

SUNY CORTLAND

GREEK LIFE

OPERATIONS

MANUAL

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Greek Life Operations Manual

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SUNY CORTLAND FRATERNITY/SORORITY POLICIES AND PROCEDURES

I. Introduction

Fraternity and sorority chapters/colonies will be held responsible for positive contributions to the primary educational mission of SUNY Cortland, and therefore are under an obligation to encourage the most complete personal development of their members intellectually, civically, and socially. In order to achieve these objectives, the following guidelines will be followed:

1. The objectives and activities of the fraternity and sorority chapter/colony are to be in accord with the general aims and purposes of SUNY Cortland.
2. Principles that are recognized by SUNY Cortland as legitimate purposes for fraternities and sororities include the promotion of scholarship and academic achievement, promotion of campus and community services, and the promotion of brotherhood and sisterhood.
3. Conduct and behavior of fraternity and sorority members should reflect the above stated purposes for fraternal activities both on and off campus, and be consistent with the [SUNY Cortland Code of Student Conduct and Related Policies](#) (linked off the Student Conduct webpage).
4. Activities of fraternities and sororities recognized by SUNY Cortland (involving campus facilities and/or equipment with regard to fundraisers and other activities) will comply with all New York State, University Board of Trustees, SUNY Cortland College Council and campus administrative policies and procedures.
5. For the purposes of local governance of fraternities and sororities, these policies are applicable to all such organizations regardless of their affiliation, or lack thereof, with any National organization.
6. After appropriate review and consultation, SUNY Cortland reserves the right to impose educational and/or disciplinary sanctions on any fraternity or sorority for violation of these or other Federal, State, New York State University System or SUNY Cortland rules and regulations. Final review/appeal of any decision(s) made rests with the Vice President for Student Affairs. The National organization of any chapter/colony involved will be contacted and informed of the situation as appropriate.
7. Any changes in chapter/colony rules, regulations, and procedures that are inconsistent with or found to be a departure from the current SUNY Cortland Fraternity/Sorority Policies and Procedures will require a meeting with the College's Associate Director for Campus Activities and Greek Affairs (Greek Advisor) to discuss and resolve the matter. If an agreement is not reached, the matter will be referred to the College's Director of Corey Union and Campus Activities and/or the College's Vice President for Student Affairs (or their designee).
8. Each chapter/colony will be expected to exercise fiscal responsibility and financial integrity. That being said, SUNY Cortland does not have any responsibility in this area as each group oversees their own finances.
9. Each colony/chapter will be expected to make good decisions in regards to any and all of its activities. Risk management must be a priority. All members should be held accountable for their actions.

II. Procedures

Duration of Affiliation and Recognition: Recognition for fraternities and sororities expanding to our campus will be provisional for one full year. After successfully completing a year of provisional recognition, recognition duration will be indefinite and subject to annual review. The Vice President for Student Affairs reserves the right to revoke university recognition if the fraternity or sorority fails to comply with any of the guidelines set herein. The Associate Director for Campus Activities and Greek Affairs and/or the Student Conduct Office reserves the right to temporarily suspend any recognized fraternal organization for these same reasons.

1. No later than the second Monday in the Fall semester, all fraternities and sororities must file with the Campus Activities and Corey Union Office, the items listed below. Electronic submissions are strongly preferred.

- a. A completed SUNY Cortland Fraternity/Sorority Continued Recognition Application (linked off the university's Fraternities and Sororities webpage)
 - b. Signed Certification of Compliance with Anti-Hazing Laws and Regulations (form included in application)
 - c. Signed Certification of Compliance with SUNY Board of Trustees Resolution 76-292 (form included in application)
 - d. A copy of the current constitution and bylaws, policies and regulations of the national organization and the SUNY Cortland chapter and/or colony. These documents will only be accepted if submitted electronically.
 - e. A complete membership listing (name, address, phone number, preferred email address) of any Alumni Board working with the chapter and/or colony (form included in application).
 - f. **A letter of sponsorship from the National organization certifying the chapter/colony affiliation.** This letter must be on fraternal letterhead, is typically short and is used to verify that the group is still recognized by their National as well as their current status therein (good, probation, suspension, etc.). This letter must be generated, signed, and dated at the regional/district level or above.
 - i. This document should be requested from each National organization no later than mid-August so that it arrives on time and does not endanger the continued recognition of a specific chapter and/or colony.
 - g. A complete listing of current chapter/colony members and officers. Please note that a listing of **ALL** officers (not just those serving on the Executive Board) as well as their contact information is required to be turned in. (See specifics given on application.)
2. Within 14 days of receipt of all materials, the Associate Director for Campus Activities and Greek Affairs (Greek Advisor) will examine the submitted documents. If necessary, a meeting with chapter/colony representatives will be held to discuss any changes that may need to be made to insure compliance.
- a. In cases where continued certification or recognition is not granted, the fraternity/sorority will be notified in writing of the decision. Reasons for the non-certification will be specified and an appropriate time table presented in which to resolve the matter. **Chapters/Colonies that do not meet the requirements presented**

therein will be immediately suspended pending receipt and verification of any and all needed documentation.

- b. In cases where recognition cannot be granted by the Campus Activities and Corey Union Office, the Vice President for Student Affairs, or their designee, will serve as the appellate administrator. Groups wishing to appeal the decision must do so, in writing to the Vice President for Student Affairs, within 10 days of the date the Campus Activities and Corey Union issues the decision. The Vice President for Student Affairs, or their designee, will review all pertinent documents and respond, in writing, within 30 days.
3. Each year two additional reports will be required to be completed and submitted by each chapter/colony.
 - a. **Midyear Report** . . . To be turned in to the Greek Advisor no later than the first Monday after the first full week of classes in the Spring semester. This report clarifies Spring chapter membership and may be found linked off the SUNY Cortland Fraternities and Sororities webpage. It is requested that this report be electronically submitted. Information requested includes the following:
 - I. Members who left the university in December of the current academic year
 - II. Members who returned to the university after having been unassociated with the university for at least one semester (also included are those returning from studying abroad, suspension, etc.)
 - III. Members who intend to graduate in either May or August of the current academic year
 - IV. Members to be termed inactive for the Spring semester (and reason why)
 - V. Names and contact information for all Spring chapter/colony officers
 - b. **Annual Report** . . . To be turned in to the Greek Advisor the Monday before the last day of classes in the Spring semester. This report may be found linked off the SUNY Cortland Fraternities and Sororities webpage. This report must be submitted electronically. The completed report will contain information pertaining to the following areas:
 - I. Academic and scholarship activities and achievements
 - II. Individual and/or organizational accomplishments and/or recognitions
 - III. Community service and Philanthropy/Fundraising
 - IV. Financial Management
 - V. Leadership and Membership Development
 - VI. Recruitment and New Member Orientation
 - VII. Social activities
 - VIII. Alumni/ae relations, public relations and relationship with the university
 - IX. Greek Councils and Miscellaneous
4. All fraternities and sororities (and all Greek Councils) are required to have all of their executive board members attend a mandatory *It's On Us: Sexual Violence Prevention Information for Student Leaders* workshop. Most chapters/colonies will have additional officers required to attend and will be notified of the specific positions/individuals by the Greek Advisor. This training is required of all student groups. Any group not attending will not be allowed to hold events or reserve rooms until their leaders have been trained. Training lasts no more than 1 hour. (Training mandated by SUNY Central/NY State beginning in Fall 2015)

III. Establishing Fraternities and Sororities at SUNY Cortland

Effective May 1, 1988, only nationally affiliated fraternities/sororities may colonize at SUNY Cortland. Nu Sigma Chi has been grandfathered in unless there comes a time when there are no initiated undergraduate sisters remaining on campus.

1. Undergraduate students interested in bringing a new fraternity/sorority to campus must meet with the Associate Director for Campus Activities and Greek Affairs to discuss the appropriate steps to take to investigate this possibility. Expansion is typically student driven but there are no guarantees that expansion will be viable at any given point in time. SUNY Cortland and the National must both be interested in working together towards a successful and sustainable expansion of the College's fraternal community.
 - a. Reference the "Greek Life Expansion" section for more information and/or the posted SUNY Cortland Greek Life Expansion Brochure.
2. National fraternity and/or sorority officers considering colonization at SUNY Cortland must contact/meet with the school's Associate Director for Campus Activities and Greek Affairs to discuss SUNY Cortland's expansion/colonization procedures.
 - a. Reference the "Greek Life Expansion" section for more information and/or the posted SUNY Cortland Greek Life Expansion Brochure.
3. Campus recognition and authorization for chartering of national organizations requires SUNY Cortland approval through the Campus Activities and Corey Union Office and the Vice President for Student Affairs. Should the expansion include a member of the National Panhellenic Conference, approval must also come from the SUNY Cortland Panhellenic Council.
4. Fraternities and sororities granted permission to establish undergraduate or graduate chapters of their organization at SUNY Cortland shall do so in full compliance with SUNY Cortland's Affirmative Action Program, specifically to membership eligibility of students and towards the rights of interested students to participate in the sponsored activities of such chapters/colonies.
5. All chapters/colonies affiliated with National organizations on the SUNY Cortland campus shall file with the Campus Activities and Corey Union Office, a certification that the constitution, by-laws, policies, regulations and practices of the organization do not restrict membership on the basis of race, creed, national origin, sex, age, or disability, except as may be specifically exempted by Federal or State laws/regulations. Further, this certification will specify that the active membership of the local chapter has authority independent to any National organization to determine membership in the local chapter/colony.
 - a. Similar parameters are in place for Nu Sigma Chi and their Alumnae Board of Directors.
6. All fraternities and sororities must become active members of the appropriate Greek council (Panhellenic, Interfraternity, and/or Greek Multicultural) and abide by the governing documents of that council. Chapter/colony presidents must also attend monthly Greek Presidents Council meetings. Presidents are expected to invite 1 or 2 additional members to each of these meetings with the specific individuals invited based on the topic to be covered. Presidents who have class during Greek Presidents Council meetings are excused AND required to send their vice president to attend in their place. It is expected that the vice president will meet with the president within 24 hours of the Greek Presidents Council meeting to review what took place and transfer any necessary paperwork.

IV. Governing Bodies

National and local Greek organizations are required to establish and maintain governing boards with authority to act with regard to governance of the chapter/colony. Failure to maintain a governing board will result in the loss of university recognition.

SUNY Cortland recognizes that a tripartite relationship in the responsibility for the orderly procedures and policies governing fraternities and sororities also calls on the university to recognize certain rights and privileges of the governing boards, therefore:

1. SUNY Cortland recognizes the national/local governing boards of the fraternities and sororities as the official legally consulted authority and will work with these boards for the achievement of a successful chapter and/or colony.
2. It is the desire of SUNY Cortland to foster and encourage a close working relationship between the national/local governing board and its chapter/colony and to preserve the authority for decisions within this relationship. The university stands ready to be of assistance should the need arise. Cooperation achieved within these principles between SUNY Cortland and the fraternity/sorority will guarantee the autonomy of the fraternity/sorority chapter/colony and its official governing agency without infringement in their internal affairs by any campus organization or governing agency of the university. Failure to abide by these guidelines, however, will result in referral to the Campus Activities and Corey Union Office, Student Conduct Office, and/or the Vice President for Student Affairs and may result in the loss of autonomy privileges until the matter is properly adjudicated.

V. Non-Discrimination

All SUNY Cortland chapters/colonies shall file with the Campus Activities and Corey Union Office, a certification that the constitution, bylaws, policies, regulations and practices of the organization do not restrict membership on the basis of race, creed, national origin, sex, age, or disability, except as may be specifically exempted by Federal or State laws/regulations. Further, this certification will specify that the active membership of the local chapter/colony has authority independent to any National organization to determine membership in the local chapter. For most groups, this information will be contained within their National's governing documents.

VI. Use of College Facilities

Recognition shall not be construed as conferring any right to use campus facilities that is not in accordance with existing SUNY Cortland policies and practices. Facility use and reservations must comply with existing Cortland policies. All facility/room requests for all chapters and/or colonies and/or Greek councils are to be electronically submitted to the Associate Director for Campus Activities and Greek Affairs (Greek Advisor).

- a. Reference the "Room/Facilities Reservation Requests" section for more information.

VII. Advisors

Reference the "SUNY Cortland Chapter Advisors" section for more information.

Every recognized fraternity/sorority is required to have at least one chapter/colony specific advisor affiliated with SUNY Cortland. The name(s) and contact information for all

chapter/colony advisors must be filed with the school's Greek Advisor. If an advisor steps down during the academic year, the chapter/colony will be given no more than three weeks to find someone to take their place. If no one is found during that time, recognition of the chapter/colony will be suspended until a new advisor has been found.

SUNY Cortland chapter advisor(s):

- a. Will function as a program consultant, resource, and provider of continuity. They can also assist members in the interpretation of university policy.
- b. Shall attend functions and/or meetings, do their best to assure that appropriate records are maintained by the chapter/colony, and otherwise serve in an organizational advisory capacity.
- c. Will serve as liaison between the chapter/colony and the university and must maintain consistent and honest communication with the Associate Director for Campus Activities and Greek Affairs.
- d. Must be a full-time SUNY Cortland employee and cannot be a SUNY Cortland student. This person(s) is NOT intended to be merely a name on a form. The advisor should be interacting with at least some of the group's undergraduate officers on a regular basis (no less than once every 3 weeks is required).

SUNY Cortland chapter/colony advisors are usually required to attend any chapter/colony activity taking place on campus outside of the regular business hours of a particular location. Approved activities that are deemed 'high risk' will also need to have an advisor present.

- a. Examples include late night events in Corey Union, weekend events in academic buildings, competitive fundraisers taking place in the Stadium Complex, Lusk Field House, and/or Park Center, etc.
- b. Chapter meetings are exempt from this requirement although groups may choose and are encouraged to invite their advisor(s) to at least portions of these meetings.

VIII. Housing

The fraternity or sorority chapter/colony understands and acknowledges that it is responsible for maintaining sanitary, fire and safety standards in their official or unofficial chapter house(s) in accordance with approved City of Cortland Codes. Primary responsibility rests with the property owner/landlord in all cases. Abide by the terms of any leases that may be in effect. Any questions or concerns can be addressed to the Campus Activities Office. The current Greek Advisor also happens to have "off campus housing/living" as one of their areas of responsibility.

IX. Greek Councils

1. A council comprised of representatives from each social fraternity and other North-American Interfraternity Conference (NIC) member organizations shall be known as the Interfraternity Council (IFC).
2. A council comprised of representatives from each social sorority affiliated with the National Panhellenic Conference shall be known as the Panhellenic Council (Panhel). Said Council is charged with acting in the best interests of SUNY Cortland's Panhellenic Association.
 - a. Nu Sigma Chi is required to participate on this council.

3. A council comprised of representatives from each cultural fraternity and sorority shall be known as the Greek Multicultural Council (GMC).

X. Recruitment

Reference the "Recruitment Procedures and Guidelines" section for more detailed information.

1. The recruitment officers for all service and/or social fraternities are required to meet twice with the Associate Director for Campus Activities and Greek Affairs prior to holding recruitment events. Panhellenic recruitment will be discussed in Panhellenic Recruitment Committee meetings while the cultural Greeks follow a different procedure and are excused from these two meetings.
 - a. The first meeting will review relevant SUNY Cortland policies and procedures and will be attended by the appropriate officers of multiple organizations.
 - b. The second meeting will be used to review and discuss chapter/colony specific intended recruitment events.
 - c. Remember: No recruitment events can happen until both meetings have occurred.
2. The names and C-numbers of all individuals that are being considered for membership in a chapter/colony must be submitted to the Greek Advisor prior to any offer of membership being made. This list is to be submitted in alphabetical order by last name at least 24 hours prior to any intended bid signing session.
 - a. The Greek Advisor will check on everyone's academic eligibility and notify the appropriate recruitment officers of the results.
 - b. All bids/offers of membership are to be signed in the presence of the Greek Advisor. Any ongoing pandemic will shift this to a virtual process.
3. SUNY Cortland new member eligibility requirements:
 - a. Must be a currently registered full time SUNY Cortland undergraduate student;
 - i. Nu Sigma Chi and Alpha Phi Omega are open to graduate students
 - b. Cannot be on either Academic Warning or Academic Probation;
 - c. Cannot be a first semester first year student;
 - d. Must have completed the required number of credit hours
 - i. For returning/continuing students: at least 12 at SUNY Cortland
 - ii. For incoming transfer students: at least 24 post-high school credit hours
 - e. Must have the necessary cumulative G.P.A.
 - i. For returning/continuing students, SUNY Cortland requires at least a 2.0 AND honors higher organizational requirements (most chapters require at least a 2.5 cumulative G.P.A.)
 - ii. For incoming transfer students, SUNY Cortland requires at least a 2.50 average while also honoring higher organizational requirements. Transcripts must also be submitted to the Campus Activities Office for verification purposes.
 - Unofficial copies of transcripts from all colleges attended are acceptable as long as they show student name, college name, cumulative G.P.A. and number of completed credit hours.
 - f. Any chapter/colony that does not provide a list of proposed members to the Campus Activities and Corey Union Office and/or the Greek Advisor, shall be suspended for a minimum of one year. (Approved by College Council May 1991)

- g. For newly recognized Greek organizations, potential members must also be in good social standing with the school (Greek Advisor verifies this through the Student Conduct Office).
 - i. Same applies to chapters/colonies returning to active status after dormancy.
- 4. The Treasurer of each chapter/colony recruiting new members is required to submit specific financial information at the start of the semester during which recruitment occurs.
 - a. See details in the “Recruitment Procedures and Guidelines” section.

XI. New Member Education/Orientation

Reference the “New Member Orientation” section for more detailed information.

1. All eligible individuals accepting an offer of membership, a position on a line, must complete the appropriate SUNY Cortland paperwork prior to starting any kind of new member orientation program. For our cultural Greeks, each intended line must meet with the Greek Advisor for approximately 60 minutes before the orientation process can begin.
 - a. Those joining other Greek organizations must attend a mandatory ‘new member orientation’ meeting with the Greek Advisor near the start of the new member education process. This meeting lasts approximately one hour and typically takes place during the last week of September and the last week of February. Exact dates will be shared no later than the first week of classes each semester. Meetings take place on a Thursday afternoon at either 4:30 or 7 p.m. with new members only in attendance at one of the two sessions.
2. New/line members may withdraw from pledging/orientation at any time.
3. The new member orientation process shall end at least 1 month prior to the start of final exams at the end of each semester. This specific date will be given by the Greek Advisor at the start of each semester if not sooner. All new/line members are to have been initiated/crossed by this date. This date always falls on a Thursday and is typically around ninth day of both November and April.
4. New/line member activities may not interfere with classes, academic activities or academic requirements. Nor can they interfere with anyone’s work schedule.
5. Time Limitations: No activity involving a new/line member can start before 9 a.m.
 - a. Sunday – Thursday: All programming that includes new/line members must end no later than 10 p.m. Programming can end earlier if so desired.
 - b. Friday – Saturday: All programming that includes new/line members must end no later than 11 p.m. Programming can end earlier if so desired.
6. Each new/line member activity must be purposeful in keeping with SUNY Cortland’s broad mission of education and human development.
 - a) To educate the new/line member in regards to the ideology, history and ceremonies of the fraternity or sorority.
 - b) To instruct new/line members on their purpose and responsibility to the fraternity or sorority, to the university and to the community.
 - c) To broaden the understanding between fraternity brothers/sorority sisters and the newest members and to promote a sense of unity between all members.
 - d) To carry out activities of campus and civic value.
 - e) To continue the tradition of fraternity and sorority membership as a matter of special pride and achievement.

7. The “new member educator(s)” for all recognized chapters and/or colonies are required to meet twice with the Greek Advisor prior to the start of the new member orientation process.
 - a. The first meeting will review relevant SUNY Cortland policies and procedures and will be attended by the appropriate officers of multiple organizations.
 - b. The second meeting will be used to review and discuss chapter/colony specific new member orientation programs.
 - c. Remember: New member orientation can not begin until both of these meetings have taken place and no changes can be made to an approved program without Greek Advisor approval.
 - d. Any changes to the roster for each new class/line must be submitted to the Greek Advisor by the “New Member Educator” within 24 hours of said change taking place. For those groups that allow a new/line member 24 hours to consider changing their mind, the news is to be shared at the end of that 24 hours.

XII. Auxiliary Groups

Auxiliary groups (i.e. little sisters, sweethearts, little brothers, etc.) are not recognized by SUNY Cortland and, as such, are not permitted the rights and privileges of university recognized student organizations. It should be noted that these groups are also not recognized by National organizations.

XIII. Officer Requirements

Chapter officers and all Greek council officers must be enrolled as students at SUNY Cortland while seeking and holding office. They must also meet the requirements of their specific organization and/or council as outlined in the respective governing documents.

SUNY Cortland is an Affirmative Action/Equal Opportunity Employer and Educator.

XIV. RULES FOR THE MAINTENANCE OF PUBLIC ORDER

The State University Board of Trustees rules for the maintenance of public order (State University of New York Codes, Rules and Regulations Title 8 Education Laws, Volume B Section 535.3, September 30, 1980) states that “no person, either singly or in concert with others, shall take any action, create or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.”

