

# **Fraternity & Sorority Life Policy Guidelines & Manual**



**Embry-Riddle Aeronautical University  
Daytona Beach, FL**

# Relationship Statement

Embry-Riddle Aeronautical University has created a robust, long-lasting relationship with inter/national fraternities and sororities here at the Daytona Beach campus since 1971. ERAU currently recognizes nine (9) chapters under our Interfraternity Council (IFC), and four (4) Panhellenic Council sororities (PHA). These thirteen (13) total chapters are governed by one of the two councils. Order of Omega Academic Honor Society is reserved for the top 3% academically in our community. Our Fraternity & Sorority Life Standards Board handles the majority of reports and issues that arise in the community. Student membership in our community reflects roughly 10% of our undergraduate student population.

Embry-Riddle Aeronautical University proudly supports the ideals that our fraternities and sororities were founded upon. We also acknowledge the systematically oppressive history of fraternities and sororities and vow to examine and educate on it critically. We firmly believe that our chapters make a significant positive impact on the overall undergraduate experience. Through the wealth of opportunities provided within each organization, students can develop leadership skills, social growth, and professional networks to assist them in their endeavors long after they have graduated from ERAU. Within these organizations, we believe that students find new social circles to grow in their respective identities alongside their brothers, sisters, siblings, and cultivate life-long friendships that will strengthen ties to their respective organizations, the fraternity/sorority community, and the overall Embry-Riddle family. We firmly believe that the fraternity and sorority experience can change the course of a students' life for good.

The relationship between the University and the Fraternity & Sorority Community at ERAU is of mutual benefit and respect for both parties. Fraternities and sororities at Embry-Riddle Aeronautical University enhance the overall undergraduate experience by increasing the opportunities for personal and professional growth a student leader. Within the ERAU campus community, fraternities and sororities strive to provide invaluable and second-to-none experiences for all members. With the vision of creating the premier unified college community of leaders dedicated to a life-long commitment to our shared values, the Fraternity & Sorority Community at ERAU, individual chapters, the Governing Councils, along with Student Engagement and Student Union, and the Dean of Students Office, all agree to affirm the following values:

1. Active Citizenship
2. Community
3. Diversity & Inclusion
4. Responsible Leadership
5. Scholarship
6. Service & Philanthropy

# Standards & Guidelines

Embry-Riddle Aeronautical University and the Fraternity & Sorority Community have a mutually beneficial relationship that seeks to support the student body both within and outside our organizations. Thus, together, they have affirmed guidelines and standards that support and uphold the nature of positive collaboration regarding the quality of the undergraduate experience. With that, the Governing Councils and the individual chapters residing within them recognize the importance of their mission and support in tandem with Embry-Riddle Aeronautical University.

## I. DEFINITIONS

**Alumni** - The term *Alumni* shall include all graduate members of the campus' chapter and other chapters of its inter/national organization

**Chapter** - The term *Chapter* shall include the campus chapter and other campus chapters of their respective inter/national organizations. The chapter's membership for the purpose of this statement, include its undergraduate "active" members and "new" members who are currently paying membership dues to the chapter and are in good standing

**Chapter Advisor** - The term *Chapter Advisor* shall include any alumni/alumnae who advise and/or assist the chapter in any capacity.

**Campus Advisor** – The term *Campus Advisor* shall include any ERAU Daytona full-time faculty or staff members, affiliated or not, who assist the chapter with advising from a University lens

### **Affiliated Members** –

- a. **Active Members** – Members who are in good standing and are a full-time undergraduate student as per university standards and respective inter/national organizations. All active members are to be Daytona Beach students.
- b. **Inactive Members** – Members that do not satisfy all the requirements of an active members as listed above.
  - i. *Suspended member*. Any member who is not actively affiliated with the organization. This may include academics, financial, special status, or conduct/standards/judicial reasons.
  - ii. *Internship/Co-Op student identification*.
    1. *Interfraternity Council* - A member who is gone from campus during any term who is not paying dues to the local chapter or national organization must be removed from the campus roster, until they return to full-time undergraduate student status. Students who are registered for an internship course or equivalent should seek guidance from their local chapter on what their status will be during the semester they are not physically on campus. Students who are enrolled in an online class, but are not full-time, and not paying campus activities fees, should not be charged.
    2. *Panhellenic Council* - A member who is gone from campus a full academic year (Fall/Spring consecutively), must be removed the organizations roster and must not count towards chapter total for recruitment purposes.

