

Guidelines for recognized chapters and/or colonies with no active undergraduate members on campus

Updated April 2024 to provide more clarity to all involved parties.

Continued recognition status will be possible for one year from the time when there are no active, undergraduate members matriculated at SUNY Cortland provided that all parameters provided in this document have been followed. If after that time there is still no active, undergraduate presence on campus, SUNY Cortland's Associate Director for Campus Activities and Greek Affairs (Greek Advisor), will speak to the appropriate regional, district, area, and/or national officers to determine the next appropriate step(s). If two years has gone by with no active, undergraduate presence on campus, continued recognition will no longer be possible. The opportunity to return to campus will remain but the organization must go through the entire recognition application process again. Special circumstances may cause an adjustment to these parameters and will be dealt with as they arise.

Year #1 with no undergraduates matriculated at SUNY Cortland:

The Greek Advisor is to be provided with the name and contact information (phone and email) for one initiated, SUNY Cortland alumni member of the impacted fraternity/sorority. This person will serve as the primary contact point moving forward. One contact person is required, two would be preferred.

- Inactive undergraduate members cannot be these contacts.
- If there are no interested SUNY Cortland alumni, contact information is to be provided for the appropriate regional, district, area, and/or national officer.
- Names and contact information are to be shared no later than one month prior to the first day of classes for the appropriate semester.

Year #2 with no undergraduates matriculated at SUNY Cortland:

The Greek Advisor is to be provided with the name and contact information (phone and email) for both one SUNY Cortland alumnus AND an organizational officer at the regional, district, area level (or higher).

- If there are no interested SUNY Cortland alumni, the Greek Advisor will work solely with the organizational officer mentioned above.

A complete continued recognition packet must be submitted by the contacts provided above if the timing is such that there would be no active, undergraduate members at SUNY Cortland for the Fall semester. Information about this continued recognition packet will be electronically shared with the contact(s) provided in the annual "Start of Year" packet that is shared with all chapter, colony, and council presidents in late July/early August.

Parameters for recognized chapter and/or colony specific events. The Greek Advisor is to be provided with the attendance numbers for all events held. This is to include the total number in attendance and how many were guests (did not belong to the organization sponsoring the event).

- Virtual events could be hosted by chapter/colony alumni and/or National organizational officers. If events are hosted by either of these parties, undergraduate members from other campuses would be allowed to participate.
 - Greek Advisor would need to be made aware of, and approve, these events prior to their taking place. None of these events could conflict with any event sponsored by the Greek Multicultural Council (GMC), InterGreek Council (IGC), and/or their culturally based member organizations.
 - Fundraisers would not be allowed.

- In-person events could be hosted by chapter/colony alumni and/or National organizational officers. Undergraduate members from other campuses would be allowed to participate provided their participation is cleared at least 48 hours ahead of time with the Greek Advisor. None of these events could conflict with any event sponsored by the Greek Multicultural Council (GMC), InterGreek Council (IGC), and/or their culturally based member organizations.
 - Informationals: Could be held, would need to be coordinated through the Greek Advisor. The Greek Advisor will assist in promoting these events.
 - Tabling: Could not take place when the group sponsoring the event is the SUNY Cortland administration (Example: Open House events). Tabling at the SGA coordinated Student Involvement Fair each semester would also not be allowed. Both of these options would present liability concerns for SUNY Cortland.
 - Other events/programming: Would need to be discussed on a case-by-case basis.
 - Final decision rests with the Greek Advisor.

Presidential One-on-One Meetings with Greek Advisor: Will not take place on a regular basis.

- For those recognized chapters and/or colonies whose last undergraduate member is student teaching at home, 3 to 4 virtual meetings that semester will be required.
- Virtual meetings and/or conference calls can be requested by either the Greek Advisor or the organizational contact(s) whenever needed and/or desired.
- It is anticipated that most business can be conducted electronically.

Greek Presidents Council: Any recognized chapter and/or colony without active, undergraduate members on campus is excused from these monthly meetings until such a time as new members have crossed/been initiated.

- Greek Advisor will send the contact person(s) a copy of the Presidential Information Sheet that was shared with the chapter/colony and council presidents each month. This document will be sent electronically within 48 hours of each council meeting.
 - Purpose: Keep the contact person(s) informed of upcoming deadlines, relevant information that may pertain to their chapter/colony.
- Greek Advisor will also make sure to send the contact person(s) any “start of semester” information that has been shared with other chapter/colony presidents.
- If the contact person(s) does not receive this information, it is their responsibility to reach out to the Greek Advisor and request it.