XIV. PENALTIES

It is also stated that any organization which authorizes the prohibited conduct described in Subdivision (1) of Section 535.3 shall be subject to the rescission (removal) of permission to operate upon the campus or upon the property of the State-operated institution used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty to which an individual may be subject pursuant to this part. All fraternities and sororities are also subject to SUNY Cortland disciplinary action on any hazing policy.

XV. BYLAWS

Section 6450 (1) of the Education Law requires that the provisions of this Part which prohibit reckless or intentional endangerment to health or forces consumption of liquor or drugs for the purpose of initiation into or affiliation with shall be deemed to be part of the bylaws of all organizations which operate upon the campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes. The statute further requires that each such organization shall review these bylaws annually with individuals affiliated with the organizations.

XVI. HAZING

Reference the “Risk Management” section for more detailed information. Hazing is illegal. Hazing and/or harassment of new/line members is strictly prohibited as stipulated by New York State Law and the State University of New York Board of Trustees rules for the maintenance of public order. (See *SUNY Cortland Code of Student Rights and Responsibilities and Related Policies*).

SUNY CORTLAND RECOGNIZED GREEK ORGANIZATIONS

Local Sororities:

- Nu Sigma Chi (Nu Sig or ΝΣΧ)
 - Founded at SUNY Cortland on November 11, 1928
 - Motto: *Victory Through Loveliness*
 - Primary Philanthropy: American Cancer Society
 - Chapter Instagram site: @nusig_alpha

*Important to note that SUNY Cortland no longer allows any local sororities (or fraternities); Nu Sigma Chi was grandfathered in when this change took place

NALFO (National Association of Latino Fraternal Organizations):

- Hermandad de Sigma Iota Alpha Sorority, Inc. (ΣΙΑ or the SIAs)
 - Colonized at SUNY Cortland on April 7, 2018
 - Motto: *Semper Unum et Inseparabilis*
 - Primary Philanthropies: Children International and One Heartland
 - Colony Instagram site: @sia_cortland

- La Unidad Latina, Lambda Upsilon Lambda Fraternity, Inc. (ΛΥΛ or LUL)
 - Colonized at SUNY Cortland on April 10, 2007
 - Chartered as the Beta Theta Chapter on July 21, 2013
 - Motto: *La Unidad Para Siempre*
 - Primary Philanthropy: P.A.T.H.E. Initiative
 - Chapter Instagram site: @LULbetatheta

- Lambda Sigma Upsilon Fraternity, Inc. (ΛΣΥ or LSU)
 - Colonized at SUNY Cortland in Fall 2014
 - Chartered as the Korones Chapter on November 3, 2014
 - Motto: *Latinos Siempre Unidas*
 - Primary Philanthropic Causes: HIV and AIDS awareness
 - Chapter Instagram site: @cortland_upsilons

- Omega Phi Beta Sorority, Inc. (ΩΦΒ or the Betas)
 - Colonized at SUNY Cortland on April 6, 2009
 - Chartered as the Beta Theta Chapter on September 24, 2011
 - Motto: *Sirviendo y Educando a Través de Nuestra*
 - Primary Philanthropic Causes: Poverty and Domestic Violence
 - Chapter Instagram site: @Cortland_betas

- Phi Iota Alpha Fraternity, Inc. (ΦΙΑ or the Phiotas)
 - Colonized at SUNY Cortland in Fall 2010
 - Motto: *Semper Parati Semper Juncti*
 - Primary Philanthropy: UNICEF
 - Colony Instagram site: TU PAPA@Cortland_betas

- Sigma Lambda Upsilon, Señoritas Latinas Unidas Sorority, Inc. (ΣΛΥ or SLU)
 - Chartered as the Epsilon chapter at SUNY Cortland on April 21, 1991
 - Chapter re-activated on January 1, 2012
 - Motto: *Hasta La Muerte*
 - Primary Philanthropic Cause: Literacy
 - Chapter Instagram site: @slu_enticing_epsilon

NIC (North American Interfraternity Conference):

- Theta Chi (ΘΧ)
 - Colonized at SUNY Cortland on September 7, 2013
 - Chartered as the Iota Omega Chapter on May 2, 2015
 - Motto: *An Assisting Hand*
 - Primary Philanthropy: United Services Organization (U.S.O.)
 - Chapter Instagram site: @thetachicortland

NMGC (National Multicultural Greek Council):

- Mu Sigma Upsilon Sorority, Inc. (ΜΣΥ or the MUs)
 - Colonized at SUNY Cortland in Fall 2018
 - Chartered as the Horaeziel Chapter on April 8, 2019
 - Motto: *Mujeres Siempre Unidas*
 - Primary Philanthropy: To Write Love On Her Arms
 - Chapter Instagram site: @horaeziel_msu

NPC (National Panhellenic Conference) Sororities:

- Alpha Phi (ΑΦ)
 - Chartered at SUNY Cortland as the Eta Tau Chapter on April 30, 1989
 - Motto: *Union Hand in Hand*
 - Primary Philanthropy: Alpha Phi Foundation/Women's Cardiac Care
 - Chapter Instagram site: @alphaphi_cortland

- Alpha Sigma Alpha (ΑΣΑ or ASA)
 - Gamma Clio Chapter re-chartered at SUNY Cortland on March 21, 2009
 - Motto: *Aspire, Seek, Attain*
 - Primary Philanthropies: ASA Foundation, Girls On The Run, and Special Olympics
 - Chapter Instagram site: @alphasig_cortland

- Delta Phi Epsilon (ΔΦΕ or DPhiE)
 - Colonized at SUNY Cortland in March 1986
 - Chartered as the Epsilon Kappa Chapter on April 5, 1987
 - Motto: *To Be Rather Than To Seem To Be*
 - Primary Philanthropies: Cystic Fibrosis Foundation, Delta Phi Epsilon Educational Foundation, and the National Association of Anorexia Nervosa and Associated Disorders
 - Chapter Instagram site: dphie_cortland

- Sigma Delta Tau (ΣΔΤ or SDT or Sig Delt)
 - Chartered at SUNY Cortland as the Gamma Theta Chapter on March 24, 1988
 - Motto: *One Hope of Many People*
 - Primary Philanthropies: Jewish Women International and Prevent Child Abuse America
 - Chapter Instagram site: @sigdelt_cortland

NPHC (National Pan-Hellenic Council, also referred to as The Divine Nine):

- Kappa Alpha Psi Fraternity, Inc. (ΚΑΨ or the Kappas)
 - Colonized at SUNY Cortland in Spring 2014
 - Motto: *Achievement in Every Field of Human Endeavor*
 - Primary Philanthropy: Mississippi's Piney Wood School
 - Instagram site: @cortlandnupes

- Sigma Gamma Rho Sorority, Inc. (ΣΓΡ or the Poodles or SGRho)
 - Colonized at SUNY Cortland in Spring 2016
 - Chartered as the Upsilon Alpha Chapter on April 13, 2019
 - Motto: *Greater Service, Greater Progress*
 - Instagram site: @cortlandsgrho

Other:

- Alpha Phi Delta Fraternity (ΑΦΔ or APD)
 - Colonized at SUNY Cortland on November 18, 2018
 - Chartered as the Epsilon Pi Chapter on February 29, 2020
 - Motto: *We Do*
 - Instagram site: @apd_cortland

- Lambda Theta Alpha Latin Sorority, Inc. (ΛΘΑ or LTA)
 - Recognized at SUNY Cortland on April 1, 2017 and colonized in Fall 2017
 - Chartered as the Eta Beta Chapter on April 8, 2018
 - Motto: *Latin by Tradition, Not by Definition*
 - Primary Philanthropy: St. Jude Children's Research Hospital
 - Instagram site: @lta_etabeta

Service:

- Alpha Phi Omega (co-educational) (ΑΦΩ or APO)
 - Chartered at SUNY Cortland as the Alpha Zeta Lambda Chapter in Dec. 2006
 - Motto: *Be A Friend, Be a Leader, Be of Service*
 - Instagram site: @cortland_apo

EXPANSION GUIDELINES

What is expansion? It is the process by which the number of fraternities and/or sororities recognized by SUNY Cortland grows. This process is coordinated through the Campus Activities Office and the Associate Director for Campus Activities and Greek Affairs, the individual commonly referred to as the SUNY Cortland “Greek Advisor.”

The desire to add a new Greek organization is primarily student driven although there will be times when an Inter/National fraternal organization approaches the university prior to any interest being shown by students. It must be noted that not all attempts at expansion are successful. SUNY Cortland might be willing but the Inter/National may not have the resources available to ensure success and/or sustainability. Or if it is a year with multiple groups interested in expanding to SUNY Cortland, the university may not have the resources to move forward with all organizations at one time.

SUNY Cortland will not enter into expansion/extension conversations with any individual looking to start a brand-new, local fraternal organization on our campus. Effective May 1, 1988, only nationally affiliated fraternities/sororities may colonize at SUNY Cortland.

Greek expansion is intended to meet the changing desires of our student population. In order to make this happen, there needs to be a successful and sustainable collaboration between SUNY Cortland and the Inter/National fraternal organization. This process takes time and involves respect along with a shared desire to be successful in creating an option that will benefit our students.

Basic Requirements:

- Any student wishing to bring an additional Greek organization to campus must meet with the school’s Greek Advisor to discuss and review the expansion process. During this meeting the student will be expected to present their rationale for bringing a new group to campus. The student must also be prepared to provide the names and C-numbers of all known students interested in this organization, this opportunity.
- Any Inter/National interested in coming to SUNY Cortland must provide the Campus Activities Office and/or the Greek Advisor with a letter of interest on fraternal letterhead and signed by the appropriate Inter/National officer. Moving forward, the items listed below would also need to be provided. SUNY Cortland promises to treat all information received with the courtesy and respect it deserves. And of course, the Inter/National can request information from the university as well.
 - Copy of organization’s governing documents (constitution, bylaws, standing rules, etc.)
 - These documents should include at least the general parameters of the new member orientation process.
 - Detailed financial information
 - How much are initiated members required to pay?
 - Is this amount to be paid annually or is it broken down into semesters?
 - How much are new members required to pay?
 - A detailed breakdown of the total amount would also be required – what are the specific elements and how much does each cost?
 - When is the money to be paid?
 - Are there any payment plan options?
 - Proof of Insurance
 - Verification of which umbrella organization the fraternity/sorority falls under
 - NALFO, NIC, NPHC, etc.

Next Steps in Process:

- Greek Advisor reviews documentation and reaches out with questions and/or concerns
 - Inter/National does the same
- Greek Advisor and the Inter/National agree on when the organization would take a founding line at the university
- Greek Advisor generates a recommendation letter, adds it to the packet of collected information and submits it to their supervisor for review.
 - If approved, it is then submitted to the Vice President for Student Affairs for review.
 - If approved, official recognition is granted by the Vice President for Student Affairs with organizational notification coming from the Greek Advisor.
- Presuming recognition is granted, all new member eligibility requirements are in effect with one additional criterion added.
 - All who are to be part of a founding class/line must be in good social standing with the university. Verification of this is to be done by the Greek Advisor in consultation with the Student Conduct Office.

It should be noted that SUNY Cortland is currently closed to NPC (National Panhellenic Conference) extension.

SUNY CORTLAND CHAPTER ADVISORS -- ADVISING GUIDELINES

Over the years, chapters have 'lost' their SUNY Cortland chapter/colony advisor for a variety of reasons. Student fraternity and/or sorority members weren't sure what to tell people when asking them if they would be willing to serve in this capacity. At the same time incoming advisors have asked for clarification of what is expected of them in this role. The information below should be helpful to everyone. Being a chapter/colony advisor is a multi-faceted experience, is intended to be both positive and rewarding, and no two people will experience it in exactly the same way.

University requirements of any and all SUNY Cortland chapter/colony advisors:

- Must be a full-time employee of SUNY Cortland
- Cannot also be an undergraduate or graduate student at SUNY Cortland
 - Exceptions will be made if an individual is taking an occasional course for their own self edification
- Must be willing to learn (and agree to follow) SUNY Cortland policies pertaining to Greek life and student life in general
- Must genuinely want to help the chapter/colony and its members succeed
- Must have regular contact with the chapter/colony at least once every 3 weeks
 - Cannot be simply a name on a piece of paper to meet a Cortland requirement
 - This contact should not simply be an email to inform the advisor of what the group is doing; Interaction of some sort is strongly preferred
- There are no official forms for chapter/colony advisors to fill out. That being said the chapter/colony president is to provide SUNY Cortland's Greek Advisor with the following information for any and all advisors as soon as that person(s) has been found:
 - Name of person, college position and campus address, preferred email and phone no.

Things that are not relevant (in terms of serving as an advisor)

- Whether or not the person is or was a member of a fraternity/sorority
- Gender, sexual orientation, etc.
- How long person has been employed by SUNY Cortland
- SUNY Cortland chapter/colony advisors ARE NOT responsible for learning and knowing organizational specific policies. It is natural to pick up on some of these things over time but it is not required.

While the university requires that each recognized fraternity and sorority must have a SUNY Cortland chapter/colony advisor, the more correct wording would be "must have at least one SUNY Cortland chapter/colony advisor." SUNY Cortland does not limit the maximum number of advisors each group can have. If there are multiple advisors then each should share equally in the advising, especially as it relates to such things as 'event supervisor' for activities held on campus outside of regular business hours.

Examples: Weekend events held in Moffett Gymnasium, Brown Auditorium, Lusk Field House, Alumni Arena, etc. and/or late-night social events

The university does not require a SUNY Cortland chapter/colony advisor to attend organizational meetings held on campus after hours (including weekends). That being said, it would be hoped that advisors would be welcome/invited to do so at least once in a while. Advisors need to be aware that there are often ritualistic elements to these meetings and if witnessed, the group's privacy is to be respected and the information not shared with any but organizational members and/or the school's Greek Advisor.

Things to keep in mind moving forward:

- There is a strong correlation between successful chapters/colonies and good advisor support.
- While every chapter/colony is required to have at least one SUNY Cortland advisor, most will also have an organizationally specific one as well. If they don't, there will be a National volunteer who works with them at the district or regional level.
 - These relationships, these advisors should be mutually supportive
- Advisors are volunteers.
- Every relationship is a two-way street.
- Do not let chapters/colonies set up unrealistic expectations of/for you.
- Chapter/colony advisors can only advise, they cannot force chapter/colony and its members to do anything

What kind of personal liability do I have if I agree to serve as a chapter/colony advisor?

This is the most frequent question received from prospective advisors. The answer is simple: None so long as you are not endorsing any illegal and/or high-risk activity and if you become aware of any such activity, you report it to the appropriate person. Usually this would be SUNY Cortland's "Greek Advisor" but sometimes time is of the essence and you should report it directly to either University Police or the Cortland Police Department. Educational and/or developmental conversations are strongly encouraged so as to prevent "bad" things from happening but individuals and/or groups also have to be held accountable for those items that have already taken place.

Examples:

- ❖ Initiated members are discussing hazing their new members. You need to speak up and tell them why this is wrong. Not comfortable bringing this up in front of the whole chapter? Talk to an officer or two about it and at the very least you need to report it.
- ❖ Members are discussing hazing that has already taken place. Report it.
- ❖ Members are talking about hosting a social event with underage drinking. Speak up and do your best to dissuade them. Report it.
- ❖ Members are talking about getting first semester first year students to join. This is against College policy. Again, dissuade them and report it.

Chapter/colony advisors often fall into other roles by virtue of relationships they have established. There is nothing wrong with this, just know that it could happen and establish boundaries that are comfortable for all parties. Other roles could include:

- Friend
- Mentor
- Mother/Father figure
- Big brother/sister
- Confidant
- Career Services Advisor

Most frequent areas where chapter/colony leaders look for assistance:

- How to motivate members – generation of new ideas, attendance and participation in meetings, events, etc. Motivation is usually not difficult with social events but successful groups are not defined by their social events alone.
- Communication: How to get members to listen, respond, etc.
- Chapter management: Elections, officer transitions, how to run an effective meeting, holding members accountable for their individual and/or group actions/decisions

- Establishing short and/or long-term goals for chapter/colony
- Finances and/or financial challenges – Not paying dues, fines, vendor debts, etc.
 - National on-line resources do exist, can provide guidance in this area; Not all chapters/colonies make use of these resources
 - While SUNY Cortland tends to not get involved in this area as chapters/colonies handle their own billing, etc., it is okay to offer suggestions for consideration
- Knowledge and/or clarification of SUNY Cortland policies (not only those that relate to Greek life)

Generic outline for advisors and chapters/colonies to follow:

- Establish expectations of each other
 - Set them up at start of relationship and periodically revisit; Remember that leadership changes fairly frequently and expectations may as well
- Keep open clear lines of communication
 - Frequency and style should be mutually agreed upon; Be open to possible needed adjustments
 - Speak up early if expectations not being met; Do not bottle things up inside
- Follow through with promises in a timely fashion
 - If you don't know answer to something, say so and get back to them within an agreed upon amount of time
- Get to know each other; Don't have to be pals but will help you relate as people and show that you care and are interested in what's going on
- Lead by example, be a positive role model
- Respect each other

Possible areas of expectations:

- Frequency of attending chapter events and which ones
- Frequency of attending chapter meetings
- Advising chapter/colony in specific areas of need
- Advocating on behalf of chapter/colony to SUNY Cortland or vice versa

Areas with no expectations, no responsibilities:

- Room/space reservations
 - Why? All room/space reservation requests are submitted to the Greek Advisor
- Fundraising request forms
 - Why? All fundraising request forms are submitted to the Greek Advisor
- Overall: Fraternities and sororities are not SGA clubs and there are some differences in how things are done, what is expected of advisors. Above are the two most common examples.

How to be a successful advisor:

- Be honest
- Be competent
- Be forward looking
- Be inspiring
- Express sincere interest in group and its members
- Create a trusting relationship
- Inquire as to expectations
- Receive input prior to giving advice or taking action -- listen
- Customize your advice

- Provide reasons for why your advice should be taken
- Keep members' priorities in mind
- Provide alternatives when making suggestions
- As much as possible, avoid being an enforcer
- Avoid putting yourself in the limelight
- Respond to questions and requests for help in a timely manner
- Be a positive role model
- Make your communications positive – avoid cynical or negative remarks
- Don't lose your temper
- Avoid saying "I told you so"
- Recognize success
- Keep group's goals and objectives firmly in mind
- Assist chapter/colony in setting realistic, attainable goals
- Be aware of various roles you may be filling and recognize that they may rotate or happen simultaneously
 - Consultant, information source, clarifier, counselor, facilitator, and/or mediator
- Don't let yourself be assigned to something – let students do the work (and yes, you can volunteer to help if you want)
- Help provide continuity
- Challenge group and its individual members to grow (not just in terms of membership numbers)
- Be creative and innovative
- Recognize and accept the fact that there may be no direct or readily evident results of all your hard work

Relationship and/or regular interactions with SUNY Cortland's Greek Advisor:

- Always available if you need assistance, guidance, advise, etc.
 - Will hold an advisor orientation session at start of each academic year, usually no later than mid-September
 - Attendance not mandated but is encouraged, especially for new advisors
- Will provide you with as many tools, resources as possible to help you in your role
 - Electronic copy of the annual "start of year" packet that is sent to all chapter/colony presidents (Typically sent out in early August)
 - Contact sheet for all chapter advisors (SUNY Cortland and organizational)
 - Overall Greek grades spreadsheet AND the chapter specific grade information (for your group only) at the end of each semester
 - This information will give you a sense of how both the group and its individual members are doing academically and may impact your advising
 - Remember: The specific grades of any student cannot be shared with another student. However, if Member X is serving as an officer and doesn't have the required GPA, it would be appropriate to bring this general fact up with the group's academic chair, president, and/or standards chair.
 - Electronic copy of the final annual report for the group(s) you advise
- Will reach out to you should any concerns arise about the group(s) you advise
- Cannot thank you enough for your support of our students and their extracurriculars

Example of Continued Recognition Application

This is not an actual application but rather an example that contains the information that is required to be provided. The same will hold true on all example forms in this manual.

Information in this application will be shared with chapter consultants, national offices, chapter advisors and local governing and/or advisory boards as appropriate. Please remember to include the other items needed to make this application complete (See the "SUNY Cortland General Policies and Procedures" section).

Name of Organization: _____

Check Appropriate Category

Fraternity: ____ Sorority: ____ Chapter: ____ Colony: ____

Mailing Address of National Headquarters: _____

Phone Number: _____ HQ Email: _____

Chapter House Address (if applicable): _____

Landlord's name, phone number and email address: _____

Total # of Active Members: ____ # Living in Chapter House: ____ #Living On Campus: ____

Name of SUNY Cortland Chapter/Colony Advisor(s): _____

Cortland position/job and campus address: _____

Phone number and email address: _____

Additional National Contacts (Organizational chapter/colony advisors, area/regional coordinators, district chairs, section chairs, etc.):

Provide name, position, email address and phone number for each person

Chapter/Colony Alumni Board of Directors, Alumni Advisor Board, Etc. (if applicable)

Provide name, position title, email address and phone number for each person

Primary National and/or Chapter/Colony Philanthropies (if applicable): _____

Select Chapter/Colony Officers (A listing of all chapter/colony officers is to be provided separately.) Please note that generic terminology has been used for each position requested.