**Fraternity & Sorority Life Advisor** - The term *Fraternity & Sorority Life Advisor* shall include the person employed by the University to advise, assist, and oversee the day-to-day operations & activities of the fraternity and sorority community.

**Governing Councils** - The term *Governing Councils* shall include the two umbrella governing organizations that recognize the individual chapters at ERAU (e.g., IFC & Panhellenic).

**Inter/National Organization** - The term *Inter/National Organization* shall include the office of the national or international governing organization for the chapter and its affiliated chapters (commonly known as “Headquarters” or “Office of Administration”).

**Student Engagement and Student Union** - The term *Student Engagement and Student Union* shall include the department that serves as the umbrella for Student Organizations, Student Government Association, Orientation, Fraternity & Sorority Life, and more. The policies and guidelines established by the Department of Student Engagement and Student Union shall also apply to the Fraternity & Sorority Community at ERAU.

## II. CHAPTER/COMMUNITY STANDARDS

- A. Fraternities and sororities maintain University recognition at the Daytona Beach Campus of Embry-Riddle Aeronautical University through collaborative partnerships with the Department of Student Engagement and Student Union and the Fraternity & Sorority Life Office for their Inter/National Organization to establish and maintain a chapter on campus. In addition, this relationship continues to exist based upon the individual chapter adhering to the rules, regulations, policies, and guidelines set forth by the Governing Council to which they own membership. All policies put forth by a Governing Council shall be in accordance with the policies of the Student Handbook as set forth by the Dean of Students Office.
- B. Individual chapters must comply with the rules and expectations of the chapter’s Inter/National Organization, their respective Governing Council, the Fraternity & Sorority Life Office, the Department of Student Engagement and Student Union, and the ERAU Student Handbook. Failure to do so may result in a referral to the Fraternity & Sorority Life Standards Board, the Fraternity & Sorority Life Advisor, and/or the chapter’s Governing Council. In extreme cases, a chapter and its membership may be referred to the University’s Honor Board.
- C. Current policies affirmed by the chapters and by the Governing Council include, but are not limited to the following:

### 1. Requirements of a Registered Student Organization (RSO)

- a) Every student organization is required to register with the Student Engagement and Student Union department once a year to be active and recognized on campus.
- b) All registrations and membership information must be submitted online through Campus Groups. Registration opens in April for the following academic year and stays open the entire year. Please ensure that you complete the forms and press submit at the end of the registration process.
- c) For organizations to be eligible for any services on campus for the year (meeting spaces, events, funding, etc.), they must complete registration before requesting these services.

- d) Each organization is required to have a faculty/staff advisor, with a completed Advisor Agreement Form on file. This is a one-time process, as the agreement stays valid for the duration of the time the advisor chooses to serve.
- e) An organization must be in good standing with Student Engagement and Student Union office to be eligible for funding from the Student Government Association.

## 2. Academic Standards

- a) Chapters must maintain a minimum of a 2.7 GPA each term for both semester and cumulative grade reports.
- b) Each member must maintain a 2.50 cumulative GPA to be considered an active member in a Fraternity or Sorority at ERAU Daytona Beach
  - a. Members who do not have a 2.5 CGPA may be put on an academic probation plan with your organization as directed by your Inter/National office.
    - i. If members are placed on an academic probation plan, they are to inform the Assistant Director of FSL to ensure they stay on the grade reports.
    - ii. Every Inter/National Office has varying forms of academic probations. Chapters are expected to share this information with the Assistant Director of FSL to ensure students are supported from an institutional lens. FSL will provide exceptions if needed.
    - iii. Individual GPA standards may be set higher by the chapter or Inter/National Organization. If this is the case, let the Assistant Director of FSL know when grade reports are being made.
- c) Members below 2.0 are not permitted to have any active status within any RSO on campus.
- d) Each executive officer for a council (IFC and PHA) must maintain a minimum 2.70 cumulative GPA to hold an executive office.
- e) A potential new member must have a minimum 2.75 cumulative GPA from high school or a 2.60 from their prior collegiate institution. FSL will go off the most completed collegiate academic semester or high school GPA (whichever is most recent) to join a fraternity or sorority.