Greek council (GMC and/or IGC) participation: Any recognized chapter and/or colony without active, undergraduate members will be excused from these meetings until such a time as new members have crossed/been initiated.

- Chapter and/or colonies could have their alumni and/or undergraduate members from other campuses invited by the Greek Multicultural Council (GMC) to participate in a GMC event.
 - This may also be possible for any InterGreek and/or Panhellenic Council member organization. The specifics would first need to be discussed with the Greek Advisor.
- Chapters and/or colonies with no undergraduate members on campus will not have a vote in any council decision. It would be up to each council to decide if these chapters and/or colonies could participate (as guests) in any discussion impacting the future of the respective council.
 - These same SUNY Cortland chapters and/or colonies could have copies of the minutes sent to their contact(s) by the appropriate council secretary if so desired and requested.

- These same chapters and/or colonies will remain listed on all council and SUNY Cortland promotional materials during the time they are recognized. The word “inactive” or “dormant” may be included depending on what is applicable.

Taking a line: During this time of continued recognition, the chapter/colony will be able to take a line as long as they follow all SUNY Cortland procedures. Some procedures applicable to this situation are stated below. Other procedures that are applicable to all recognized Greek organizations can be found in the New Member Orientation Procedures and Guidelines chapter of the Greek Life Operations Manual.

- Provide Greek Advisor with the name, preferred email address, phone number, Cortland living address and SUNY Cortland ID number for all students being considered for membership on a line, in a class.
 - This information is to be provided no later than August 1 for the Fall semester and no later than January 10 for the Spring semester. The Greek Advisor will then check the academic eligibility of all individuals and let the appropriate person(s) within each organization know the results.
 - If an entire year has gone by without the chapter/colony having any active, initiated members on campus, the Greek Advisor will also run the SUNY Cortland ID numbers through Student Conduct to make sure the individuals are in good social standing with the school. Anyone with open, incomplete sanctions will not be eligible for consideration.
 - Permission to do this will be asked of all candidates prior to taking place. Any who deny permission will be found to be ineligible for consideration.
- Attend whatever training sessions may be required (Would usually apply to areas such as recruitment, and/or new member education only).
 - This training does not necessarily have to be done in-person. It can be done virtually or via conference call at a date and time that is convenient for all involved, preferably between the hours of 8:30 am and 5 pm.
- Submit the required new member orientation plan for discussion and eventual approval (revisions and/or clarifications may be required).
 - Set up meeting to review/discuss the submitted program.
 - Plan must have all new members crossed, initiated no later than the school’s initiation cut-off date each semester.
 - New member sessions may be conducted virtually, in-person or a hybrid of the two; Final decisions will be made based on both the wishes of the organization and any ongoing public health concerns.
 - Edit plan as needed; Not able to proceed with plan unless and until it has been approved by Greek Advisor

Once new members have crossed/been initiated, the chapter/colony will proceed forward in a way similar to that followed by a newly recognized Greek organization.

- Greek Advisor will meet with all undergraduate initiated members on a bi-weekly basis.
 - Typically, this would be for one, possibly two meetings after the new members have crossed and then continuing for at least one half of the following semester.
- The chapter/colony will be required to elect/select a representative to attend the appropriate Greek council meetings the semester after its new members have been initiated.

- Any and all of its new members would be welcome to attend the last two Greek council meetings during the semester they crossed.
- The chapter/colony president will be required to attend Greek Presidents Council meetings beginning after its new members have been initiated. This president will be expected to invite up to two other SUNY Cortland undergraduate members to attend each meeting.

Expectations regarding other reports:

- Midyear Report – not required to be completed if there are no undergraduate members on campus for the Spring semester.
- Annual Report – not required to be completed by the chapter/colony if there have been no undergraduate members on campus for both the Fall and Spring semesters.
 - If there was an undergraduate presence on campus in the Fall semester, the outgoing president is expected/required to submit that portion of the annual report no later than February 1st.
 - The Greek Advisor will add any relevant information pertaining to the Spring semester. This information will include the names, dates, and attendance numbers for any virtual and/or in-person events held as described earlier in this document.

If any other questions or concerns arise, the appropriate organizational contact(s) must speak with the Greek Advisor. It is also expected that the contacts will be using the Greek Life Operations Manual as a resource. Updating this manual is a Summer 2024 project as it no longer accurately reflects all that it should.