For each of the following positions provide the name of person(s) in position, their preferred email and their phone number:

President, Vice President, Recruitment Officers, New Member Orientation personnel, Scholarship, Treasurer, Secretary, Philanthropy/Fundraising, Community Service and Social

GMC Chapter/Colony Representative, Phone Number, and Preferred Email (if applicable)

IFC Chapter Representative, Phone Number, and Preferred Email (if applicable)

Panhellenic Chapter Representatives (2), Phone Numbers, and Preferred Email (if applicable)

Chapter/Colony Roster for Fall 20XX (see next page for more information)

The roster can be submitted using the information/format that the chapter/colony uses for itself or its National. The document provided should be clearly labeled to contain the organization's name and the semester to which it is applicable.

Chapter/Colony Roster for Fall 20XX Continued

- This separate listing must contain the following information for every active member of the chapter/colony: Name, phone number, preferred email address and where they will be living this Fall
- Chapters/Colonies that have less than 10 members may choose to list the required information on the application itself.
- All chapters/colonies must provide a separate listing of members who are studying abroad or student teaching or otherwise “inactive” for the Fall 20XX semester.
 - Next to each name please indicate the broad reason why each person is inactive.
 - If someone who is student teaching (or interning) and is doing so locally will be remaining active within the chapter/colony, indicate that as well

Certificate of Compliance with SUNY Board of Trustees Resolution 76.292

I certify that the constitution, by-laws, policies, regulations, and practices of the organization above do not restrict membership on the basis of race, creed, national origin, sex, age, sexual preference, or disability, except as may be specifically exempted by Federal or state laws and regulations, and further, the active membership of the campus affiliate has authority independent to any national organization to determine membership in the campus affiliate, in keeping with the SUNY Board of Trustees Resolution 76.292.

- The president, vice president of recruitment, and the secretary of each chapter/colony are required to sign, print name and date this resolution to indicate that they have read and agree with its contents. Using an italicized font is appropriate for a signature.

Certificate of Compliance with Hazing Laws and Regulations

This is to certify that the campus organization named below is in compliance with the laws of the State of New York prohibiting hazing (Ch. 86, Section 120.16, 120.17, 120.18) of new/line members, and the State University of New York Codes, Rules and Regulations of the 8 Education Laws, Volume B, Section 535.3, September 30, 1980. I certify that part 535.3 (1) of the Rules of the Board of Trustees (which prohibit reckless or intentional endangerment of mental and physical health or forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization) has been incorporated into the by-laws of this organization.

I also understand that the law requires that individuals in violation of such regulations shall be subject to applicable provisions of the Penal Law, in addition to campus disciplinary proceedings.

I further understand that an organization found to be in violation of such regulations shall have their permission to operate on campus rescinded.

I further certify that this statement has been read in its entirety to the general membership of my chapter/colony and has been entered into the minutes of a meeting of the organization and a copy of this page has also been provided to each member of this chapter/colony. In addition, the chapter/colony, in association with the North American Interfraternity Conference, the National Panhellenic Conference and all other National Greek conferences represented on our campus, is in compliance with respective resolutions against hazing and resolutions on human decency/dignity.

- The president, new member educator/dean of the line, and the risk management chair of each chapter/colony are required to sign, print name and date this resolution to indicate that they have read and agree with its contents. Using an italicized font is appropriate for a signature.
 - If the chapter/colony does not have a risk management chair, the vice president is to take their place.

Example of President's Report

Organization: _____ Date: _____

Attendee and Title: _____

1. Philanthropy and/or Community Service events held since our last meeting:
If Philanthropy: Include name of fundraiser, date(s) held, total amount of money raised, how much being given away and to what cause.
If Community Service: Include event name, date(s) held, # of your chapter/colony members participating and for how long each person volunteered
2. Philanthropy and/or Community Service events anticipated to be held within at least the next month: Include all anticipated event names and dates (understood that these might change)
3. Membership development and/or social events held since our last meeting: Include event name, when held and attendance number estimate (For closed events, include SUNY Cortland members only; For events open to the campus, include non-members only)
4. Membership development and/or social events anticipated to be held within at least the next month: Include all anticipated event names and dates (understood that these might change)
5. Notable individual and/or organizational achievements since our last meeting.
6. Concerns/problems/difficulties that your chapter/colony may be facing.
7. Miscellaneous: Appropriate place to put anything related to chapter/colony or self that does not fit under any of other headings provided.

Example of Midyear Report

Organizational Name: _____ Date: _____

Total # Active Members on campus in Spring 20XX: _____

1. List all members that graduated, transferred, or otherwise left SUNY Cortland in December 20XX. List the appropriate reason for leaving for each person.
For example: Jane Doe, Transferred out or John Smith, Graduated, etc.
2. List all members who were not on campus in Fall 20XX AND have returned to campus in Spring 20XX. Please give reason for return if known.
For example: Judy Smith, Returning from Study Abroad
3. List all members who plan to graduate in May 20XX.
4. List all members that will be inactive in Spring 20XX but are still SUNY Cortland students.
For example: Those who are interning, student teaching, studying abroad, etc. Give reason for each person, i.e. Student Teaching – Person 1, Person 2, Person 3, etc.
5. Please list all Spring 20XX officers (not just Executive Board members).
Include position, person holding it, their preferred email and phone number.
Note: If it is easier to simply submit a roster that has this information on it, that is okay.

Example of Greek Annual Report

Organizational Name: _____ Academic Year 20XX – 20XX

Name and Position of Person Submitting Report: _____

No. of Active Members in Fall: _____ No. of Active Members in Spring: _____

SUNY Cortland is looking for accurate and complete information in these reports. The required information can be presented in list or paragraph form and can change for each question. Reports should include activities and information relevant to the academic year cited above plus anything that took place over the preceding summer or over the Winter Break. This would include organizational conclaves, conventions, conferences, etc. List each item only once and include it in the section for which it is most appropriate.

Annual reports are to cover the areas listed below:

- 1. Academic and scholarship activities and achievements** (Organizational and/or individual recognition and when/what time period)
Examples: Dean's List, President's List, Honor Societies, etc.
Do not include Fall 20XX achievements for those who joined this Spring.
- 2. Individual and/or chapter special recognition** (Need the specific award title, when received and from whom)
Examples: Awards from National organization, or SUNY Cortland (leadership, Greek Honors, etc.) and/or full membership in National Society for Leadership and Success
- 3. Community Service:** Include activity, date, participation information, and no. of hours
Example: *Pumpkinfest* on Oct. 7, 2019; 7 members for 2 hours each OR 7 members for a total of 14 hours
- 4. Philanthropy/Fundraising:** Include amount of money raised for which charities/causes and when
Example: Sold pinwheels for Prevent Child Abuse America from April 12-16, 2019; Raised \$333.33
- 5. Financial Information:** Basic information: Are all dues paid, any money owed (to National, vendors, etc.), challenges being faced, any major changes in how group conducts financial business and how said changes are or are not working out.
- 6. Leadership/Membership Development:** Programs attended, facilitated, etc. as well as leadership positions held outside chapter/colony
Example: Regional conferences and workshops, Cortland speakers and workshops, SGA club officers, RAs, OAs, TAs, etc.; Need dates as well
- 7. Recruitment and New Member Education/Intake Process**
Example: Number of people in each semester's class/line, retention numbers, programming revisions, challenges faced, etc.; Also include name of specific recruitment events and date held

8. **Social Activities:** What and when; Include estimate of attendance numbers for non-members
9. **Alumni Relations:** Discuss how chapter/colony stays connected with its alumni – Newsletter, programming, advisors, board, etc.
10. **Public Relations:** Discuss how chapter/colony promotes itself (organizationally as well as for its individual programs)
11. **Relationship with SUNY Cortland:** SUNY Cortland chapter advisor, departments, programs, other student groups, Greek Advisor, etc.
12. **Greek Councils:** Discuss how chapter/colony participates in and/or supports any Greek council and its activities; Be sure to list members serving as council officers as well as all council events that chapter/colony attended; Include dates for each event
13. **Miscellaneous:** Anything else worth mentioning that may not fit in elsewhere (Sanctioning information could go here if applicable)

ROOM/FACILITY RESERVATIONS

Procedures and guidelines for both reservation requests and usage of space/room

Please keep in mind that special circumstances may alter at least some of the information contained herein. Special circumstances would include things such as an ongoing pandemic.

Room/Space Reservation Request form must be submitted whenever a chapter/colony/club wants to use any area on campus.

- Includes areas such as front steps or patio of Corey Union, athletic fields, outdoor tennis courts, quad between Miller & Old Main, Moffett Lawn, etc.
- Demand for all spaces is high so it is always a good idea to submit request(s) as soon as group knows it wants to hold a meeting and/or event; There will be dates and/or times when no appropriate space will be available, space is typically reserved on a first come, first served basis.
- All room/space reservation requests are to be submitted electronically to Greek Advisor
 - SUNY Cortland chapter advisors cannot make reservations (and yes, this is different from SGA clubs)
- If approved reservations are later cancelled/not needed, Greek Advisor needs to be informed as soon as this is known so that they can cancel the reservations and free up space for others
 - Could also impact staff overtime, UPD responsibilities, custodian work lists, etc. so please let Greek Advisor know as soon as decision has been made
- Chapters/colonies that just “show up” to a space might be able to use that space/room but more likely than not they will be asked to leave when the group that had the space/room reserved shows up; In Corey Union, the student director on duty will have a record of who had what room reserved when and will have the final decision in this matter.
 - Note: If a chapter/colony had a specific room reserved for chapter meetings in the Fall do not presume that the same room is available in the Spring; Reserved rooms do not carry over from the Fall semester into the Spring.
 - **During any pandemic, no group can just show up and use an empty space. The space is empty for a reason.**
- Any group wishing to hold an event in a quad surrounded by residence halls must get permission to do so from the Residence Life and Housing Central Staff. That office is located in Van Hoesen Hall, Room B-33 and is open between 8 am and 4:30 pm. They can be reached at 607-753-4724 during those same hours. **(9 - 3 during Fall 2020.)**
- **During an ongoing pandemic, all campus groups will be required and/or strongly encouraged to hold as many virtual meetings and events as possible.**

Room/Space reservation request form: Has been updated to help SUNY Cortland serve your needs better

- The form is linked off SUNY Cortland’s [Fraternities and Sororities webpage](#):
- As a reference, a generic example of this form can be found on page 31 of this manual.
- The actual form itself will be available as a Word document (Click on the link a black arrow often briefly appears and points to the bottom of page); The form name will be listed along the line at bottom of screen
 - This form will be available via FormStack by mid-September 2020 so as to be more user friendly for those with Macs. To access, click on the name of the form.
- Complete document and send it electronically to Greek Advisor with relevant subject heading (simply hit submit if using the FormStack document).
 - Subject heading example for Word version: Room reservation for Nu Sigma Chi

- Completed forms are to be submitted at least 4 business days prior to when the desired event/meeting is to take place; It is strongly preferred to submit them 2 weeks prior when possible
 - Forms can be submitted during school breaks; Students may not be on campus but many staff work year round
 - FYI, Cortland often plans its large events at least one year in advance
 - Always have a back up plan if the room/date desired is not available

What happens once form is submitted?

- Greek Advisor does their best to review and enter requests into system within 2 business days of when received and will enter in the order in which they were received
 - Again, there is no guarantee that all requests will be granted.
 - Greek Advisor will be in touch if form is incomplete or not clear; Always better to include more information rather than less and avoid confusion
 - Classrooms: Are unavailable to reserve until after Drop/Add has ended each semester; Usually become available during first business day following Drop/Add
 - Submit forms early anyway so they are ready to go
 - Requests for classrooms to be used on weekends (or after 4:30 pm in Corey Union) are an exception to this and can be submitted at any time

How will a group know if their reservation request has been approved?

- An email will be sent to person whose name is on form; Usually within 4 days of receipt of request (Unless the request is for a classroom and Drop/Add has not yet ended)
 - Subject heading will be "Reservation 123456 for Theta Chi on . . ."
 - Always read email and its attachment to verify time frame, setup needs, and room itself
 - Why? You will find notes about any changes that were made and can verify the accuracy of the desired room setup
 - Contact Greek Advisor if anything is incorrect or unclear OR if the chapter/colony has made any changes since submitting the request

Who sends these emails? Usually they come from the appropriate Space Administrator

- Mavis LeFever or Gilda Votra: Corey Union, Brown Auditorium, Jacobus Lounge, weekend use of classrooms, Moffett Lawn, etc.; Possibly Neubig as well
- Eve Mascoli: Student Life Center
- Grace Warren or Mary Cervoni: Classrooms during the week
- Greek Advisor: Stadium Complex, Lusk, Park Center (forwarding from Jesse Adams) and possibly Neubig

What should I do if a week or more goes by and I haven't received an approval or denial?

- Check your email to make sure you actually sent it; Sometimes they wind up in a draft folder and never got sent
- Check your email for responses from a Space Administrator (see above for details)
 - Remember: Greek Advisor is not always the one who will respond
- Check with Greek Advisor to make sure they received and submitted the form

Facility availability updates:

- Corey Union: Rooms used as classrooms are unavailable until after 4:30 pm M-F
 - Usual exceptions: Exhibition Lounge, Caleion Room, Function Room, Room 304
 - **During a pandemic the specific times and rooms that can be reserved will change**
 - **This will be true for all buildings and spaces on campus.**

- Dowd Fine Arts and Memorial Library: Does not have rooms that any student group can reserve with the exception of the Memorial Library single person study carrels
- Tomik Facility: May be an option to reserve in the evenings or on the weekends
 - Space is being used for classes during the day; If a chapter/colony wants to use this space, they must start the reservation process at least 3 weeks in advance
- Van Hoesen: Does have one classroom with mirrors along the wall (Room 103)
 - If a chapter/colony chooses to use this room for step/stroll practice they will have to move chairs away from the mirror, keep the music volume down if classes are ongoing in other rooms nearby, and return all moved chairs back to their original position before departing

Things to keep in mind when using rooms/spaces:

- Any and all tabling requests have an anticipated audience of 2 (for the 2 chairs at the table); If a third member is present, they will need to stand
 - **During a pandemic, only 1 person can staff a table, 2 tables could be reserved, and tabling is only allowed outside in specific locations.**
- If using a room in an academic building on a weekend (Example: chapter meetings), consider calling the UPD non-emergency line that morning (or day before) to make sure the building will be unlocked. Why? Helps avoid arriving for a meeting/event and not having access to the building.
 - Sometimes UPD only unlocks one building door (which is okay but you need to know which one)
 - Sometimes officer arrives to unlock and may ask to see reservation approval so make sure you can either call it up on your phone or bring a hard copy with you
- If group re-arranges chairs and/or tables in a classroom, they must ALWAYS make sure to return room to classroom setup before they leave
 - Why? Custodians don't have time to check all rooms and classes start at 8 a.m.
 - **During a pandemic, furniture cannot be moved, must remain where placed so as to adhere to appropriate social distancing parameters.**
- All groups are expected to treat spaces/rooms with respect and clean up after their meeting and/or event.
 - Make sure all trash, bottles, etc. wind up in trash or recycling containers
 - If using Corey Function Room, do not tape anything to, or hang from, the walls
 - If using paint or something similar, please protect table surface with a tablecloth/plastic
 - Not a bad idea to request a room that is not carpeted
 - Chapters/colonies (and any other student group) will be asked to replace tables, etc. that end up with paint stains on them
 - Food and drink are not allowed in rooms with permanent computer setups
 - Must absolutely stay far away from all computers if someone happens to bring in a coffee, etc.
 - If you need to move furniture around please pick it up and lift; Do not drag
 - Dragging causes scratch marks on wooden floors (Jacobus Lounge) and/or damage to linoleum floors; Fines could be assessed for any damages made
 - **Reminder: No furniture can be moved during any ongoing pandemic.**

Things to Keep in Mind When Filling Out Forms:

- Each event needs its own reservation request form; Some exceptions are possible
 - Chapter meetings count as one event so could submit one form if the day of the week, the desired location, and the desired time is the same for each meeting

- Be specific on dates needed – Every Sunday is not enough, need starting date as well as ending date and if room will be needed over Breaks
 - Tabling for several days could count as one event as long as the time frame and location was the same for every day a group tabled
 - Requests received past Noon on Friday won't be looked at until the following Monday so don't wait until the last minute to reserve a space
 - Space administrators work M-F from 8 a.m. to 4:30 p.m. even if the Greek Advisor is working over the weekend. (9 – 3 during Fall 2020.)
 - Keep in mind the reservation request time frame – Specifically that the request forms are to be submitted at least 4 business days prior to when needed
 - If a chapter/colony has a National representative coming to town, find out early if that person needs a reservation for a chapter-wide workshop, etc.; They will usually tell you at least a week in advance.
 - Don't wait too long to reserve rooms for large events or might be out of luck
 - College does not have a lot of large spaces for events and they book up quickly
 - Academics are always a top priority with varsity sports a close second (for reservation requests in Park Center, Lusk Field House and/or the stadium area)
 - Provide detailed setup plans . . . Either under "Miscellaneous Set Up Needs" or under the "Anything else you want us to know"
 - Example: How many round or rectangular tables & how arranged
 - The "Anything else you want us to know" question is one of the most important on the form and can be used in a variety of ways
 - To provide a second or third location choice in case first choice is not available
 - To provide reader with information about event itself
 - What is intended to take place

Things to keep in mind when choosing which Cortland calendar to display event on:

- MRD Calendar – Campus posting, available for students and faculty/staff to see
 - If you want non-members to attend this event then you need to check "yes"
- Featured Events Calendar – Campus and community posting
 - Even if you check "yes," I cannot always enter it this way per instructions received
 - This is intended for big events that are open to the larger community

Tabling Notes: Always limited to 2 chairs per reserved table (1 during any pandemic)

- Student Life Center (SLC) tables and chairs can never be moved outside
 - If table/chairs not present go check with person staffing "gate" to workout area
- Corey Union tables and chairs could be moved outside in good weather but group using them will be required to move them outside AND back inside when event is over

Event Promotion: Up to each chapter/colony how they handle this (social media, etc.)

- Any flyers/posters to be hung around campus must first be stamped in the Campus Activities Office (Corey Union, Room 406); The office closes at 4:30 p.m. during the week and is not open over the weekend. Fall 2020 has offices closing at 3 p.m.
 - When hanging flyers/posters up, do not cover other active ones.
 - Only hang flyers/posters on public use bulletin boards.
 - Do not hang flyers/posters on doors, windows, walls, etc.
 - Chapters/colonies could be fined if their flyer/poster causes damage to walls, etc. (Remember: The group's name is usually on the flyer.)
 - Make sure you have someone take flyers down once event is over
 - Custodians do not usually take down expired flyers/posters; It is not their responsibility

- Any flyers going up in residence halls must first be stamped in Corey Union, Rm. 406 and then taken over to the Residence Life and Housing office in Van Hoesen
- It is against City of Cortland codes to hang banners/sheets from residential buildings, including chapter houses
 - At the least, Cortland police or code officer could ask resident to take it down
 - At the most, resident could be fined and/or cited

Event promotion with assistance of Greek Advisor

- Could send desired image/flyer to Greek Advisor and ask them to send it out to either the entire campus or just students or just a targeted group of students
 - Must give at least 2 business days advance notice ahead of what is being promoted; Strongly recommend giving 4 to 5 business days
 - Chapters/colonies generate flyer, not the Greek Advisor
 - Greek Advisor can copy and paste from the Microsoft “Paint” program
- Social media: Direct Message (DM) submission to the SUNY Cortland Greek Life Instagram site
 - Greek Advisor’s student assistant oversees account; Will post as appropriate
 - If Greek Advisor doesn’t have a student assistant, they will do their best to post
 - In all cases, make sure the item is received at least 2 business days prior to when desired to be posted

Think about how and what you are saying, what images you are using when promoting an event and/or a fundraiser. How the promotion is perceived will directly reflect on both the person sending it and their chapter/colony.

- Make sure to include the what, when, and where for each event as well as who to contact (and how) if the reader has any questions

GMC member organizations: Make sure you input your events on the GMC calendar as well

- Event Name, time, location – Pending
 - If the reservation request has not yet been approved
- Event Name, time, location
 - If the reservation request has been approved
- Contact the GMC Vice President if have questions and/or concerns

EXAMPLE OF ROOM/FACILITY REQUEST FORM

This is not an actual request form but rather an example that contains the information that is required to be provided. The same will hold true on all example forms in this manual.

On what date(s) is room/space requested?

- Use format of Monday, April 2, 20XX for a single day OR
- Every Tuesday starting on February X, 20XX through May X, 20XX with the exception of (list dates) OR
- Monday, April 2 through Friday, April 6, 20XX

Event's actual starting time: _____ Actual ending time: _____

Amount of time needed for setup: _____ For cleanup: _____

1st Choice of where to hold event (Building & room): _____

2nd Choice of where to hold event (Building & room): _____

3rd Choice of where to hold event (Building & room): _____

Anticipated attendance at event (including members): _____

- Tabling is the exception, never more than two (during any pandemic, limit will be one)

Event Name (needs to be specific): _____

Event Type (Information Session, Meeting, Social/Party, Workshop, Special Event): _____

Chapter, colony or council holding event: _____

1st Contact (First and last name): _____

Phone Number: _____ Preferred Email: _____

Do you want this event displayed on MRD calendar? (Means that event is open to the campus)

Yes: ___ No: ___

Do you want this event displayed in the Featured Events Calendar? (Must be a 'big event' that is open to the public such as an approved fundraiser, new member presentation, hazing speaker, etc.)