## 3. Social Activities, Events, & Programming

- a) All off-campus socials, formals, and events must be submitted on the Fraternity and Sorority Life Campus Groups page under the Social/Event Submission Form.
  - i. All events must be submitted two weeks before the event date
- b) **Definitions for event classifications:**
  - i. **Open Event:** Unrestricted access by member or non-members, alcohol-free, and may require the maintenance of a guest list. Examples include, but are not limited to, Meet the Greeks, IFC Recruitment events, philanthropy events, brother/sister/siblinghood events, etc...

- ii. **Social:** A closed event between at least two on-campus recognized Greek organizations where alcohol may be present and maintains a guest list of only members from said organizations. Exceptions include a council-wide event with pre-approved permission by the respective council executive board.
- iii. **Date function:** A closed event with a 1:1 ratio of 1 active/new member to 1 guest, and maintains a guest list. These events may have contracts signed to use a particular venue or where food/alcohol may be part of a contract/event. Only one chapter hosts the event and invites one guest.
- iv. **Closed Event/Party:** an event that requires the maintenance of a guest list and is pre-registered or requires pre-registration to attend with the Fraternity & Sorority Life Office on or off-campus. The ratio is 3 guests to 1 active/new member (3:1). Examples include, but are not limited to; Formal/Semi-Formal, parties, socials, functions, special events, anniversary events, etc.
  - i. This event is only hosted by **one** single organization.
  - ii. The guest list is to be submitted to the Assistant Director of FSL and your respective council **no less than 48 hours** before the event.
- v. **Special Events:**
  - i. **Formal/Semi-Formal:** Any function where a contract is signed to use a particular venue or where food/alcohol may be part of a contract.
    - 1. Contracts include but are not limited to hotels, restaurants, clubs, etc.
    - 2. The ratio for this event aligns with the **Date function** classification
  - ii. **Anniversary events:** Any event that celebrates a charter date or significant year. Anniversary events are not held *annually*.
    - 1. The ratio for this event aligns with the **Closed Event/Party** classification
    - 2. The potential guest list is due 15 business days in advance of the event. This is to be submitted through the Social/Party/Event Submission Form on the FSL Campus Groups page.
    - 3. Chapters need to meet with the Assistant Director of FSL throughout the various planning processes to ensure all events are in compliance with Embry-Riddle, FSL, and Inter/National Headquarters policies
- c) Chapters will comply with all University policies when arranging, scheduling, announcing, or conducting any social event, activity, or meeting.
- d) Chapters will comply with all Federal, State, and Local laws and regulations regarding sponsorship of all events as defined by their Inter/National Organization, University, Student Engagement, and Student Union, Fraternity & Sorority Life Office, and Governing Council.
- e) As many inter/national offices have developed policies and procedures related to guest management at events, the following policies are in effect at ERAU:
  - i. 3:1 ratio for parties and events, excluding formal and semi-formals
    - i. 3 guests to 1 active/new members
  - ii. Formals and Semi-Formals are a 1:1 ratio per member
  - iii. Only active/new members on a current roster may be included in all 3:1 events.

