expansion committee and the interested organization will determine the nature of the presentation.

5. Following the presentation, the committee will make a recommendation to the Greek Community Advisor and Vice President for Student Affairs as to how many and which organization will be invited to establish.

Upon review of all expansion processes including the Greek Council and Extension Committee feedback, the Greek Community Advisor submits a formal recommendation to the Vice President for Student Affairs.
The Vice President for Student Affairs will submit a formal approval or denial to the Organization and/or Group seeking expansion.