Yes: ___ No: ___

Catering: Yes: ___ No: ___ (If yes, contact the Catering Office at 607-423-4626.)

Taste To Go: Yes: ___ No: ___ (If yes, contact the Catering Office at 607-423-4626.)

A/V/Technology Equipment Needed (List what needed): _____

Filters (Any special needs such as no carpet, no windows to hallway, etc.): _____

Room Set-up Specifics (tables, chairs, etc. and how configured): _____

- If no set-up is requested, may find yourself with a total empty room
- During an ongoing pandemic, tables, chairs, tablet armchairs, etc. must be used exactly where they are located

Late Night/Chaperone Form completed and submitted if needed? Yes, No, Pending or N/A

Fundraising Request Form completed and submitted if needed? Yes, No, Pending or N/A

Is this a collaboration and if so with whom? _____

What will be happening at this event? Please provide specifics as well as any other relevant information that was not included elsewhere.

- Example could be: Stanchions desired to keep audience separate from performers

Greek Life Presentations in Residence Halls

The appropriate officer(s) of any fraternal organization that want to hold an event in or around a residence hall are required to meet with the Greek Advisor to discuss any desired event(s). This meeting needs to take place at least 14 days prior to the desired event taking place. The purpose of the meeting is to review guidelines, parameters of the event so the organization must have the intended details already sorted out beforehand. Either that, or two meetings may be necessary.

Events are usually approved with a few possible tweaks/suggestions for improvement and/or implementation. These suggestions are intended to avoid potential challenges before they occur. Just because the Greek Advisor gives a desired event the go ahead does not mean it will take place. Permission is still needed from the appropriate Residence Hall Director(s).

The next step is two-fold:

- Greek Advisor sends email to all Residence Hall Directors (RHDs) stating that they just met with Person X from Organization R to discuss Program K and that the program looks okay to them. RHDs are informed that they can expect to hear from Person X to set up specific dates, times, and locations for each program. It is ultimately the decision of the RHDs as to whether or not Program K can take place and when/where that can happen.
- Chapter/colony/council person in charge of desired program must then directly contact the RHDs of the residence halls in which they want to hold a program. They need to officially ask permission and cannot simply presume that it will be granted. There is always the possibility that a Resident Assistant (RA) will want to work them in as part of the required programming they are supposed to sponsor each semester. Also, RHDs may have other programming already in place at the same time/same date so there may be a need to talk about other options.
 - Names and contact information for all RHDS can be found on the [Residence Life and Housing website](#).

Program itself: Programs are typically organization specific but nothing says they cannot be broader in scope. No one is to say anything negative about any other recognized fraternal organization. If a question is asked and the answer is unknown to those hosting the program, simply say that rather than make something up. The program host can also say they don't know but will get back to the RA or RHD with the information once they find out.

Reasonable advance notice: Residence Hall staff usually plan their programs weeks in advance. They would need to be contacted almost 14 days prior to any desired presentation. That means the meeting with the Greek Advisor would have to take place closer to three weeks before the intended event.

During a pandemic, it is highly unlikely that any programming will be allowed to take place in a residence hall unless it can be done virtually.

FUNDRAISING

Procedures and guidelines for both holding an event and completing the required fundraising request form

Reminder: Special circumstances (such as an ongoing pandemic) may alter at least some of this information.

Fundraising request form must be submitted for any and all fundraising done both on **AND** off campus.

- No exceptions will be made; Includes fundraising done via social media and/or in-person.
 - Also includes any fundraising to be done over Summer, Winter Break, etc.
- Fundraising cannot happen, cannot be promoted until request form has been received AND approved
 - Do not buy things to sell until the fundraising request has been approved
- It is required that fundraising request forms be submitted at least 14 days prior to when the event is desired to take place.
- When planning, start conversations early. It can take time (weeks or even months) to meet requirements for an event. The earlier you start, the less pressure there is as an event draws closer.

Why a request form must be submitted: Organizations are recognized by and associated with SUNY Cortland so it is a risk management concern. All student groups, clubs, teams, etc. have similar requirements. Requirements for SGA clubs are slightly different than those for fraternities/sororities. The same hold trues for all general types of student groups.

Fundraising request form: Was updated in January 2020 so to be more in line with current practices and to eliminate areas of confusion. Remember that it is the chapter, the colony that is doing the fundraising so it will always be the names and contact information for these individuals/officers that are included on the form. (Example of what not to do: Crop Walk, Jim Miller and then his contact information is provided.)

- Form is linked off [SUNY Cortland's Fraternities and Sororities webpage](#)
- As a reference, a generic example of this form can be found on page 37 of this manual.
- The actual form itself will be available as a Word document (Click on the link a black arrow often briefly appears and points to the bottom of page); The form name will be listed along the line at bottom of screen
 - This form will be available via FormStack by mid-September 2020 so as to more user friendly for those with Macs. To access, click on the name of the form.
- Complete document and send it electronically to Greek Advisor with relevant subject heading (simply hit submit if using the FormStack document).
 - Subject heading example for Word version: SDT Fundraising Request Attached
- Completed forms are to be submitted at least 14 days before desired start date of fundraiser; Requests can be submitted up to one year in advance
 - Remember: Forms can be submitted during Breaks so it would be appropriate to submit forms if having a fundraiser at start of semester

What happens once a fundraising request form is submitted to the Greek Advisor?

The Greek Advisor reviews the form to make sure all needed information is present. If there is any missing information (or if something on form is confusing, doesn't make sense), the Greek Advisor will contact the student whose name is on the form. Once the missing information and/or clarification has been provided, the Greek Advisor will submit the form to the committee for its consideration.

- Request form must be exact in regards to how much money is going to the charity/cause and how much may be going to the chapter/colony
 - 100% to YWCA of Cortland (Okay to use the word “all” instead) OR
 - 75% to YWCA of Cortland & 25% to the chapter
 - If not specified, it will be presumed that all the money raised is going to the charity/cause mentioned
 - Remember: At least 50% of money MUST go to ‘charity’ per Cortland policy
- If the Greek Advisor knows the committee will say “No” to the request, they will contact the student whose name is on the form, inform that student of the reason and suggest possible adjustments that could be made.
 - The chapter/colony could choose to either withdraw the request or make an adjustment to make it viable for consideration. Either way, the chapter/colony needs to inform the Greek Advisor of their decision.

What happens next?

- The Greek Advisor submits completed applications to the Fundraising Committee for their consideration.
 - The committee does its best to review and act on all fundraising requests within 3 business days but that is not always possible.
 - A committee member may follow up with you directly if there any questions and/or concerns so please check your emails.
 - Don’t wait until the last minute to submit fundraising requests.
 - Remember: There are no guarantees that any or all submitted fundraising requests will be approved.

How will a group know if their fundraiser has been approved?

- An email will be sent to the person whose name is on form with any appropriate notes
 - Email will usually come from Mavis LeFever and NOT the Greek Advisor
 - Subject heading will often have the name of the fundraiser or say ‘Fundraising Request Form’
 - If request is for a Greek Council, a hard copy will be given to the Council Advisor
- If a request has been denied the reason(s) will be provided; Make a note of this for the future
 - Group could re-submit the request if the required adjustments are made
- If a request has been approved please read not only the email but also the attachment
 - Could be a simple approval with no conditions
 - Could be a provisional approval –okay if certain conditions are met
 - If those conditions are not met, approval will be withdrawn and room/space reservations cancelled; Group risks having future fundraisers denied

Why do Greeks have to give away at least half of the money they raise? All chapters, colonies, and/or councils have dues and are intended to be self-supporting. They need to be able to function within their respective budgets.

What needs to happen if a fundraiser is postponed or canceled?

- If canceled, inform Greek Advisor as soon as decision is made. Why? So they can cancel all room/space reservations associated with the fundraiser (this frees up space for any other group interested)
- If postponed (date or time changed), inform Greek Advisor as soon as decision is made. Why?

- In some cases, a simple note for the records will be enough
- In other cases, the fundraising committee might have to re-evaluate the request
- Appropriate adjustments can be made to any room/space reservations
 - There would be no guarantees as to availability

Room/Space Reservation Requests: Don't forget to make them; A fundraising approval is for the idea of the event but it is the group's responsibility to make the appropriate room/space reservations; Reference the "Room/Facility Reservations" section for more information.

Promotion of fundraiser: Primarily left up to each group

- Could choose to send flyer to Greek Advisor, they will then do their best to send it out in a campus-wide email
 - Any flyers wishing to be sent out via email must be received at least 2 business days prior to when desired to be sent out
- Can send/DM posting to the "SUNY Cortland Greek Life" Instagram site as well
 - Greek Advisor's student assistant will make sure it gets posted
 - If Greek Advisor doesn't have a student assistant, they will do their best to post
 - In all cases, make sure the item is received at least 2 business days prior to when desired to be posted
- Event promotion when all money raised is NOT being given away
 - Must indicate what percentage is going where
 - Example: 75% to Charity, 25% to chapter/colony/council
 - It is always a good decision to give away all money raised; Creates positive press and good will

Some approved events may require an extra insurance rider that specifically covers SUNY Cortland for that event. These are events that are termed "higher risk" by the university

- Examples: Car smash, benefit hockey game, slip 'n' slides, etc.
- If an extra insurance rider is requested and not provided, the event will be canceled along with all relevant reservations.
 - It can take time for a inter/national fraternity/sorority to generate this rider so don't leave it until the last minute.
 - This rider must be received at least 10 business days prior to the fundraiser.

Use of GoFundMe . . . Not recommended by SUNY Cortland since group holding event does not get 100% of any donations made but rather lose 10%

- The fundraising committee has similar concerns with several other electronic ways to raise money; Advises all groups to do their research first and use caution
- If Venmo (or something similar) is used make sure that the person in charge of the account turns over all money raised to the group holding the event

SUNY Cortland Chapter Advisor attendance at a fundraiser is always a good thing as it promotes the relationship between the group and advisor. For some events it is required. If required make sure to consult advisors as soon as possible. Chapter advisors often have families and/or other plans, especially during the evening and/or on the weekend. If an advisor is required to attend (see below) and cannot, the event will not be allowed to take place.

- Any event taking place in a campus building after building hours (i.e. weekends in academic buildings)
 - Chapter meetings are exempt from this requirement
- Any event taking place at the stadium complex (including practice fields), Lusk Field House, Park Center gymnasiums, etc.
- Any event that is deemed higher risk

Things/events that will not be allowed:

- Date Auctions – or any such similar event that implies the selling of a human being
- Kissing Booths – sanitary/health concerns
- Credit Card Promotions – too many scams out there
- Fundraising of any kind during a SUNY Cortland Open House event
- “Dorm storming” of any kind –going door to door in a residence hall selling something
- Gambling (although bingo is sometimes allowed)
- Sale of any home-made/baked food unless the cooking/baking is done under ASC supervision in an ASC-operated facility
 - Interested? Reach out to ASC catering office
 - Walmart sometimes allows bake sales outside their store (check with manager)

Food:

- If sold on campus, group must consult with ASC and have their approval. Rough parameters as follows:
 - If allowed, would have to be pre-packaged, individually wrapped items and should not be something already available through ASC
- If group wants to do something bigger, such as holding an evening of cultural food in a dining facility, that planning must start early and should be coordinated through ASC’s Executive Director
 - **This will not be allowed during any semester with an ongoing health concern such as a mumps outbreak or a pandemic.**

Broad types of events that do require fundraising requests to be submitted:

- Separate fundraising event within College sponsored Relay for Life
 - “Relay” itself is covered by event sponsors so teams are good to register BUT if chapter/colony chooses to do additional fundraising either before or during the event (funds to then be donated at the event), then a request form must be submitted
- Participation in local or regional walks intended to raise money for a cause
 - Crop Walk, Breast Cancer Awareness, Cystic Fibrosis, etc.
 - These walks are often NOT sponsored by SUNY Cortland and do NOT take place on campus. All are awareness walks but their primary purpose is to raise money. Any chapter/colony/council choosing to participate will be expected to raise and donate 100% of the money raised.
 - A fundraising request form is required to be submitted
- Fundraisers at Walmart or local restaurants – Also need permission of store managers
 - Examples including “Dining to Donate” events at Brix, Applebee’s, etc.
- Reminder: It is required that fundraising request forms be submitted at least 14 days prior to when the event is desired to take place.

Broad things that do not require fundraising requests:

- Giving away of items like school supplies
- Clothing and food drives
- **WHY?** These are not fundraisers. They are not raising any money but rather are either giving things away or collecting things and then giving them away.

EXAMPLE OF FUNDRAISING REQUEST FORM

This is not an actual request form but rather an example that contains the information that is required to be provided. The same will hold true on all example forms in this manual.

Name of Organization: _____

Name of Fundraising Project: _____

Full Description of Project: _____

Purpose of Project: _____

How is money to be collected, where go? _____

- If less than 100% going to the cause/charity, then need to indicate percentage of money being donated.

How will money get to beneficiary? _____

Where are you going to do this project? _____

Date(s) of event: _____

Is there a vendor contract involved? Yes: ____ No: ____

If yes, who is the vendor? _____

If yes, have you contacted the ASC Executive Director for permission?

Yes: ____ No: ____

Who is in charge of this event (for the chapter/colony)?

If more than one person, be sure to provide appropriate information for all. The approved (or denied) request will be emailed to everyone.

Telephone Number: _____ Email Address: _____

What services and/or equipment will the project need? (i.e. tables, chairs, etc.) _____

If parking is needed, have you contacted Parking Operations and Security?

Yes: ____ No: ____

Greek chapters/colonies are to submit this form electronically to SUNY Cortland's Greek Advisor at least 14 days prior to the start date of the event.

All fundraising efforts must conform to the current SUNY Cortland policy. (College Handbook, Chapter 481, Fundraising Policy Regarding Campus-Related Organizations.)

The bottom of the form is to be left empty as this is where the fundraising committee makes their comments, where they indicate approval or denial of each request.

COMMUNITY SERVICE

Procedures and guidelines to follow

Community Service: Being of service to others in the community; Doing something for a person, group of persons and/or an organization.

Ways to hear/learn about community service opportunities:

- Contact people/groups that the chapter/colony has helped out in the past
 - Remember: Event planners won't know if people in position have changed so they won't know who to contact; Many former community service chairs ignore any emails they might receive
 - Keep file with relevant information – community group name, contact person (and how to reach them)
 - That way, don't have to start from scratch every semester/year
 - Also take notes about what chapter/colony members did and get idea if this is something that they might want to do more of in the future
 - Transition all relevant information to whoever takes your place
- Greek Advisor will send you opportunities via email as they come in to their office
 - Chapter presidents are often cc'd on these emails just to keep them in the loop
- Go out and learn things; Contact places/individuals to find out if they need assistance
 - Take some initiative, try something new
 - Check websites for local events such as Pumpkin Fest
 - Ask members what they would be interested in doing; Get ideas from them

Things to keep in mind:

- Emails sent by Greek Advisor will provide basic event information and appropriate contact information for person coordinating each community service opportunity
 - If there are questions/concerns, chapter/colony should reach out to that person for more information
 - Greek Advisor serves as liaison only unless they are the contact person for a particular event; Once information is shared, their role is done
 - Pay attention to response deadlines: Remember the contact people are usually trying to organize an event and need to know in advance who they can count on to help out
 - If your chapter/colony plans to participate, they must reach out to the contact person and let them know
 - Why? Helps event organizers better plan out their events; Know if they need to look elsewhere for assistance
 - Should chapter/colony respond if not able to help? Common courtesy says yes and also because it could open doors for future collaborations
 - Confirm number of chapter/colony members helping out so group holding event knows if it needs to look for more help
 - Do volunteers need to work entire time needed or can they work in shifts? Some event coordinators are NOT okay with the idea of changes in staffing so ask them that question
 - Critical to follow through on any commitment made so does not negatively impact event and/or future partnering possibilities
- Remember to make appropriate room/space reservation requests . . . If needed
- Think about collaborating with another group on campus or in the community

- Remember that if holding something like a food or clothing drive that you have things well planned out
 - For what cause, what organization are you collecting items? (Collected items cannot go to chapter/colony members)
 - Have you checked with them to make sure they are okay with this idea, will accept and can use what is being collected?
 - When and where are you going to drop off the collected items? Do you need to call the organization first?
 - Where do you want collection sites? How often are you checking boxes?
 - Do you have permission from the appropriate building administrator (if being done on campus)
- Remember to keep track of all community service hours put in by chapter/colony members
 - Keep track of the number of members who volunteered for what event on what date
 - How many hours did each person volunteer each day?
 - Why? Information is needed for both SUNY Cortland and/or National reports

Some possible options (in no particular order):

YMCA YWCA (Bridges for Kids, Specific Event Volunteers, etc.) SPCA
 CAPCO Cortland Youth Bureau CNY SNAP Catholic Charities
 Pumpkin Fest SUNY Cortland (Cupboard) Loaves & Fishes
 Campus Artist and Lecture Series (CALs) event volunteers Chill-A-Bration
 JM McDonald Sports Complex Adopt-A-Highway Local Libraries
 Safe Halloween and/or Spring Bliss Lime Hollow Nature Center 1890 House
 Retirement homes Alumni House Adopt-A-Street St. Mary's Holiday Bazaar
 American Red Cross blood drives Helping your neighbors (shoveling, raking leaves)
 Community Cleanups (neighborhood, river, park, campus)

Semester specific possibilities:

- Often included as part of the "Start of Year" packet shared with each chapter/colony president in early August
 - Check with them if they don't reach out to you with relevant information.
 - Ask them to take photo of appropriate information and send it to you.
- There are usually also a few ideas/opportunities contained in the "Presidential Information" sheet(s) distributed at monthly Greek Presidents Council meetings
 - Check in with your chapter/colony president if they don't reach out to you
 - Ask them to take photo of appropriate information and send it to you
 - Council tends to meet on the first Tuesday of each month in the Fall and the last Tuesday of each month in the Spring

Keep in mind that during a pandemic, opportunities for community service will change. Some opportunities will be lost (i.e. when a community event such as Pumpkin Fest is canceled) while new ones may unexpectedly appear.

RECRUITMENT PROCEDURES AND GUIDELINES

The recruitment officers for all recognized chapters and colonies are required to meet twice with the Associate Director for Campus Activities and Greek Affairs prior to holding any recruitment events. An exception has been made for the SGA sponsored Club Involvement Fair that is held at the start of each semester.

If there are two (or three) undergraduates who are in charge of recruitment then all are to attend both meetings. If one person is not available to attend the first meeting (class conflict, etc.), it is their responsibility to find someone to take their place. It is also required that the absent officer follow-up with their substitute following the meeting to learn what they missed. This “follow-up” should take place within 24 hours of the first meeting while details are fresh.

- Sororities represented on the Panhellenic Council are exempt as their recruitment committee meets on a regular basis.
- All cultural Greek organizations are excused from these two meetings as they follow a different recruitment procedure.

First Meeting with Greek Advisor: Will review relevant SUNY Cortland policies and procedures and will be attended by the appropriate officers of multiple organizations. The date, time, and location will be determined by the Greek Advisor and the information shared with the appropriate chapter/colony officers no later than two weeks prior to the start of each semester. As a general rule these meetings will take place no later than the first week of each semester.

Second Meeting with Greek Advisor: Will be used to review/discuss chapter/colony specific recruitment plans

- If this second meeting has not already been scheduled prior to the first meeting, it will be scheduled immediately following the conclusion of the first meeting.
 - Recruitment personnel should provide the Greek Advisor with their shared availability no later than the third day of classes each semester. Feel free to provide earlier if known.
- Recruitment personnel must provide a copy of their intended recruitment schedule to the Greek Advisor no later than 24 hours prior to the start of this second meeting.
 - If meeting in person, a hard copy can be handed over at the meeting.
 - If meeting virtually, an electronic copy must be sent at least 24 hours prior to the scheduled meeting time.
 - Recruitment personnel are to have a copy of the intended recruitment schedule available to them during this second meeting (so that an informed discussion can take place)
 - Can choose to view via lap top, phone or hard copy
- No recruitment events can take place until this second meeting has happened and the desired plans have been reviewed and approved.
 - No event changes can be made without the approval of the Greek Advisor.
 - Violations of this procedure will result in sanctions against the chapter/colony.
 - Remember: Any meetings/events intended to take place on campus must have approved room/space reservations in place. It is the responsibility of chapter recruitment personnel to submit these reservation requests in a timely fashion.
 - Typically, this is done once program approval has been given.

Timeframe parameters for recruitment:

- Informal recruitment happens 24/7 all year.
- Official recruitment events cannot be held until after the two meetings mentioned above have taken place and plans have been reviewed and approved.
- As a sign of respect, Panhellenic Council member organizations have agreed not to hold recruitment events on 9/11
- It is up to each organization to determine when they stop offering membership each semester.
 - Recruitment personnel should speak with “new member orientation” personnel about their plans.
 - All new/line members must have completed their program and been initiated, have crossed, prior to the school’s deadline each semester.
- New/line members cannot be offered membership, cannot start a new member orientation process over either Winter or Summer Break.