- i. Unless your respective organization states that pledges, new members, etc.. can not attend certain events
  - iv. Chapters will ***not*** host events that conflict with Governing Council or Fraternity & Sorority Community Events or mandatory Fraternity & Sorority Life sponsored programming. Examples include but are ***not*** limited to: IFC/PHA Council Retreat, Presidents Retreat, New Member Workshop, Spring Leadership Conference, Risk Management Trainings, and Guest Speakers.
- f) As a registered student organization at ERAU, chapters are to not sign contracts on their organization's behalf if they contain the University's name. All contracts must be submitted to the Assistant Director of Fraternity & Sorority Life for approval **15 business days** before the event's start date. This includes any social, formal, semi-formal that might use the university's name.
- g) Chapters will adhere to all policies regarding advertising events associated with being a registered student organization. Relevant policies include, but are not limited to:
  - i. Having all flyers approved through Student Engagement and Student Union SGA office
  - ii. Only posting flyers in approved locations as provided by the SGA
  - iii. Refraining from advertising alcohol (ex: listing prices, specials, names/locations, and any other wording that implies alcohol being a feature or purpose of the event), culturally insensitive themed events and/or sexual references/themes at an event in any way, shape, or form.
    - i. Per the NIC Standard Operating Procedures (SOP), ***no*** alcohol over 15% abv is permitted at any event.
      - 1. Additional information regarding NIC SOP, including all procedures may be found at <https://nicfraternity.org/ifcsop/>
- h) Factors that make it likely to be deemed a fraternity or sorority/chapter events are, but not limited to:
  - i. If the event is announced at a chapter meeting
  - ii. If t-shirts are made for the event(s)
  - iii. If officers of the organization have knowledge or have planned the event
  - iv. If it takes place before or after an official chapter event
  - v. If it takes place at an establishment that is associated with the chapter
  - vi. If it is a recruitment event
  - vii. If pictures found on the internet (Facebook, Instagram, Snapchat, etc.) suggest chapter involvement
  - viii. If conversations happened in a chapter group chat
  - ix. If there is a clearly followed theme to the event which suggests coordination

#### **4. Chapter Development**

- a) Chapters will participate in educational programming and events sponsored by their respective Governing Council or by the Fraternity & Sorority Life Office.
  - a. **Events will be sponsored by the following categories:**
    - i. Panhellenic Council (PHA)

- ii. Interfraternity Council (IFC)
  - iii. Fraternity and Sorority Life (FSL)
- b) Documented excuses signed/emailed by the chapter president must be provided **four business days** before the event for each member absent to be excused, depending on the attendance expectations set forth for the event.
- c) Chapters failing to meet the participation expectations may be referred to their respective council boards or the Assistant Director of FSL for further conversation.
- d) Attendance expectations will be set no less than **two weeks** before the event(s).
  - a. **Event expectations will be presented as either:**
    - i. Percentage of chapter total
    - ii. Number of members
    - iii. All new members
    - iv. Entire Chapter
- e) Every chapter, at any given time, must have a **minimum of four** active members be Scheduler certified/trained
  - a. Chapters are not allowed to reserve, book, or hold any spaces on behalf of any chapter that is not their own
    - i. Any chapters that book on behalf of another chapter will result in an automatic cancellation of the event reservation, not the event itself.
- f) All major philanthropy events involving a packet, guidelines, or rules need to be shared with the Assistant Director of FSL **3 weeks before the event(s) start** to ensure all participating organizations are eligible to compete from an inter/national office and NIC & NPC lens, all spaces are booked on time, information is updated/accurate, and the event is organized, efficient, and successful.

## **5. Membership and Rosters**

- a) Chapter are to maintain **6** active undergraduate members to remain an active, recognized organization in our Fraternity & Sorority Community. Organizations that fall below this number are to meet with the Assistant Director for Fraternity & Sorority Life to create a membership action plan in tandem with the Associate Director of Student Engagement their Governing Council, and/or Inter/National Organization to seek future support and assistance.
  - i. Should an organization end a semester with 6 or less active undergraduate members that organization may be placed on membership probation by Student Engagement and Student Union for one calendar year, before the organization will be suspended from campus for a minimum of two (2) years.
- b) Every chapter must keep their ERAU Campus Groups roster up-to-date and current to reflect the composition of their active chapter.
- c) When a new chapter executive board is voted in, the chapter should fill out the Chapter Officer Form located in the Fraternity & Sorority Life Campus Groups page. The form is due within 2 weeks of the instillation of the new board or position.
- d) Chapter rosters should only include **undergraduate full-time enrolled members** unless otherwise approved by the chapters Inter/National Headquarters. These are used primarily to



assess dues, complete grade checks, and complete rankings from the office of Fraternity & Sorority Life each semester.