SUNY Cortland requirements, expectations of all recruitment personnel:

- Are responsible for making any and all needed room/facility reservations on campus and should submit those requests to the Greek Advisor in a timely fashion (at least 4 business days in advance, preferably more).
 - For more information, see the “Room/Facility Reservations” section;
 - Appropriate form is linked off Cortland’s “Fraternities and Sororities” webpage;
 - Remember to let the Greek Advisor know if an approved reservation is no longer needed so the space can be freed up for another group.
- Chapter/colony recruitment personnel are responsible for knowing and following their own chapter/colony AND national organization’s recruitment policies as well as those of SUNY Cortland.
 - Undergrounding of new members is a serious violation of SUNY Cortland (and National) policy; Any group doing so will be placed on immediate suspension;
 - No alcohol is allowed at any recruitment event;
 - No distribution of courtesy bids is allowed.
- Chapter/colony members cannot ask a potential new member what GPA they have as that would be a FERPA violation.
 - Chapter/colony members can tell potential new member the GPA requirement of their organization.
- Event attendees who are incoming transfer students, must be informed of the school’s requirement to provide the appropriate transcript(s) early in the recruitment process.
 - This is a school requirement that needs to be filled before anyone can be considered for membership. It is the requirement of chapter/colony recruitment personnel to inform potential new members of this requirement for incoming transfer students.
 - Do not wait until final membership offer decisions have been made
 - Refer incoming transfer students to the “Brief Guidelines for Accessing Transcripts” document linked off Cortland’s “Fraternities and Sororities” webpage. The document can also be found in this manual on page 44.

- Providing transcripts does not imply membership
- Not everyone will be able to access unofficial (free) copies and it could take 2 or more weeks for an official transcript to arrive
 - No offer of membership can be made until an individual is found to be academically eligible for consideration.
- Chapter/colony recruitment personnel are asked to remind their group's treasurer to provide the Greek Advisor with the required financial information each semester that new members are to be taken.
 - This information is to be provided no later than 1 week prior to any offers of membership being made. If not provided, any scheduled bid signing date/time will be canceled until the information is shared.
 - Information to be submitted includes:
 - Total amount of money that it will cost each active member for that semester (or year, if billed annually)
 - If it exists, the difference in cost between a member living in a chapter house and one living elsewhere (Example: \$400 for in-house members, \$450 for out-of-house members)
 - Total amount of money that it will cost each new/line member for that semester AND a detailed itemization of what that money will cover
 - Also need to provide the date(s) by when money is to be paid
- Programming in residence halls is allowed provided proper parameters are followed
 - Essentially, recruitment personnel (or any other officer for any desired program), must meet with the Greek Advisor to review the intended program
 - See the "Greek Life Programming in Residence Halls" section of manual
 - **Programming in residence halls may not be allowed during a pandemic**

SUNY Cortland New Member Eligibility Requirements:

- Must be a currently registered full time SUNY Cortland undergraduate student;
 - Nu Sigma Chi and Alpha Phi Omega are open to graduate students
- Cannot be a first semester first year student;
 - But could be an incoming first semester transfer student
- Cannot be on either Academic Warning or Academic Probation;
- For newly recognized Greek organizations, potential members must also be in good social standing with the school (Greek Advisor verifies this through the Student Conduct Office); The same applies to chapters/colonies returning to active status after dormancy.
- Returning/continuing students must have successfully completed at least 12 credit hours at SUNY Cortland AND have at least a 2.0 cumulative G.P.A.;
 - Keep in mind that SUNY Cortland honors higher organizational requirements, for example if a chapter requires a 2.5 cumulative G.P.A. that is what will be required to be deemed academically eligible for consideration.
- Incoming transfer students must have successfully completed at least 24 post-high school credit hours AND have at least a 2.50 cumulative G.P.A. Proof must be submitted to the Campus Activities Office.
 - Unofficial copies of transcripts from all colleges attended are acceptable as long as they show student name, college name, cumulative G.P.A. and number of completed credit hours.

- Greek Advisor prefers hard copies of transcripts be dropped off to their office. During a pandemic, however, transcripts are to electronically submitted via email.
- Eligibility Exceptions:
 - Are never made for SUNY Cortland academic eligibility requirements;
 - Are very seldom made by a National organization in regards to a higher G.P.A requirement. Proof of an exception must be sent to the Greek Advisor on National letterhead and signed by a National officer operating on at least the regional/district/section level. The College would then honor the exception;
 - Are never made by a National Panhellenic Conference member organization

Procedural Guidelines for Recruitment Personnel to Follow Once Events Begin:

- After each event, electronically submit the names, c-numbers and emails for all attendees to the Greek Advisor by 12 noon of the following day
 - Names are to be submitted in alphabetical order by last name;
 - Greek Advisor will check on everyone's academic eligibility and notify the appropriate recruitment officers of the results thereof
 - Will also inform recruitment personnel about students who appear to be incoming transfer students that have yet to submit the required transcript(s)
- No one should be interviewed for membership (the final step in the recruitment process for some groups) unless and until they have been found to be academically eligible for consideration by the Greek Advisor
- Chapter/colony recruitment personnel must arrange with the Greek Advisor a specific date/time during which official offers of membership will be made and (typically) accepted. It is during this "bid signing" that potential members will be asked to completed the required SUNY Cortland documentation.
 - No chapter/colony specific new/line member activity or ceremony can take place prior to the completion of this SUNY Cortland documentation;
 - No money is to be collected prior to the completion of this documentation
 - One exception: Cultural Greek organizations requiring an application fee to be paid prior to even being considered for membership on a line
- The names, c-numbers, and email addresses of all individuals that are being considered for membership in a chapter/colony must be submitted to the Greek Advisor prior to an offer of membership being made. This list is to be submitted in alphabetical order by last name.
 - The Greek Advisor will verify everyone's academic eligibility and notify the appropriate recruitment officers of the results.
 - Any chapter/colony that offers membership to an individual prior to that person being found academically eligible for consideration will be fined \$100 and may be subject to additional sanctions, especially if this becomes a recurring practice.
 - The names of all academically eligible individuals to whom membership is being offered are to be submitted at least 24 hours prior to any intended bid signing session with the Greek Advisor. Failure to do so will result in the bid signing session being postponed to a later date and time.
 - All bids/offers of membership are to be signed in the presence of the Greek Advisor. **An ongoing pandemic will shift this to a virtual process.**

BRIEF GUIDELINES FOR ACCESSING TRANSCRIPTS

SUNY Cortland requires that all incoming transfer students interested in the possibility of joining a fraternity or sorority, provide the Associate Director for Campus Activities and Greek Affairs with a copy of their transcript(s) from any colleges/universities attended after high school. It is typically preferred that hard copies of transcripts be dropped off in Corey Union, Room 412 (or 406) but during a pandemic it is requested that transcripts be submitted electronically to Sandra.wohllieber@cortland.edu. Unofficial transcripts are accepted as long as they show the following information:

- Your name;
- College/university name(s) you attended;
- Your cumulative grade point average;
- The total number of credit hours you earned

The following procedure for obtaining an official copy of a transcript works for most schools:

- Step #1 Go to website of your previous school(s)
- Step #2 Go the "Registrar's" website for that school(s); You will need your student ID number from that school(s) in order to access your records
- Step #3 Navigate through the website and find your unofficial transcript
- Step #4 Download and save to your files

If the above procedure does not work, there are two other options:

Option #1 Contact the school's "Registrar's Office," pay a fee and have an official transcript mailed to either you or to the Greek Advisor

Option #2 Contact the same office and see if an unofficial (or official) copy of the transcript can be faxed to the Campus Activities Office (607-753-2808).

Options that definitely do not work:

Option #1 Getting a copy of your transcript from SUNY Cortland's Student Registration and Record Services Office

Why? This transcript only shows your Cortland information and not that from previous school(s).

Option #2 Going to Advisement and Transition and asking them for the same thing

Why? Again, does not contain all of the necessary information.

No matter what option is used, SUNY Cortland cannot help if your previous school has placed a hold on your records for some reason. That is between you and your previous school to resolve.

PANHELLENIC ASSOCIATION: FALL RECRUITMENT PLANNING NOTES

Note: This section is written to provide guidance to the Panhellenic Membership Selection Chair, Assistant Membership Selection Chair, and the Panhellenic Advisor.

Timing of first Fall recruitment planning meeting: Typically takes place on a Friday afternoon at 4 p.m. during April of the spring preceding fall recruitment; Membership Selection Chair and their assistant will meet with Greek Advisor earlier that week to make sure all is ready.

Friendly reminder: Any chapter on suspension cannot send representation to this meeting, cannot participate in any needed votes and must abide by all decisions made once they return from suspension. It will be the responsibility of the Greek Advisor and Panhellenic Membership Selection Chair and/or their Assistant to bring chapter recruitment personnel up to speed once suspension has been lifted.

Terminology: Rather than writing “Greek Advisor, Panhellenic Membership Selection Chair and their assistant” every time it is appropriate, this group will be referred to as “The Trio” so as to save space.

Meeting should be attended by the full recruitment committee; Outgoing members are required to attend if incoming members have yet to be selected.

- Make sure to find out when chapters intend to hold elections so will know who is to serve on this committee. Elections need to happen before end of Spring semester.

Gather updated contact information for continuing/incoming committee members:

- Chapter recruitment personnel (or president) to send contact information to “The Trio” for incoming members once elections have taken place.
- Make sure to ask for preferred email address that committee members will be using over the summer (just in case you need to reach out to them).
 - Need summer mailing address for Membership Selection Chair and their Assistant no later than July 1st for any year that a hard copy of info may be sent.
 - Will also need Fall commitment schedule (classes, jobs, etc.) from both of these individuals.
- Make sure to keep Panhellenic group chat updated as names become known; If even one person does not have an iPhone then cannot label the chat.
 - Typical chat label will be Recruitment Committee.
- Make sure to thank outgoing committee members before end of this meeting.

Make sure everyone understands the **broad parameters of Fall recruitment** and how the Fall is different than Spring recruitment:

- Informal, essentially COB (continuous open bidding);
- No Panhellenic theme, no official Panhellenic event(s);
- No minimum (or maximum) number of events need to be held.
- No two chapters can hold event on same day at same time.
 - Leave time between events so PNM could get from one chapter’s event to another if so desired (location of events will impact length of this gap).
- No chapter events to be held on 9/11 but if chapter is attending a commemorative 9/11 event, they could choose to invite PNMs to join them.
- Chapters have responsibility for submitting requests for any needed on-campus rooms/spaces.
- All chapter events have to be approved by “The Trio.”

- No chapter can have an event before the Tuesday after Labor Day.
 - One exception would be if SUNY Cortland holds a Campus Involvement Fair prior to that time and a chapter wants to participate.
- Offers of membership are made by VPR rather than by Greek Advisor.
 - This cannot be done unless and until PNM has been deemed academically eligible by Greek Advisor AND chapter has voted to offer them membership.

Fall Recruitment Rules must be presented for consideration at this meeting.

- Panhellenic Membership Selection Chair and their assistant should have previously reviewed their suggestions for needed updates with the Greek Advisor.
- Presuming Committee approves, rules must then go to Panhellenic Council for a vote.
 - It would be appropriate to say Panhellenic Recruitment Committee recommends adoption of the Fall 20XX Recruitment Rules.
 - Voting outcome must be known before end of Spring semester.

Remind chapters that any planned recruitment videos need to be approved by “The Trio” before being made public.

- Panhellenic Membership Selection Chair and Assistant cannot appear in Fall (or Spring) recruitment videos.

Provide date and time for first Recruitment Committee meeting in the Fall.

- This meeting is typically held on the Friday of the first full week of classes
- Provide location if known
- Fall recruitment is to be topic of the first Fall meeting

Agenda Items for Fall Recruitment Committee Meeting:

- Introductions
- Review/verify committee contact information
- Review broad communication parameters
 - Use of group chat, copying “The Trio” on texts and emails, etc.
 - Remember: Group chat cannot be named if any member of committee does not have an iPhone.
- Review status of Fall Recruitment Rules; Go over relevant specifics.
- Review/verify status of chapter recruitment apparel.
 - Encourage chapter VPR to bring in sample of shirt for all to see.
- Review/verify status of chapter events.
 - **During a pandemic, all recruitment is to be done virtually.**
 - **Chapters with membership under 20 might be able to host one or two in-person events.**
- Review academic eligibility requirements; Especially those for incoming transfer students.
 - Ask if any National and/or chapter changed their minimum GPA requirement over the summer; Especially important if summer convention was held.
- Review Total and number of open slots each NPC chapter has.
 - Can’t be finalized until all chapter rosters have been verified by Greek Advisor.
- Review promotional options, including recruitment videos.
 - Chapter and council social media options
 - SUNY Cortland social media options – broad ones plus @SUNYCortlandGreekLife
 - Campus wide emails, flyers on campus and/or in residence halls
 - Banners hanging from houses, etc. are not allowed by City of Cortland Code Office.

- Share any relevant PNM list(s); Including names of those that may still be bound to a specific sorority.
 - Bound: Meaning they accepted offer from Group A previous spring but dropped out of NME process.
- Review procedure by which chapter VPRs can offer membership to a PNM.
- Provide bid signing opportunities – dates, times, locations thereof.
- Review bid signing parameters.
 - If held in-person, Greek Advisor and either the Panhellenic Membership Selection or their assistant needs to be present.
 - No chapter personnel are allowed at any bid signing session.
 - **If held virtually, the Greek Advisor hosts the session.**
- Final bid lists to Greek Advisor least 24 hours prior to a scheduled bid signing or else cancelled
- Provide Greek Advisor with information about when/where any possible chapter specific welcome/congratulatory event may be held for that chapter's new members.
 - This information will then be shared at the appropriate bid signing session.
 - **During a pandemic this event may need to be a virtual one; Details TBD**
- Required chapter financial information must get to Greek Advisor at least 1 week prior to scheduled bid signing or the bid signing will be cancelled.
- Bid cards themselves must be dropped off to Greek Advisor no later than noon day of signing.
 - Cards must be in alphabetical order by last name with both first and last name on each envelope.
 - **If bid signing is held virtually, bid cards will be distributed electronically.**
- Provide dates/times/locations/topics for all Recruitment Committee meetings.
 - For entire academic year and not just the Fall semester

PANHELLENIC RECRUITMENT: FALL RECRUITMENT DEBRIEFING NOTES

Note: This section is written to provide guidance to the Panhellenic Membership Selection Chair, Assistant Membership Selection Chair, and the Panhellenic Advisor.

Timing of meeting: Once Fall Recruitment is anticipated to be complete; Typically takes place on a Friday afternoon at 4 p.m. near end of September; Membership Selection Chair and their assistant will meet with Greek Advisor earlier that week to make sure all is ready.

Terminology: Rather than writing “Greek Advisor, Panhellenic Membership Selection Chair and their assistant” every time it is appropriate, this group will be referred to as “The Trio” so as to save space

Meeting should be attended by full recruitment committee (Exception being any chapter on suspension).

Agenda:

- Welcome and make any necessary introductions.
- Review any needed updates to contact sheet.
- Review communication – What went well, what could have been improved
- Updates to group chat if needed and/or use of group chat (Remember: Cannot label if even one member does not have an iphone)
- Review recruitment results
 - Congratulate each chapter; Verify their status (done, numbers taken, etc.)
- Review challenges faced during Fall Recruitment & possible ways to avoid in the future.
 - Academic eligibility
 - Recruitment rules not being followed; Consequences if that happened
 - Concerns over any specific events
 - Concerns over recruitment apparel
 - Promotion . . . Also include recruitment videos
 - Timeliness of submission of needed information
 - Attendance lists, bid lists, financial information, bid cards, etc.
 - Bid signing itself
 - Challenge often is everyone showing up at once, thinking they need to be there for 2 hours (When bid signing is done in-person).
- Miscellaneous: Anything not covered elsewhere but needing to be discussed
- Reminder about date/time/location of next meeting
 - Provide broad agenda items for that meeting.

PANHELLENIC RECRUITMENT: SPRING RECRUITMENT PLANNING NOTES

Note: This section is written to provide guidance to the Panhellenic Membership Selection Chair, Assistant Membership Selection Chair, and the Panhellenic Advisor.

NOTE: This document is not yet complete; What's written presumes in-person events.

Timing of first planning meeting: Typically takes place on a Friday afternoon at 4 p.m.; Conversations would start at the second committee meeting of the Fall semester immediately preceding formal recruitment.

- Membership Selection Chair and assistant meet with Greek Advisor earlier that week to review plans; Greek Advisor is expecting them to have done work prior to this meeting

Friendly reminder: Any chapter on suspension cannot send representation to this meeting, cannot participate in any needed votes and must abide by all decisions made once they return from suspension. It will be the responsibility of the Greek Advisor and Panhellenic Membership Selection Chair and/or their Assistant to bring chapter recruitment personnel up to speed once suspension has been lifted.

Terminology: Rather than writing "Greek Advisor, Panhellenic Membership Selection Chair and their assistant" every time it is appropriate, this group will be referred to as "The Trio" so as to save space throughout this section.

Meeting should be attended by full recruitment committee; Outgoing members are to attend if incoming members have yet to be selected.

- Find out dates when chapters intend to hold elections to fill all positions (before end of Fall semester)

Gather updated contact information for continuing/incoming committee members. Chapter recruitment personnel (or president) to send contact information to "The Trio" for incoming members once elections have taken place.

- Make sure to keep Panhellenic group chat updated as names become known.
 - If even one person does not have an iPhone then cannot label the chat.
- Make sure to thank outgoing committee members at their last meeting.

Make sure everyone understands **broad parameters of Spring's formal recruitment** and how it impacts Nu Sigma Chi.

- NPC chapters will be following fully structured guidelines; See later for specifics on what this means
- All recruitment events will take place on campus
 - One allowed exception could be each chapter's celebratory event for their new sisters
- Nu Sigma Chi will not be participating in formal recruitment; Will continue with informal parameters
 - If chapter chooses to change this, they can do so; Will need to consult with Greek Advisor first
 - Nu Sigma Chi will have responsibility for submitting any and all needed room/space reservation requests
 - Nu Sigma Chi is required to attend all recruitment committee meetings; Information applicable to all chapters will be discussed/reviewed first
 - Nu Sigma Chi may leave once conversation no longer applies to them

- All formal recruitment room/space reservation requests will be made by Greek Advisor within a month following each Spring's recruitment events (Spring 2021 events to be scheduled by Spring Break 2020)
- Panhellenic recruitment theme will be chosen
- Panhellenic recruitment shirts will only be ordered/worn by Recruitment Counselors and both Panhellenic Membership Selection officers
 - Chosen theme, imagery and color will carry over for use on that year's Recruitment Brochure
- All chapter events have to be approved by "The Trio"
- Nu Sigma Chi events cannot take place on the same days as NPC events; Chapter will decide if would like their events during week between NPC weekends or after NPC weekends or combo
- All chapters could choose to participate in an SGA sponsored Campus Involvement Fair if one is scheduled to take place
 - No recruitment counselors can be present and/or be represented at this tabling
- Offers of membership are made by the Greek Advisor only
 - Cannot be done unless and until a PNM has been deemed academically eligible by Greek Advisor AND the PNM has been matched to a specific sorority
- Remind chapters that any planned recruitment videos need to be approved by "The Trio" before being used; Recruitment counselors and Panhellenic Membership Selection personnel cannot be in videos

PANHELLENIC ASSOCIATION: SPRING RECRUITMENT DEBRIEFING NOTES

Note: This section is written to provide guidance to the Panhellenic Membership Selection Chair, Assistant Membership Selection Chair, and the Panhellenic Advisor.

THIS SECTION HAS NOT YET BEEN STARTED

NEW MEMBER ORIENTATION PROCEDURES AND GUIDELINES

The “New Member Educator(s)” for all recognized chapters and colonies are required to meet with the Associate Director for Campus Activities and Greek Affairs prior to the start of the new member education/orientation process. For all groups there will be two meetings required. If there are two undergraduates involved with this process then both (officer and assistant) are to attend both meetings. If one officer is not available to attend the first meeting (class conflict, etc.), it is their responsibility to find someone to take their place. It is also required that the absent officer follow-up with their substitute following the meeting to learn what they missed. This “follow-up” should take place within 24 hours of the first meeting while details are fresh.

First Meeting with Greek Advisor: Will review relevant SUNY Cortland policies and procedures and will be attended by the appropriate officers of multiple organizations. The date, time, and location will be determined by the Greek Advisor and the information shared with the appropriate chapter/colony officers no later than the week prior to the start of each semester. As a general rule these meetings will take place no later than the second week of each semester.

Second Meeting with Greek Advisor: Will be used to review/discuss the specifics of the chapter/colony’s intended new member orientation program.