- i. In regard to grade status with specific members, we will always accommodate all ADA documented with Embry-Riddle Aeronautical University students who fall below the 2.50 minimum GPA requirement.
- e) Should a chapter choose to place members on probation, special status, inactive status, or any other means in which an initiated member is still recognized as a member of the organization but has limited rights or responsibilities within the organization, the chapter is permitted to remove that member from their Campus Groups Roster if they follow the following procedures:
- i. The removed member may not take part ***in any*** activity that utilizes council or community funds aimed to benefit the fraternity & sorority community.
  - ii. The removed member may not present themselves as a member of the organization.
    - i. This includes assisting with recruitment, taking part in chapter programming, etc.
  - iii. The removed member must be immediately added back to the chapter's Campus Groups Roster as soon as they receive full membership rights in the organization. Knowing that not all inter/national chapters recognize probationary statuses for its members means that chapters must communicate with their respective chain of command to ensure they are following their own rules and regulations.

## **6. Recruitment**

- a) Chapters will comply with their Inter/National Organizations, the Fraternity & Sorority Life Office, and their Governing Council for policies on intake and recruitment activities.
- b) Chapters will comply with all guidelines and recommendations regarding prohibited activities and events regarding recruitment.
- c) The use of the word "rush" is not permitted on any fraternity or sorority flyer, t-shirt, or any other kind of marketing. Please see the NIC Position Statement on Rush vs. Recruitment in the documents section of the Fraternity & Sorority Life Campus Groups Page.
- d) Upon becoming a New Member in an organization (if they have not done so already), each individual must complete a grade release & anti-hazing policy form found on the Fraternity & Sorority Life Campus Groups Page within two weeks of your respective councils bid day.
- e) Interfraternity Council Chapters may not accept new members who do not meet the following academic criteria:
  - i. Must have a minimum of a 2.6 Cumulative GPA from ERAU
  - ii. If they do not have an ERAU GPA (ex: first semester/transfer student) then the potential new member (PNM) must have a 2.75 GPA from high school or a 2.6 Cumulative GPA from their last collegiate institution.
  - iii. Note: If the ERAU All-Male Cumulative GPA is lower than 2.6, then substitute 2.6 with that number for determining PNM eligibility for membership.

- b) Prior to extending any bids, all GPAs must be verified through the Fraternity & Sorority Life Office to ensure each prospective member meets the GPA requirements. Bids extended and accepted without GPA verification will result in an automatic drop of said member(s).
- f) When accepting a bid of membership into a Panhellenic sorority, each potential new member must meet with a representative from Student Engagement and Student Union to sign the Membership Recruitment Acceptance Binding Agreement (MRABA). The same to be completed with signing a COB-MRABA.

## **7. New Member Education/Intake/Initiation**

- a) All new members that accept a bid or membership into a fraternity or sorority at Embry-Riddle must be initiated in the same semester in which they received a bid or membership. If a chapter cannot meet this requirement, the chapter president will contact the Assistant Director of Fraternity & Sorority Life to create a plan. Should the chapter fail to promptly notify the Assistant Director of Fraternity & Sorority Life (two weeks before finals week in both semesters), the chapter will be sanctioned. The Assistant Director of FSL, in conversation and partnership with the chapter, will determine the sanctions' length and scope.
- b) With approval from the Assistant Director of Fraternity & Sorority, a chapter can petition their governing council in consideration for an extension by providing the following:
  - i. A formal letter requesting for an extension of this timeline that includes specific reasons for the extension and the additional time requested
  - ii. A signed letter supporting this extension from the chapter's Inter/National Headquarters
- c) Chapters will educate their members on the values of Fraternity & Sorority Life and the responsibilities of membership in tandem with their respective inter/national new member process.

## **8. Expansion/Extension & Recognition Policy**

- a) Requirements and restrictions regarding the expansion/extension process of chapters within our Governing Councils can be found on the Fraternity & Sorority Life Campus Groups Page under "Documents" labeled "Social Fraternity & Sorority Campus Recognition Policy"
- b) Specific details regarding expansion under each governing council can be found in each respective council's constitution/bylaws located on their Campus Groups Page.
- c) The Department of Student Engagement and Student Union and Fraternity & Sorority Life have the final say in allowing new or returning organizations to become established on the Daytona Beach Campus of Embry-Riddle Aeronautical University.
- d) Organizations that were not chartered at Embry-Riddle Aeronautical University prior to February 18, 2010 that are not a part of the North American Interfraternity Conference (NIC), may not be chartered at Embry-Riddle for oversight and Risk Management concerns. Organizations that were chartered before February 18, 2010 are subject to all NIC policies and procedures on a campus level.

### **9. NIC & NPC Policies and Guidelines**

- a) It is both expected and required that chapters read and are closely familiar with all governing documents of their respective umbrella organizations.
  - i. NPC - The Manual of Information (MOI)
  - ii. NIC – Standard Operating Procedures (SOP)

### **III. UNIVERSITY STANDARDS**

Chapters that hold membership under a Governing Council shall be entitled to:

- A. All privileges of a Registered Student Organization as defined by the Student Organization Handbook and as outlined in the ERAU Student Handbook.
- B. Access to the Fraternity & Sorority Life Office Staff and other University personnel to assist the chapter with its growth, development, and compliance with these guidelines and standards.
- C. Support and guidance from the Fraternity & Sorority Life Office through participation in advising the respective Greek Councils, meeting with chapter leadership, and attending chapter and council events.
- D. Timely access to information regarding the scholastic performance of the chapter's members.
- E. Timely access to information regarding the scholastic performance of potential new members who may participate in the recruitment process. (Fraternity & Sorority Life Office will verify in a timely manner individual students' number of completed hours and GPA's in order to certify eligibility for participation in the recruitment process).
- F. Assistance from the Fraternity & Sorority Life Office and Student Engagement and Student Union in identifying potential Faculty Advisor and members of the University's faculty to assist the Chapter with its academic programs and initiatives.
- G. Communication from Fraternity & Sorority Life Office regarding the chapter's compliance with these guidelines and standards and the chapter's efforts in furthering the quality of the undergraduate experience. This communication shall also be disseminated to the chapter leadership, Chapter Advisors, and the Inter/National Organization.
- H. Visibility to new undergraduate students through information provided during the new student orientation program (office/council publications, tabling, event participation, etc.) and other orientation programs for new undergraduate students.
- I. Assistance and support in following the individual chapter's risk management policies as well as the University's expectations and requirements.
- J. Support and guidance in planning and implementing a New Member Education Program.
- K. On-going advising, education, and resources on topics of new member education, Fraternity & Sorority Life values, hazing, recruitment, risk management, program planning, and other appropriate topics.
- L. Leadership development training through resources such as the Fraternity/Sorority Life Leadership Retreat, President's Retreats, Educational Roundtables, Executive Board Retreats, and other provided opportunities.
- M. All organizations are required to hold a liability insurance policy of no less than \$1,000,000 and provide a digital copy each year with the Fraternity & Sorority Life Office.
  - a. A digital copy of the insurance policy must be filed by the conclusion of the fourth week of classes each Fall.

### **IV. CONCLUSION**

The Fraternity & Sorority community at Embry-Riddle Aeronautical University has established these policies and standards to provide continuous collegiate experiences that offer additional support and guidance to our students. Keeping the goal of a positive relationship that provides growth and personal development to all those involved, the Fraternity & Sorority Life at Embry-Riddle Aeronautical University believes that these standards and ideals will set our fraternities and sororities up for continued success. ERAU will strive to be the premier Fraternity & Sorority Community by operating in a harmonious and goal-oriented community.