- If this second meeting has not already been scheduled prior to the first meeting, it will be scheduled immediately following the conclusion of the first meeting.
 - New member orientation personnel should provide the Greek Advisor with their shared availability no later than the Saturday immediately following Drop/Add each semester. Feel free to provide earlier if known.
- Orientation personnel must provide a copy of their intended new member orientation program to the Greek Advisor no later than 24 hours prior to the start of this second meeting. The program is to be submitted electronically.
 - Orientation personnel are to have a copy of the intended program available to them during this second meeting (so that an informed discussion can take place)
 - Can choose to view via lap top, phone or hard copy
- No portion of the new member orientation process can take place until this second meeting has happened and the desired plans have been reviewed and approved.
 - No changes can be made to an approved program without the approval of the Greek Advisor.
 - Any meetings/events intended to take place on campus must have approved room/space reservations in place. It is the responsibility of chapter/colony personnel to submit these reservation requests in a timely fashion. Typically this is done once program approval has been given.
 - Violation of SUNY Cortland’s new member orientation guidelines will result in sanctions against the chapter/colony and possibly against specific individuals.

Information to be reviewed with the Greek Advisor must include at least the following items:

- Name and contact information for all new/line member orientation personnel
- Number of times per week the group will be meeting with the new/line members
- Length of time each interaction is intended to take place
- Location where each interaction is to take place
- Overview of material that is to be covered at each session
- Manner in which material is to be presented at each session
- Program must include any and all intended interactions with new/line members

Things to remember when planning out your new member orientation program:

1. All eligible individuals accepting an offer of membership, a position on a line, must complete the appropriate SUNY Cortland paperwork prior to starting any kind of new member program.
 - a. For all GMC member organizations, each intended line must meet with the Greek Advisor before the new member orientation process can begin. These meetings last approximately 45 – 60 minutes and the SUNY Cortland paperwork is completed during this time.
2. Those joining other Greek organizations must attend a mandatory ‘new member orientation’ meeting with the Greek Advisor near the start of the new member education process. This meeting lasts approximately one hour and typically take place during the last week of September and the last week of February.
 - a. Exact dates will be shared no later than at the new member procedural meeting previously mentioned. Meetings take place on a Thursday afternoon at either 4:30 or 7 p.m. with new members only needing to attend one of the two sessions.
3. New/line member activities cannot interfere with classes, academic activities, or academic requirements. Nor can they interfere with anyone’s work schedules.
4. The new member orientation process shall end at least 1 month prior to the start of final exams at the end of each semester. All new/line members are to have been initiated, are to have crossed by this date.
 - a. This specific date will be given by the Greek Advisor at the start of each semester if not sooner. This date always falls on a Thursday and is typically around the ninth day of both November and April.
5. Each new/line member activity must be purposeful in keeping with SUNY Cortland’s broad mission of education and human development.
 - a. To educate the new/line member in regards to the ideology, history and ceremonies of the fraternity or sorority.
 - b. To instruct new/line members on their purpose and responsibility to the fraternity or sorority, to the university and to the community.
 - c. To broaden the understanding between fraternity brothers/sorority sisters and the newest members and to promote a sense of unity between all members.
 - d. To carry out activities of campus and civic value.
 - e. To continue the tradition of fraternity and sorority membership as a matter of special pride and achievement.
6. Auxiliary Groups: Are typically referred by such names as little sisters, sweethearts, little brothers, etc. and are not recognized by SUNY Cortland. It should be noted that these groups are also not recognized by the majority of all Greek national organizations. To be clear: Auxiliary groups are not allowed at SUNY Cortland.

SOME guidelines for specific new/line member activities for ALL groups to follow include:

- Library/Study Hours: Not required by SUNY Cortland and cannot be required by a chapter and/or colony unless ALL members participate to an equal level. The Greek Advisor reminds all groups to leave all members plenty of time to study.

- Uniforms/Gear: Acceptable only after fully discussed with and approved by the school's Greek Advisor AND only as required by the Inter/National organization. Gear cannot interfere with the academic institution or the student's ability to function therein.
 - a. New/Line members must be able to appropriately answer questions (if asked) about what the gear means. This applies to professors, school administrators, family, and friends.
- Marching: Unacceptable unless included as part of a surfacing, step show, or new member presentation. Marching is defined as but is not limited to new/line members linked arm in arm, stepping or stomping loudly in unison, dipping and/or chanting/singing.
- Walking in Line: Unacceptable. Walking in line is defined as new/line members walking one in front of each other in a line OR walking next to each other in a structured format and/or with linked arms. This also includes cutting corners and any other structured form of walking in formation.
- 5. Walking in Unison: Acceptable. New/line members may walk together in unison as an accidental occurrence. This is best illustrated as when two (or more) friends fall into sync in/on the same stride. Chapters/colonies cannot mandate that their new/line members intentionally walk in unison.
- 6. Mandating Social Probation: Unacceptable. Social probation is defined as, but not limited to, (1) not being able to socialize and or speak with friends, family, professors, employers, etc.; (2) not being able to attend social events such as parties, programs, etc. that take place when a class/line member is not required to be at a new member orientation activity.
- 7. Surfacing and/or New Member Presentations: Acceptable if done according to each organization's Inter/National guidelines and the following conditions:
 - a. There is no physical, mental and/or verbal abuse and/or harassment of anyone whether or not that person(s) is in attendance
 - b. With proper and timely notification to Cortland's Greek Advisor, along with the timely submission and approval of any necessary reservation request forms.
- 8. Viewings: Unacceptable. However, meetings with two or more organizations at which potential new members are present and interacting in a positive fashion are acceptable. Viewings are defined as allowing members of other chapters or organizations to see, look at, ridicule, tease and/or view potential new members in a negative fashion. This is related to cross-pledging (see next item).
- 9. Cross Pledging: Unacceptable. Cross pledging is defined as allowing members from another fraternity and/or sorority to view, question, come into physical contact, etc. with potential new members from your organization.
- 10. Forced Servitude: Unacceptable to ask/require a new/line member to clean an initiated member's room or vehicle, to run personal errands, or to perform other services or duties not normally and equally shared by initiated/crossed members.
- 11. Sleep Deprivation, Dietary Restrictions, Forced Calisthenics, etc.: Unacceptable. Items such as these and others (bathing, personal hygiene) fall under the broader heading of hazing. Calisthenics include any kind of exercising (push-ups, etc.).
- 12. Overnight Sleepovers: Unacceptable. Forbidden by the majority of all National organizations. To be clear: Initiated members cannot ask or require new/line members to sleep over nor can new/line members who ask to sleep over be allowed to do so (unless they are extremely ill).

13. Blindfolding of new/line members is extremely limited, if not forbidden by most National organizations. New member education/orientation personnel should check with their organizational chapter/colony advisor and/or their National governing documents if unaware of what their organization allows.
 - a. Blind folding is definitely not allowed when used to lead/guide a new/line member from one location to another. The safety and well-being of all members must be a top priority.
14. Scavenger hunts are typically not allowed by a National organization either. Again, new member education/orientation personnel should check with the same individuals mentioned in item #13.
15. Time Limitations: During the week all programming that includes new/line members must end no later than 10 pm. It is encouraged that programming end whenever possible as many students have early morning classes. It is not unusual to have programming end by 9 p.m. during the week.
 - a. On both Friday and Saturday, the latest possible ending time is 11 p.m.
 - b. No activity involving a new/line member can ever start before 9 a.m.

Things you are responsible for once orientation program has been approved:

- Any desired changes must first be discussed with/approved by the Greek Advisor
 - Could include dates, times, location, events, manner of presentation, etc.
- Making sure that all new/line members have a calendar showing at least the date, starting time, anticipated length, and location for each session/event
 - This should be provided to new/line members at the start of the process and will assist everyone with time management.
- New /associate/line members may withdraw from pledging/orientation at any time.
- Greek Advisor must be informed within 24 hours of any changes to the membership roster for each class/line. Changes included, but are not limited to, an individual choosing to withdraw from the process. If known, the reason for this change should also be shared.
 - It is not the responsibility of the new/line member to tell the Greek Advisor that they have withdrawn from a program although they may choose to discuss their personal situation, their options with the Greek Advisor at any point in time.
 - For those chapters/colonies that give a new/line member 24 hours to consider changing their mind, the Greek Advisor is to be informed at the end of that 24-hour grace period (if the person decides to withdraw from the process).

NEW MEMBER BILL OF RIGHTS

Each new/line member has:

- The right to be fully informed about all conditions implied or stated in the acceptance of an offer of membership;
- The right to be treated as an individual;
- The right to ask questions and receive true and objective answers from initiated members;
 - This includes such things as “how, why, and when;”
- The right to be treated as a capable and mature person without being patronized;
- The right to have a positive, safe, and enriching recruitment and new member orientation process;
- The right to make informed choices without undue pressure from others;
- The right to make one’s own choice and decision(s) and accept full responsibility for the results of those decisions;
- The right to change their mind and end their association with a fraternity/sorority before initiation/crossing.

RISK MANAGEMENT: HAZING

Hazing is any action taken or any intentionally created situation that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate. Nearly every state in the U.S. has laws against hazing (including New York). That means it is a misdemeanor or felony that should be reported.

Common factors of hazing:

- Activities meant to 'earn' a place within an organization or team that seem inconsistent with someone's character or values
- Activities that are embarrassing or mentally/physically abusive
- Forced or coerced abuse of alcohol, drugs, and/or foods
- Personal servitude or the performance of meaningless tasks
- Willingness to participate does not absolve responsibility for either party
- Requirements for new or potential members to do things that established/initiated members are not required to do
 - And yes, this could apply to something seemingly beneficial like study hours.

Not sure if something qualifies as hazing? Ask yourself the following questions and if the answer is yes to any of them, then, yes, the matter in question probably qualifies as hazing.

- Would I feel comfortable participating in this activity if my parents/grandparents were watching?
- Would we get in trouble if a college administrator walked by and saw us?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation in this activity violate my values or those of this organization?
- Is this causing emotional or physical distress or stress to myself and/or to others?

Possible negative impact(s) on individual(s) being hazed:

- Physical, emotional, and/or mental instability
- Sleep deprivation
- Loss of sense of control and empowerment
- Decline in grades and quality of homework
- Relationships with friends, significant others, and family suffer
- Post-traumatic stress syndrome
- Loss of respect for and interest in being part of the organization
- Erosion of trust within the group members

Possible negative impact(s) on those who haze:

- Damage to one's personal reputation
- Warped sense of leadership
- Feelings of shame and guilt
- Potential suspension and/or expulsion from the organization and/or the school
 - Other lesser sanctions are also possible
- Potential legal action
 - Jail time
 - Financial consequences if sued
 - Permanent criminal record (could impact future career choice)

Possible negative impact(s) on the organization/team:

- Loss of reputation within the campus community, local area and nationally

- Loss of recognition for the organization, team or club and/or other privileges revoked
- Civil damages may be levied

Remember: If you see something, say something. It is far better to stop something negative from taking place rather than having to deal with its consequences. Hazing is a real problem that can cause long-lasting effects to the person(s) being hazed, the person(s) doing the hazing, and the community at large.

Across the country there has been at least one fatality every year due to hazing for the past 40+ years. Hazing is everyone's problem. It is also everyone's responsibility to do their part to prevent it from happening.

Some reporting options at SUNY Cortland:

- Dial 911 if someone's life and well-being is in immediate danger.
- Contact the Associate Director for Campus Activities and Greek Affairs
 - Sandra.wohleber@cortland.edu or 607-753-5769 (Office) or 607-423-3294 (Cell) or stop by her office in Corey Union, Room 412
- Contact the University Police Department (UPD)
 - 607-753-2111 (Emergency) or 607-753-2112 (Non-emergency) or stop by their office in Whitaker Hall
 - Submit a [Silent Witness Report](#) (can be found linked off the UPD website)
 - Can choose to include your name or have the report be anonymous
 - More can be done if you submit your name so we could follow up with you privately.
 - Include as many specific details as possible
 - It is not helpful to simply say, Chapter XX hazes their new members.
- Contact your RA and/or your RHD
- Contact your coach, your professor, your academic advisor, and/or the dean's office
- Contact the Vice President for Student Affairs (607-753-4721)
- Contact the Title IX Office (607-753-2956 or x4550) or Miller Building, Room 404-A
- Talk to your parents
- Contact anyone with whom you feel comfortable

Non-SUNY Cortland reporting options:

- Contact the local police
- Contact the national headquarters of the appropriate fraternity/sorority
- Contact the national toll-free and confidential hazing hotline: 1-888-668-4293
 - This hotline is available 24 hours a day, 7 days a week.

Interested in learning more about hazing? HazingPrevention.Org provides a lot of programs, resources and information about hazing prevention.

HAZING LAWS AND REGULATIONS

Hazing and/or harassment of new/line members is strictly prohibited as stipulated by New York State Law and the State University of New York Board of Trustees rules for the maintenance of public order. (See [SUNY Cortland Code of Student Rights and Responsibilities and Related Policies](#)). All chapters/colonies on the SUNY Cortland campus shall file with the Campus Activities and Corey Union Office a Certification of Compliance with Anti-Hazing Laws and Regulations. This certificate is a part of the required annual continued recognition application packet.

SUNY CORTLAND HAZING POLICY

General Philosophy Regarding Hazing:

SUNY Cortland believes that the participation in any organization includes acting responsibly towards members and future members of that organization. Responsible behaviors are those that show respect for the dignity and self-esteem of all persons. Practices that are physically, emotionally, psychologically, and spiritually damaging to others are not acceptable and will not be tolerated.

As Pertains to Student Organizations and Teams:

Organizations covered under the New York State Law on hazing, State University of New York Policies and SUNY College at Cortland Policies include an intercollegiate athletic team, club sport team, fraternity, sorority, association, order, society, club, or service, social or similar group whose members are primarily students at the State University of New York College at Cortland.

Definition of Hazing: (Any updated terminology in SUNY Cortland's *Student Code of Conduct and Related Policies* will take precedence if different than what provided below.)

Hazing means any intentional, knowing or reckless act occurring on-campus or off-campus, by one person acting alone or with others, directed against a member of the SUNY Cortland community that endangers the mental or physical health or safety of that person. Hazing is related specifically to pledging, being initiated into, developing an affiliation with, holding office in, or maintaining membership in any organization or team whose members are or include students at the State University of New York College at Cortland. The term "hazing" includes but is not limited to:

- a) Any type of physical contact or brutality, such as whipping, beating, striking, branding, electronic shock, placing of a harmful substance on the body or similar activity.
- b) Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics or other activities that subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- c) Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- d) Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation (such as verbal harassment), or adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered with SUNY College at Cortland, or that may reasonably be expected to cause a student to leave the organization or SUNY College at Cortland rather than submit to acts described within this hazing section.
- e) Any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the penal code and/or the *SUNY Cortland Code of Conduct and Related Policies*.

Hazing Offenses:

A person commits an offense if the person:

- a) engages in hazing;

- b) solicits, encourages, directs, aids or attempts to aid another in engaging in hazing;
- c) intentionally, knowingly, or recklessly permits hazing to occur.

PENAL LAW

SW: Need to verify specifics; May have gotten tougher

New York State Law Chapter 86 Section 120.16 states that “a person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of serious physical injury or death to such other person or a third person and thereby causes such serious injury or death to such person or to a third person.” Hazing in the first degree is a Class D Felony.

New York State Law Chapter 86 Section 120.17 states that “a person is guilty of hazing in the second degree when, in the course of another person’s initiation or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.” Hazing in the second degree is a Class E Felony.

New York State Law Chapter 86 Section 120.18 states that “a person is guilty of hazing in the third degree when, in the course of another person’s initiation or affiliation with any organization, he or she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.” Hazing in the third degree is a Class A Misdemeanor.

RULES FOR THE MAINTENANCE OF PUBLIC ORDER

The State University Board of Trustees rules for the maintenance of public order (State University Of New York Codes, Rules and Regulations Title 8 Education Laws, Volume B Section 535.3, September 30, 1980) states that “no person, either singly or in concert with others, shall take any action, create or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.”

PENALTIES

It is also stated that any organization which authorizes the prohibited conduct described in Subdivision (1) of Section 535.3 shall be subject to the rescission (removal) of permission to operate upon the campus or upon the property of the State-operated institution used for educational purposes. The penalty provided in this subdivision shall be in addition to any penalty to which an individual may be subject pursuant to this part. All fraternities and sororities are also subject to SUNY Cortland disciplinary action on any hazing policy.

BYLAWS

Section 6450 (1) of the Education Law requires that the provisions of this Part which prohibit reckless or intentional endangerment to health or forces consumption of liquor or drugs for the purpose of initiation into or affiliation with shall be deemed to be part of the bylaws of all organizations which operate upon the campus of any State-operated institution or upon the property of any State-operated institution used for educational purposes. The statute further requires that each such organization shall review these bylaws annually with individuals affiliated with the organizations.

LADDER OF RISK

SECTION NOT YET DONE

UNRECOGNIZED AND/OR BANNED ORGANIZATIONS

Summer 2019 Updates to the *SUNY Cortland Student Code of Conduct*:

Definition of an unrecognized organization: An unrecognized organization is an organization, group, club, society or fraternal organization whose recognition as a SUNY Cortland club or organization is currently suspended or has been revoked on the basis that its members have committed severe violations or have a history of repeated violations of law and University regulations such that the organization's continued presence on the campus or association with the university is determined to have irreparable adverse effects on the university or members of the SUNY Cortland community. An organization, group, club, society or fraternal organization that misrepresents itself as a recognized SUNY Cortland club or organization or uses the university name or logos without authorization is also considered to be an unrecognized organization, as such groups are not regulated by overarching organizations or by the university and, therefore, pose a risk to members of the campus community.

Affiliation with Unrecognized Organizations: Any affiliation with an unrecognized organization is prohibited. Affiliation includes recruiting for; joining; rushing; pledging; accepting an offer of membership or being involved in any activity that would normally be associated with being a member of the unrecognized organization. Residing in facilities that are owned, rented, or controlled by an unrecognized organization is also considered affiliation and is prohibited.

Unauthorized Membership or Participation in Student Club or Organization: Joining and/or participating in a student club or organization without meeting its eligibility requirements (e.g. joining a fraternity or sorority while on Academic Probation) is prohibited.

Recruitment of Ineligible Students to Join a Student Club or Organization: Recruiting students who do not meet eligibility requirements to join a student club or organization (e.g. recruiting first semester, first year students to join a fraternity or sorority) is prohibited.

Summer 2019 Updates to the school's *Other Related SUNY Cortland Policies*:

It is a violation of SUNY Cortland policy for students to affiliate with banned organizations. (Approved by the College Council, May 3, 2000 with the caveat that any students who were affiliated with groups banned by SUNY Cortland prior to that date will not be considered in violation of this policy.)

Definition of a Banned Organization: A banned organization is an organization, group, club, society or fraternal organization whose recognition as a university club or organization has been suspended or revoked on the basis that its members have committed severe violations or have a history of repeated violations of law and university regulations such that the organization's continued presence on the campus or association with SUNY Cortland is determined to have irreparable adverse effects on the university or members of the university community. An organization, group, club, society or fraternal organization that misrepresents itself as a recognized SUNY Cortland club or organization or uses the SUNY Cortland name or logos without authorization is also considered to be a banned organization, as such groups are not regulated by overarching organizations or by the university and, therefore, pose a risk to members of the Campus community.

Affiliation with Banned Organizations: The definition of affiliation includes recruiting for, joining, rushing, pledging, accepting an offer of membership or being involved in any activity that would normally be associated with being a member of an organization. Residing in facilities which are owned or controlled by these organizations is also considered affiliation. Fraternal

organizations are one type of organization to which this policy applies. At this point in time SUNY Cortland has two banned fraternities: Beta Phi Epsilon (Beta) and Delta Kappa Beta (Kappa).

Also approved by the College Council in May 1991 was the following:

Greek organizations are to submit lists of proposed members to the Campus Activities and Corey Union Office for academic verification. Any Greek organization failing to comply with the above stipulation shall be suspended for a minimum of one year.

Updated terminology would refer to individuals taken (offered membership) without the school's knowledge and without verification of academic eligibility as having been undergrounded. To be clear, undergrounding new members violates SUNY Cortland policies.

SUNY CORTLAND GREEK MULTICULTURAL COUNCIL CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the SUNY Cortland Greek Multicultural Council.

ARTICLE II. PURPOSE

The purpose(s) of this organization shall be to:

1. To serve as an umbrella council for all recognized fraternal organizations that can be referred to as ethnic in origin with said organizations to include those traditionally classified as African-American, Asian-American, Latina/Latino, etc.
2. To promote the awareness of multicultural diversity within SUNY Cortland and the larger Cortland community through the contributions of this Council and its member organizations
3. To support and promote the works of this Council's member organizations either individually or collectively
4. To foster respect, unity, friendship, and open lines of communication amongst all Council member organizations and the larger community in which we live
5. To promote the academic advancement of all member organizations and the larger community in which we live

ARTICLE III. CREED

All Council members are expected to conduct themselves according to the following guidelines:

1. Always keep an open mind and listen constructively
2. Respect each other
3. If disagreeing, disagree with ideas but not with those presenting them
4. Share your perspective with others so that your voice can be heard
5. Share responsibility and follow through on commitments you have made
6. Participate in Council discussions and events
7. Maintain confidentiality
8. Abide by all Council policies; remember that individuals created these policies in the best interest of the Council and its member organizations

ARTICLE III. MEMBERSHIP

1. Membership on this Council shall consist of any and all National cultural fraternities and sororities that are recognized by the College.
2. All SUNY Cortland recognized cultural fraternal organizations shall be required to be active members on this Council.
3. Each member organization will be required to provide one (1) representative to attend all Council meetings. Suggested are the following criteria that have been presumed but not stated as they apply to any holding Council office.
 - a. Said representative must be in good standing with both the College and the Organization
 - b. Said representative must have at least a 2.50 cumulative GPA and not be on either Academic Warning or Academic Probation
 - c. Said representative must be an initiated member of the Organization

4. Any and all SUNY Cortland brothers/sisters of Council member organizations are welcome to attend a Council meeting and participate in any and all discussions. As guests, they cannot participate in any vote that is taken.
5. All Council members must be matriculated students at SUNY Cortland.

ARTICLE IV. OFFICERS

1. The officers of the SUNY Cortland Greek Multicultural Council shall be President, Vice President of Programming, Secretary, Public Relations, and Treasurer.
 - a. The SUNY Cortland Greek Advisor has agreed to serve as Treasurer if and until such a time as membership numbers and interest allow for a student to hold this position
2. All officers shall be elected by a majority vote of the member organizations in the appropriate Greek Multicultural Council meeting and as outlined by the procedures contained in the Council Bylaws.
3. All officers are expected to hold their position for one academic year.
4. No single organization can hold more than two offices so as to promote equity amongst all member organizations.

ARTICLE VI. OFFICER DUTIES

All officers are to keep binders/notebooks that can be passed down and used by all incoming officers. Records/notes/etc. from previous events/programs are to be kept in these notebooks so as to be able to provide future guidance. Said notebooks are to be purchased with Council funds and are to be stored over the summer with the College's Associate Director of Campus Activities and Greek Affairs.

The **President** shall:

1. Have overall responsibility for all Council operations
2. Call and preside at all regular and special Council meetings
3. Review and approve all Council contracts
4. Serve as ex-officio member of any and all Council committees that may be created
5. Delegate appropriate responsibilities regarding planned programs
6. Perform all other duties usually pertaining to this office

The **Vice President of Programming** shall:

1. Perform duties of the President in his/her absence, inability to serve, or at his/her call
2. Be responsible for keeping a calendar of all major College events
3. Be responsible for planning and supervising any planned Council program
4. Oversee the delegation of tasks associated with any planned Council program
5. To organize and coordinate community service events on behalf of GMC
 - a. Promote collaboration between a variety of organizations and programs as appropriate
6. Be responsible for coordinating all necessary details for GMC to hold at least one community service project per year
7. Liaison as appropriate with the officers in the other 2 SUNY Cortland Greek councils
 - a. Collaborative event planning
8. Perform all other duties usually pertaining to this office

The **Secretary** shall:

1. Take attendance at all Council meetings

2. Create and maintain an accurate contact sheet for Council members. Distribute and update as needed.
3. Keep minutes of all meetings of this Council. Minutes are to be distributed to all Council members, ideally within 48 hours of the completion of each meeting. Minutes should also be sent to the Council advisor(s), the Greek Advisor (if someone else is serving as the Council's advisor) and the Director of Campus Activities and Corey Union. Council minutes shall also be sent to the presidents of all member organizations if they do not happen to already hold a seat on the Council.
4. Ensure that all Council members have an accurate copy of the Council's governing documents
5. Be responsible for making all room/facility reservations for Council meetings and activities
6. Be responsible for any and all official Council correspondence unless provided for otherwise
7. Perform all other duties usually pertaining to this office

The **Treasurer** shall:

1. Be responsible for the general supervision of all Council finances
2. Keep all members informed regarding dues and/or fines owed and appropriate payment deadlines
3. Receive all payments due to the Council and generate/distribute the appropriate receipts
4. Keep written records of all transactions and maintain accurate and up-to-date records
5. Report on the current balance at each Council meeting
6. Work with the VP of Programming to organize and execute fundraisers on behalf of the Council
 - a. This responsibility is lessened if the College's Greek Advisor is serving as Treasurer, responsibility should be shared amongst student Council members
7. Perform all other duties usually pertaining to this office

The **Public Relations Officer** shall:

1. Be responsible for any and all marketing and promotion of Council events and activities
 - a. This would include but not be limited to:
 - i. Posting on social media
 - ii. Generating and distributing flyers
 - iii. Generating and submitting newspaper articles to *The Dragon Chronicle*

ARTICLE VII. ADVISOR

The Associate Director for Campus Activities and Greek Affairs shall serve as advisor to the SUNY Cortland Greek Multicultural Council. Said individual may delegate and/or share that responsibility as they deem appropriate.

ARTICLE VIII. VIOLATIONS

Violations of any regulations of this Constitution or its related Bylaws, etc. shall be handled under the guidance of the Council Advisor and could culminate in the convening of the Greek Standards Board.

ARTICLE IX. AMENDMENTS

This Constitution may only be amended by a two-thirds vote of the voting members of this Council, provided notice of the proposed amendment has been given in writing, at a preceding, regular meeting. An electronic copy of the proposed revisions will be distributed to all Council officers and representatives following that meeting. Chapter/colony presidents will also receive an electronic copy as will the College's Greek Advisor and their direct supervisor.

Last updated April 2016

SUNY CORTLAND GREEK MULTICULTURAL COUNCIL BYLAWS

ARTICLE I. FINANCE

1. The fiscal year of the SUNY Cortland Greek Multicultural Council shall be from August 1 to July 31 inclusive.
2. All checks issued on behalf of this Council shall be signed by the Council Treasurer and/or the Associate Director of Campus Activities and Greek Affairs.
 - a. Any and all contracts entered into by the Council must be approved by the College's Greek Advisor before they can be deemed binding
3. All payments made to this Council can be made either in cash or by check. Checks for payment shall be made payable to "Auxiliary Services Corporation" or ASC for short.
4. All payments are to be deposited by the Council Treasurer and/or the Associate Director of Campus Activities and Greek Affairs.
5. Membership Dues
 - a. Amount: The dues of each Council member organization shall be \$10.00 per active brother/sister each semester with active being defined as meaning in good academic and/or social standing within the fraternal organization.
 - b. Time of Payment: All dues shall be payable at the second meeting of this Council each semester unless otherwise announced by the Council Treasurer.
 - c. Refunds: There are to be no refunds of paid dues if a member goes from "active" to "inactive" during the course of a semester.
6. Fines
 - a. Unexcused absences from Council meetings will result in a \$5.00 fine per absence.
 - b. Anyone who is more than 10 minutes late to a meeting without prior notice, and for a valid reason, will be fined \$3 for each time they are late.
 - c. All fines will be assessed and collected by the Council Treasurer.
 - i. It is the Treasurer's responsibility to notify individuals in a timely fashion (within 48 hours after a Council meeting) if a fine has been assessed.
 - d. A grace period of 7 days will be in place before any late fee is assessed.
 - e. After the grace period has expired, a late payment fine of \$1 per person per day that payment is late will be assessed in all situations. Day 8 will result in a \$1 late fee, Day 9 will result in a \$2 late fee, etc.
 - f. Each member organization is ultimately responsible to make sure that their members pay the Council whatever dues, fines, etc. are owed. If the individuals do not pay, the Council will hold the organization responsible for payment of said amount.
 - g. If an individual has not paid their fine within a reasonable amount of time (10 days), the president of the member organization will be informed and asked for assistance in collecting said fine.
 - h. For any fines not paid within 10 days, that individual/organization will lose all voting rights on the Council until the fine has been paid.
7. Council funds are not to be used to purchase alcoholic beverages.
8. Council funds are not to be used to purchase narcotics, marijuana, hallucinogens, and other illegal substances.

ARTICLE II. ABSENCES

1. Absences and/or anticipated late arrivals are to be reported to the Council Secretary and Council President at least 24 hours prior to the appropriate meeting day.

2. Decisions regarding excused or unexcused absences will be made by the Council officers in attendance at the meeting that is missed.
 - a. Excused absences/late arrivals to include, but not be limited to, such things as: death in the family, car accident, re-scheduled class session, re-scheduled exam, etc.
 - b. Unexcused absences/late arrivals to include, but not be limited to, such things as: forgetting to come, leaving early for a school break, paper to write, etc.
3. Officers who are absent are required to provide their report to the Council Secretary and/or Council President prior to the meeting.
 - a. These reports will be read out loud at the meeting and then entered into the minutes for that meeting.
4. If a chapter/colony representative is unable to attend a meeting, a fine can be avoided if they send an alternate in their place. Said alternate would take on all responsibilities of that representative for that period of time.
 - a. This would include any chapter/colony reports that are to be made.
 - b. This would also include any expected chapter/colony votes that are expected.
5. Attendance is expected of Council members for any event held by the Council. This would include but not be limited to such things as workshops, forums, etc.
 - a. Anticipated absences are to be submitted to the President and Secretary one week prior to the scheduled event. The Council will decide if the absence is to be excused.
 - i. It is understood that not all absences may be known a week out so members will give as much advance notice as possible
 - b. Unexcused absences from a GMC event will result in a \$15 fine and the loss of voting privileges at the next Council meeting
 - c. Individuals coming late to a GMC event will result in a \$10 fine. Late arrival will be considered 10 minutes or more past the designated arrival time.
 - d. If the event is one that solely consists of tabling on behalf of GMC, a \$5 fine will be assessed if the organization arrives late for their scheduled tabling time.

ARTICLE III. VOTING AND ELECTIONS

1. Each member organization will have one vote as will each Council officer except the President who will only get a vote in case of a tie.
2. The Council Advisor will never have a vote.
 - a. If the Council Advisor is serving as Treasurer, the Treasurer will not have a vote.
3. All elections for Council officers shall be held at one of the last two Council meetings of the academic year. The specific date shall be decided upon and announced no later than the first meeting in April each year.
4. In the event of a vacant office, an election will take place as soon as possible after the vacancy has occurred. The specific date shall be announced at a meeting and contained within the Council minutes for that meeting.
5. Uninitiated members of any recognized member organization are not eligible to run for Council office.
6. Chapter/colony presidents are eligible to run for all Council offices EXCEPT that of Council President.
7. No member organization can have more than two (2) members holding office.
8. In order to be eligible to run for, and hold, office on this Council, an individual must have a cumulative Grade Point Average (GPA) of at least a 2.50 and cannot be on Academic Warning or Academic Probation. Said individuals must also be considered to be in good

academic standing by their respective fraternal organization. GPA verification is to be provided by the College's Greek Advisor.

9. Any individual whose cumulative GPA falls below a 2.50 or who is placed on Academic Warning or Academic Probation during their term in office will be asked to resign from their position. Any individual who has been suspended from the College will automatically be removed from their position. Individuals who are student teaching or interning locally are eligible to retain their position if they so desire. Individuals who are student teaching or interning at home must step down from their position unless their home happens to be in Cortland, NY or someplace very close by.
10. In order to be eligible to serve on this Council as either an officer or a chapter/colony representative, an individual must be in good social standing with the College. Verification of this standing is to be provided by the College's Greek Advisor.
11. Any individual wishing to run for office must be a matriculated SUNY Cortland student.
12. All elections will be conducted by the Council President and/or the Council Advisor.
13. All Council positions are intended to be held for one year.

ARTICLE IV. ELECTION PROCEDURE

1. Elections will take place per the guidelines established in Article III.
2. An individual must be nominated, and then their nomination must be seconded by someone else. An individual can nominate themselves, but the second must come from another person. Candidates will then accept or decline their nomination.
3. All those who have accepted their nominations shall leave the room. They will re-enter one by one and state why they wish to hold the position, and what they can contribute to GMC.
4. When all parties have presented their cases they are to remain out of the room while the President leads a discussion on each nominee in a con-pro manner. Discussion will always end on a pro.
5. When discussion is completed, voting will take place (refer to Article III for all voting procedures and guidelines).
6. All votes will be counted by the President and the Council Advisor.
7. When all votes have been counted, the candidates will re-enter the room and the winner will be announced.

ARTICLE V. REMOVAL AND/OR RESIGNATION FROM OFFICE

1. If an officer chooses to resign from their position they must do so in writing and submit their resignation to either the Council President or the Council Secretary. If a written resignation is submitted to the Council Advisor, this person will forward that information to the Council President or Secretary and it will be as if the officer had submitted it him/herself. The Council Advisor may accept verbal resignations and will pass the information along per above.
 - a. The written resignation should contain a reason why the individual is choosing to step down even if only to say that it is for personal reasons.
 - b. The Council will accept any resignations tendered but WILL NOT excuse said officer from the payment of any fines that he/she might owe the Council that have accrued prior to the date of his/her resignation. This would also hold true for any organizational representative who chooses to resign.
2. If an organizational representative chooses to resign they must follow the procedures given above AND also notify their organizational president of their intent to resign. It is the responsibility of each member organization to both elect and replace its organizational representative in a timely fashion.

3. If an officer does not uphold their duties they may be removed from office.
4. Frequent absences may also result in an officer being removed from office.
5. Any Council member who wishes to propose removing a Council officer from their positions must present the Council's Advisor with a list of written reasons why "Person X" is desired to be removed from office. These reasons will be discussed and if a decision is made to proceed forward the following things will take place:
 - a. Council Advisor will have a private conversation with the officer in question to discuss concerns.
 - b. Options will be discussed and will include such things as:
 - i. Officer can choose to resign.
 - ii. Officer will meet with other Council officers to discuss situation and reach appropriate resolution. Council Advisor will serve as mediator and hold all parties accountable for whatever decisions are reached.
 - iii. An impeachment vote can be held and in order to pass, a 2/3 majority must be reached.
6. All conversations are to remain confidential unless they pose a real or implied safety risk to the physical and/or psychological well-being of any individual.

ARTICLE VI. EVENT PLANNING PARAMETERS

1. Member organizations and GMC are to have mutual respect for each other's events and not plan things that intentionally cross-program against each other
2. As many of the GMC member organizations have specific weeks during which they plan organizationally specific events each semester, it will be important to know when these weeks will be held and to know in a timely fashion so that GMC can plan around them
 - a. It is understood that as the number of cultural Greek organizations on our campus increases, it may become impossible for each group to have a week solely of their own. That being said, it is understood that no cultural Greek organization will schedule an event for the same day, same time as another cultural Greek out of respect for said organization.
3. No GMC member organization may schedule an event during another organization's pre-scheduled event without prior agreement from that organization
4. Member organizations will "reserve" the week of their organization specific events no later than the second GMC meeting of each semester
 - a. The dates for an organization's week of events should be shared with Greek Advisor and all GMC member organizations as soon as they are known.
 - b. If this is not done and GMC has scheduled an event during a week that a specific member organization wants to use, the GMC event takes precedence as they scheduled their event first.

ARTICLE VII. MEETINGS

1. Regular meetings of the SUNY Cortland Greek Multicultural Council shall be held weekly on Monday evenings at 7:00 pm.
2. Quorum: Two-thirds of the member organizations and officers shall constitute a quorum for the transaction of business.

ARTICLE VIII. HAZING

All forms of hazing shall be banned. This Council must abide by all hazing policies found in the SUNY Cortland *Code of Student Conduct*.

ARTICLE IX. BANNED/UNRECOGNIZED FRATERNAL ORGANIZATIONS

We, the members of the SUNY Cortland Greek Multicultural Council do hereby agree not to co-sponsor events and/or associate with any unrecognized or banned student organization.

ARTICLE X. RULES OF ORDER

This Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in Council specific governing documents.

ARTICLE XI. AMENDMENT

These Bylaws may only be amended by a two-thirds vote of the voting members of this Council, provided notice of the proposed amendment has been given in writing, at a preceding, regular meeting. An electronic copy of the proposed revisions will be distributed to all Council officers and representatives following that meeting. Chapter/colony presidents will also receive an electronic copy as will the College's Greek Advisor and their direct supervisor.

Last updated April 2015

SUNY CORTLAND INTERFRATERNITY COUNCIL -- CONSTITUTION

MISSION

We, the Interfraternity Council at SUNY Cortland set forth this Constitution and Bylaws in order to bring about closer working relationships and coordination among its member fraternities and SUNY Cortland, in accordance with the policies and standards established by SUNY Cortland, the North-American Interfraternity Conference (NIC) and each member Organization with College policies and standards taking precedence should there be a discrepancy.

ARTICLE I -- NAME

The name of this organization shall be the SUNY Cortland Interfraternity Council (IFC).

ARTICLE II -- PURPOSE

The purpose of the IFC shall be to:

1. Provide governance structure for its Member Fraternities;
2. Promote the interests of its Member Fraternities;
3. Promote the interests of men's fraternities in general;
4. Discuss questions of mutual interest and present appropriate recommendations to its Member Fraternities for potential action;
5. Promote the interests of SUNY Cortland;
6. Promote mutual cooperation between its Member Fraternities;
7. Promote mutual cooperation between the IFC, fellow governing councils, and student organizations at SUNY Cortland; and
8. Promote mutual cooperation between the IFC and SUNY Cortland, its students, faculty, staff, and local community

ARTICLE III -- MEMBERSHIP

Section I. Membership Eligibility Membership in the IFC is open to chapters and colonies of all recognized fraternities at SUNY Cortland as follows:

1. Any chapter or colony of a North-American Interfraternity Conference (NIC) member organization is required to hold membership on the IFC.
 - a. Exception is to be made for any chapter or colony with 3 members or less; This organization may choose to hold membership on the IFC
2. Any chapter or colony of an inter/national fraternity, which is not a member of NIC and has more than 5 active brothers, may hold membership on the IFC.
3. Any chapter or colony of any social fraternity recognized by SUNY Cortland.
4. All individual Council members must be currently matriculated SUNY Cortland students.

Section II. Membership Classification for Member Fraternities The membership classification of Member Fraternities shall be as follows:

1. Full Member: Any fraternity chapter which has obtained its charter from their inter/national organization. Full Membership grants the Member Fraternity all rights, privileges, and responsibilities under the IFC Constitution and Bylaws.
2. Associate Member: Any fraternity colony of an inter/national organization. Associate Membership grants the Member Fraternity all rights, privileges, and responsibilities under the IFC Constitution and Bylaws, except that it cannot hold IFC Executive Board positions.
 - a. Exception to be made for any Member Fraternity that has remained in colony status for at least 2 semesters; These long-term colonies will be accepted as Full Members

For the purpose of this Constitution and the IFC Bylaws, both Full Members and Associate Members are referred to as Member Fraternities.

Section III. Member Fraternity Minimum Expectations Each Member Fraternity shall adhere to and abide by the following minimum expectations:

1. Each Member Fraternity shall comply with all policies set forth by:
 - a. The IFC Constitution, Bylaws, and other applicable IFC, NIC, etc. policies;
 - b. The rules and regulations of SUNY Cortland; and
 - c. The general values-based conduct of fraternity men.
2. Each Member Fraternity shall maintain a minimum annual cumulative GPA of 2.70.
 - a. Any Member Fraternity that does not meet this criteria will be termed to be in Poor Standing (see Section IV below)
3. Each Member Fraternity shall be current on all IFC dues owed.
 - a. Any Member Fraternity that is more than 7 days late with dues payment will be termed to be in Poor Standing (see Section IV below).
4. Each Member Fraternity shall submit required membership rosters to the SUNY Cortland Greek Advisor within the first week of each semester.
 - a. This information will be shared with the IFC Vice President of Finance once verified as being accurate.
5. Each Member Fraternity shall comply with the attendance policies as outlined within this Constitution.

Section IV. Membership Status for Member Fraternities The membership status of all Member Fraternities will be determined by the start of each semester per the following criteria:

1. Good Standing: A Member Fraternity shall be deemed to be in Good Standing if the Member Fraternity is not currently operating under any IFC and/or SUNY Cortland sanctions, and is currently meeting the minimum expectations outlined in Section II of this Article.
2. Good Standing on Probation: A Member Fraternity shall be deemed to be in Good Standing on Probation if the Member Fraternity is currently recognized by SUNY Cortland and operating under any IFC and/or SUNY Cortland sanctions (other than suspension).
3. Poor Standing: A Member Fraternity shall be deemed to be in Poor Standing if the Member Fraternity has been placed on Suspension by the IFC or has currently failed to meet the minimum expectations outlined in Section II of this Article.
 - a. A Member Fraternity in Poor Standing will not be allowed to participate in any social activity sponsored by any SUNY Cortland Greek Council
 - b. Additionally, the Member Fraternity will not be able to hold IFC office or vote on any matter that comes before the Council
4. No standing: Any Member Fraternity that has been placed on suspension by SUNY Cortland is unable to participate in IFC. They may return once the suspension has been lifted.
 - a. IFC membership is not open to any fraternity not recognized by SUNY Cortland.

Section V. Individual Member Definitions For the purpose of this Constitution and the IFC Bylaws, and with an understanding that each Member Fraternity may have its own terminology for internal use, members will be defined as follows:

1. Active Member: Any individual identifying as male who has been initiated into any recognized fraternity at SUNY Cortland and will be counted on that organization's roster of active members for a particular semester

2. New Member: Any individual identifying as male who has accepted an offer to join a recognized fraternity at SUNY Cortland, has completed the necessary SUNY Cortland paperwork, but has not yet been initiated into that fraternity
3. Potential New Member: Any individual identifying as male who has not accepted a bid from any fraternity at SUNY Cortland.

Section VI. IFC Affirmation and Adoption of NIC Standards The IFC affirms and adopts the NIC Standards, and each Member Fraternity shall be required to meet the following in order to maintain IFC membership:

1. Each Member Fraternity shall communicate its values through its Ritual at least once annually;
2. Each Member Fraternity shall communicate to its Active Members and New/Line Members the importance and benefits derived from continuous membership education throughout the undergraduate experience and encourage or require its Active Members and New/Line Members to participate in educational programming, whether conducted by the chapter, IFC, SUNY Cortland, or independent organizations covering the following topics:
 - a. Academic Achievement and Student Success
 - b. Alcohol and Drug Use and Awareness
 - c. Career Preparation
 - d. Civic Engagement
 - e. Hazing Awareness
 - f. Leadership Development
 - g. Sexual Assault/Abuse Awareness
 - h. Values and Ethics
3. Each Member Fraternity shall only offer bids to join the fraternity to Potential New Members who meet the following academic requirements:
 - a. Must have an established minimum collegiate grade point average of 2.50;
 - i. This requirement is voided if a National organization requires a lesser minimum cumulative grade point average
 - b. Must meet any and all SUNY Cortland requirements
 - c. Must meet the individual organizational requirements of each Member Fraternity
4. Each Member Fraternity shall maintain an annual cumulative grade point average of a 2.70 or be at/or above the SUNY Cortland All Undergraduate Male grade point average if that grade point average is below a 2.70.
5. Each Member Fraternity shall have New/Line Member education programs lasting no longer than twelve weeks. The SUNY Cortland initiation cut-off date will be the last day by which men can be initiated each semester.
 - a. New member education/orientation may not take place over winter or summer breaks
 - b. New member education/orientation may not take place over fall or spring breaks unless all new/line members of a Member Fraternity have voluntarily agreed to “attending” a session or two during that time
6. Each Member Fraternity shall prohibit women’s auxiliary groups, such as “little sisters.”
7. Each Member Fraternity shall have and follow risk management policies covering the following areas:
 - a. Alcohol and Drugs
 - b. Hazing
 - c. Sexual Abuse and Harassment
 - d. Fire, Health and Safety

8. Each Member Fraternity shall support open extension, which is defined as the unrestricted establishment and recognition of undergraduate chapters of any NIC Member Organization through the adherence to the constitutional right of Freedom of Association.
9. Each Member Fraternity shall support open recruitment, which is defined as the ability of each Member Fraternity to recruit for membership anyone identifying as male who meets the Inter/national and SUNY Cortland requirements.
10. Each Member Fraternity shall prohibit the use of alcohol and drugs by all Active Members, New/Line Members, and Potential New/Line Members during all recruitment activities.
11. Each Member Fraternity shall prohibit the use of alcohol and drugs by all Active Members and New/Line Members during all New/Line Member educational programming.
12. Each Member Fraternity shall prohibit hazing, as defined by their inter/national organization, SUNY Cortland, New York State and the Federal Government, within all aspects of formal and informal chapter operations.

ARTICLE IV -- IFC GENERAL BODY

Section I. IFC General Body The powers of the IFC shall be vested in the IFC General Body. The IFC General Body shall be the governing legislative body responsible for the general policies of the IFC, and for instructing its Executive Board as to the activities and operations of the IFC. All such activities shall respect the individual sovereignty of each Member Fraternity and shall not relinquish any governance authority to any other governing body.

Section II. IFC General Body Composition The IFC General Body shall be composed of voting IFC Representatives from each Member Fraternity.

1. Each Member Fraternity shall have one IFC Representative, chosen by that Member Fraternity, who serves on the IFC General Body.
2. Each Member Fraternity may also choose an IFC Alternate Representative, who shall represent the Member Fraternity in the IFC General Body in the absence of its IFC Representative

Section III. IFC Representative and Alternate Representative Eligibility In order to serve as the IFC Representative or Alternate Representative for a Member Fraternity, individuals must meet the following requirements:

1. Be an Active Member, in good standing, of a Member Fraternity
 - a. Must have at least a 2.50 cumulative GPA and not be on either Academic Warning or Academic Probation
2. Maintain good academic and social standing with SUNY Cortland
 - a. Any individual whose cumulative GPA falls below a 2.50 or who is placed on Academic Warning or Academic Probation during their time of office will be required to resign from their position
3. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined in the Constitution
4. Be available to attend weekly IFC meetings
 - a. These meetings take place Wednesday evenings at 7 p.m.
5. Have a working knowledge of the IFC Constitution and Bylaws, SUNY Cortland policies, and NIC Standards, and their Fraternity's risk management policies
6. Not be a current member of the IFC Executive Board

- a. Exception can be made if the Member Fraternity has 3 or less members and only one member is available to attend regular IFC meetings
7. Any Member Fraternity Representative or Alternate Representative will not be able to maintain his office if his organization is placed on suspension by SUNY Cortland and/or loses recognition from SUNY Cortland.
8. In the event of a vacancy it shall be the responsibility of that Member Fraternity to elect/select a replacement within ten days of when the vacancy occurred.
 - a. The IFC Secretary, IFC President and IFC advisor are to be notified as to who the replacement(s) will be.

Section IV. Term of Office for IFC Representatives The term of office for IFC Representatives shall be a minimum of one semester but can extend longer under the procedures determined by each Member Fraternity; or upon his election to serve on the IFC Executive Board. Each representative is intended to serve for an entire academic year.

Section V. IFC General Body Meeting Policies The IFC General Body shall conduct its meetings according to the following requirements:

1. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
2. A majority of Member Fraternities must be present to constitute a quorum in order to conduct IFC General Body business
3. The IFC General Body shall typically meet once a week during the academic year
4. Special meetings may be called by the IFC President at any time or at the request of two Member Fraternities, with notice of the time, location, and purpose of the special meeting provided to all Member Fraternities at least 72 hours in advance.
5. Each Member Fraternity's IFC Representative or Alternate Representative is required to attend all meetings of the IFC. More than two absences per semester shall result in the Member Fraternity being asked to replace their Representative.

Section VI. General Body Voting Policies The IFC General Body shall operate using the following voting policies:

1. Each Member Fraternity, in good standing, shall have one vote.
2. Individuals holding IFC Executive Board positions are not entitled to a vote.
3. In the event of a tie, the IFC President shall cast the deciding vote.
4. With the exception of the election of IFC Executive Board positions, there shall be no secret ballot votes.
 - a. It should be noted that Executive Board positions are filled by each Member Fraternity on a rotating basis rather than by IFC elections.

ARTICLE V – IFC EXECUTIVE BOARD

Section I. IFC Executive Board The IFC Executive Board shall be responsible for carrying out the purpose and policies of the IFC and for its day-to-day operations and activities, as directed by the IFC General Body. The IFC Executive Board shall be composed of the following positions with duties and responsibilities outlined within the IFC Bylaws:

1. President
2. Administrative Vice President/Fundraising
3. Vice President of Finance
4. Secretary
5. Vice President of Academic Success
6. Vice President of Community Relations
7. Vice President of Member Development

Section II. IFC Executive Board Eligibility In order to be elected and serve as a member of the IFC Executive Board, individuals must meet the following requirements:

1. Be an Active Member in good standing, of a Member Fraternity
 - a. Must meet their National's requirement for academic good standing, no exceptions are to be made
2. Maintain good academic and social standing with SUNY Cortland
 - a. Must have at least a 2.50 cumulative GPA
 - b. Cannot be on Academic Warning or Academic Probation
3. Be devoted to the general ideals and principles of fraternity life and conduct themselves in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution
4. Have a working knowledge of the IFC Constitution and Bylaws, SUNY Cortland policies, NIC Standards, and their Fraternity's risk management policies.
5. Not currently serve as their Member Fraternity's IFC Representative or Alternate Representative.
6. Must complete whatever training sessions may be needed and required.
 - a. Individuals serving as IFC President, Secretary and/or VP of Finance must schedule a separate training session with the Council's advisor;
 - i. Ideally this training session would take place within the first week of the semester in which an individual takes office

Section III. IFC Executive Board Meetings The IFC Executive Board shall conduct its meetings according to the following requirements:

1. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
2. A majority of IFC Executive Board members must be present to constitute a quorum in order to conduct IFC Executive Board business.
3. At the very least, the IFC Executive Board should meet once at the start of each semester to discuss goals and expectations for the upcoming semester
 - a. Additional meetings could be added at the start of full Council meetings as needed
 - b. Meaning that full IFC meetings could be delayed until a given time to be decided
 - i. With current meetings scheduled to start at 7 pm, this could push back the full Council meeting time to 7:15 or 7:20 or 7:30 pm
4. Special meetings may be called by the IFC President with notice of the time, location, and purpose of the special meeting provided to each IFC Executive Board member at least 72 hours in advance.
5. Each IFC Executive Board member is required to attend all meetings of the IFC Executive Board and all meetings of the IFC General Body. Absences may result in removal from office.
 - a. Even a large number of excused absences may result in removal from office as it could negatively impact the forward progress of the Council

Section III. IFC Executive Board Voting Policies The IFC Executive Board shall operate using the following voting procedures during the IFC Executive Board meetings:

1. Each IFC Executive Board member shall have one vote.
2. The IFC President cannot vote except in the event of a tie when he shall cast the deciding vote.
3. There shall be no secret ballot votes.

Section IV. IFC Executive Board Election Policies The following policies and procedures shall be utilized for the election and removal of IFC Executive Board officers:

1. All offices shall be held in rotation by each Member Fraternity. Each chapter will elect/select the brother they feel is best suited to holding the position(s) for which the chapter is responsible to fill. While beneficial, prior experience serving on IFC is not required in order to be eligible for office.
2. All officers will serve for one academic year. A copy of the rotation cycle will be attached to the IFC Bylaws.
3. Any Member Fraternity with less than 4 brothers may provide an officer but is not required to do so.
 - a. If a Member Fraternity declines to provide an officer, the position will revert to another chapter per an equitable rotation pattern.
 - b. The one exception will be in the case of the VP for Finances as that office will be held by the SUNY Cortland "Greek Advisor" should the need arise.
4. Officers for the upcoming academic year are to be elected/selected prior to the final IFC meeting of the academic year prior.
5. Any individual serving in an IFC Executive Board position may be removed from his position by a 2/3 affirmative vote of the IFC General Body.
6. Any individual whose cumulative GPA falls below a 2.50 or who is placed on Academic Warning or Academic Probation during their time of office will be required to resign from their position
7. An officer will not be able to maintain his office if his organization is placed on suspension by SUNY Cortland and/or loses recognition from SUNY Cortland. A similar restriction would apply to any Member Fraternity Representative or Alternate Representative.
8. In the event of a vacancy it shall be the responsibility of that Member Fraternity to elect/select a replacement within ten days of when the vacancy occurred.
 - a. The IFC Secretary and President are to be notified as to who the replacement(s) will be. All appropriate contact information will be provided.

ARTICLE VI – IFC COMMITTEES

Section I. Standing Committees At this point in time the IFC will not have any standing committees so as to encourage and promote the General Body's involvement in all aspects of the IFC.

Section II. Ad Hoc Committees The IFC Executive Board or the IFC President may form ad hoc committees as deemed necessary to perform the work of the IFC. The IFC President shall appoint the ad hoc committee chairman and committee members with the agreement of the majority of the IFC Executive Board.

Section III. IFC Committee Meeting Policies All committees of the IFC shall conduct meetings according to the following requirements:

1. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
2. A majority of committee members need to be present and shall constitute a quorum in order to conduct committee business.
3. Each committee shall meet as called by its committee chair.
4. Each committee shall keep records of the business at hand and report on them to the IFC on a regular basis so as to be able to entered into the IFC meeting minutes

Section IV. IFC Committee Membership Makeup

1. All committees shall consist of a mixture of initiated fraternity members who serve on IFC and Member Fraternity members who do not serve on IFC

- a. Membership on each committee shall be comprised of as close to equal representation of all Member Fraternities as possible

ARTICLE VII. ADVISOR

The Associate Director for Campus Activities and Greek Affairs, informally known as the SUNY Cortland Greek Advisor, shall serve as advisor to the SUNY Cortland Interfraternity Council.

ARTICLE VIII. VIOLATIONS

Violations of any regulations of this Constitution or its related Bylaws, etc. shall be the occasion for following established SUNY Cortland procedures. The IFC President and the Greek Advisor would work together to gather information and to consider how to hold an individual(s) and/or Member Fraternity accountable for violating IFC policies.

1. There may be times when a letter of apology and/or financial compensation (fines) would be an appropriate sanction.

ARTICLE IX. AMENDMENTS

This Constitution may be amended by a two-thirds affirmative vote of the IFC General Body, provided notice of the proposed amendment has been provided to Member Fraternities at the preceding regularly scheduled business meeting of the IFC General Body.

1. This Constitution shall become effective and shall supersede all previous IFC Constitutions when adopted by a 2/3 affirmative vote of the IFC General Body.
2. At the very least, the governing documents of this Council are to be reviewed for possible updates every two years.

Updated May 2020

SUNY CORTLAND INTERFRATERNITY COUNCIL -- BYLAWS

ARTICLE I. FINANCES

Section I. Fiscal Year The Interfraternity Council (IFC) Fiscal Year shall be from August 1 to July 31 inclusive.

Section II. Contracts Any and all contracts entered into by the Council must be approved by the SUNY Cortland Associate Director for Campus Activities and Greek Affairs before they can be deemed binding.

Section III. Checks and Payments

1. The necessary paperwork that needs to be completed for the issuance of all checks shall be completed and filed by the IFC Vice President of Finance and/or the SUNY Cortland "Greek Advisor."
2. All payments due to the SUNY Cortland IFC shall be given to the IFC Vice President of Finance who shall record and deposit them.
 - a. Checks for payments shall be made payable to the Auxiliary Services Corporation (ASC for short). The memo line on the check can be used to cite the payment purpose, (i.e. Spring '15 dues or Reimburse for 'event' supplies). Receipts will be generated for all moneys received.
 - b. Cash payment is also acceptable.

Section IV. Appropriate Use of IFC Funds IFC funds are under the jurisdiction of the IFC Member Fraternities and shall only be used in a manner that benefits the fraternal community and that is congruent with the values of fraternity life. IFC funds shall not be used to purchase alcoholic beverages and/or drugs.

Section V. Income The IFC shall obtain its funding through dues collected each semester, fundraising projects, gifts of Member Fraternities, and/or fines.

Section VI. IFC Membership Dues

1. The semester dues for each Member Fraternity shall be set at \$5.00 per Active Member and shall be payable no later than the second IFC meeting of each semester.
 - a. Dues can be paid via cash or check (See Section III above)
 - b. There are to be no refunds of paid dues if a fraternity member goes from "active" to "inactive" during the course of a semester.
2. The semester dues for each Member Fraternity shall be set at \$5 per New Member and shall be payable no later than 3 weeks prior to the SUNY Cortland Initiation cut-off date each semester
 - a. Dues can be paid via cash or check (See Section III above)
 - b. There are to be no refunds if a New/Line Member opts to drop out of the Member Fraternity's New Member/Intake program after they have paid their IFC dues

Section VII. Fines

1. Unexcused absences from IFC meetings will result in a fine
 - a. Executive Board members and chapter representatives will be charged \$5 per unexcused absence
 - b. Fines can be avoided if the absentee has arranged to have a substitute attend in their place AND that substitute is fully prepared with all needed information
 - i. Examples to include items such as: chapter votes, officer reports, etc.

Section VIII. Absences

Anyone who knows that they will be unable to attend a meeting should inform the IFC Secretary and IFC President at least 24 hours in advance. If that person was to make a report, presentation, announcement, etc. at the meeting, that announcement should be submitted electronically to the IFC Secretary and/or IFC President prior to the start of the meeting, ideally at least 24 hours in advance. The IFC Secretary will then read it aloud at the meeting.

1. Excused Absences would include but not be limited to such things as a death in the family, an extra class session, being sick (contagious), etc.
2. Unexcused Absences would include but not be limited to such things as a paper being due the next day, incomplete homework, leaving early for Break, forgetting about a meeting, social events, etc.
3. The Secretary will determine whether or not an absence should count as excused or unexcused and will consult with the IFC President should there be any doubts

Section IX. Late payments

1. Dues that are not paid by the date they are due will be granted a 7-day grace period. If still unpaid at the end of that time, one dollar (\$1.00) per day for each Active or New/Line Member will be added to the amount owed
2. Fines that are not paid within a week will be assessed \$1 per day past the deadline
 - a. Payment on 8th day will add \$1, on 9th day will add \$2, etc.

ARTICLE II – ROLE OF THE REPRESENTATIVE**Section I. IFC Representative Duties and Responsibilities**

1. Serve as a representative and voice for his Member Fraternity's concerns regarding the fraternity community
2. Represent the larger fraternity community's interests
3. Inform his Member Fraternity of all IFC actions, discussions, plans, etc.
4. Serve as a liaison between IFC and his respective Member Fraternity
5. Serve as an active member of any IFC committee on which he may serve
6. Represent the highest ideals of fraternity life to the greater campus community
7. Attend and participate in any and all IFC activities as their academic schedule allows

ARTICLE III – ROLE OF THE IFC EXECUTIVE BOARD OFFICERS**Section I. IFC President Duties and Responsibilities**

1. Have overall responsibility for the operation of the SUNY Cortland Interfraternity Council
2. Call and preside at all regular and special meetings of this Council
3. Serve as an ex-officio member of any and all IFC regular and/or ad hoc committees
 - a. President to have voice but no vote
4. Appoint all Special Committees and their Chair and, in making these appointments, recognize representation from all Member Fraternities
5. Provide guidance and focus to all IFC efforts; Serve as official spokesperson for the fraternity community
6. Cast the final vote in the event of a tie
7. Build rapport and establish positive working relationships between IFC and Member Fraternity leaders
8. Regularly interact with the leaders of other governing councils and campus organizations
 - a. Encourage collaboration whenever, and wherever, possible
9. Establish a working relationship with key college administrators

10. Familiarize himself with the resources of the North-American Interfraternity Conference (NIC) and share information in an appropriate fashion
11. Perform all other duties usually pertaining to this office

Section II. IFC Administrative Vice President/Fundraising Duties and Responsibilities

1. Educate Member Fraternities on the IFC Constitution and Bylaws and risk management policies
2. Review all IFC governance documents on a regular basis; no less than once every two years but should be done on annual basis
 - a. Request and then review proposed revisions (in consultation with Council Advisor) and then present same to the IFC and Member Fraternities for discussion and vote
3. Perform the duties of the IFC President in his absence, inability to serve, or at his request
4. Serve as the Judicial officer of this Council should the need arise
5. Oversee any and all fundraising events sponsored or co-sponsored by this council
 - a. This would include the timely submission of the appropriate fundraising request forms as well as assisting in the promotion of any and all such council events
 - b. Maintain all records pertaining to specific fundraising events and make sure they are transitioned to the next Administrative Vice President
6. Perform all other duties usually pertaining to this office

Section III. IFC Secretary Duties and Responsibilities

1. Keep an up-to-date roll of all IFC members and take attendance at each Council meeting
 - a. Inform the IFC VP of Finance of those individuals with an unexcused absence
2. Generate and maintain a current contact list for all IFC members; Distribute to all members and update as needed
3. Generate minutes for each IFC meeting and distribute electronically within 48 hours of said meeting
 - a. Minutes are to be sent electronically to all Council members, all IFC chapter presidents, the IFC advisor and the Director of Campus Activities and Corey Union
4. Generate any letters needing to be sent by the IFC
5. Keep an accurate file of all minutes, correspondence, contracts, etc. for the current academic year and know how to access these items from previous years if need be
6. Ensure that all IFC members are in possession of the most current IFC Constitution and Bylaws; Distribute as needed
7. Perform all other duties usually pertaining to this office

Section IV. IFC Vice President of Finance Duties and Responsibilities

1. Be responsible for the general supervision of the finances of the SUNY Cortland Interfraternity Council
 - a. Work with the SUNY Cortland Greek Advisor in regards to the submission of any and all required paperwork since all Council funds are maintained as a separate entity within the Campus Activities program.
2. Collect IFC Member Fraternity dues, fines, etc. as needed; Deposit appropriately
3. Work with the College's Greek Advisor to both deposit and withdraw money from the SUNY Cortland IFC account
 - a. All deposits and withdrawals are to be done in a timely fashion
4. Maintain accurate financial records throughout the year
 - a. Provide receipts to all who submit payment

- b. Pay all IFC bills promptly
 - i. Remember: IFC can reimburse a Council member but cannot “hire” a SUNY Cortland student to perform a task such as DJing an event; Council can hire a company with the appropriate tax number and submitted W-9
- c. Announce the current balance at each IFC meeting
- 5. Remind individuals that no reimbursements can be made unless a receipt is provided
 - a. Money cannot be withdrawn from the account without a bill and/or receipt being presented
- 6. A tax-exempt form is to be used when making a purchase on behalf of IFC
 - a. Any money paid for the tax on an item(s) will not be reimbursed
 - b. Tax exempt forms are available from the SUNY Cortland Greek Advisor
- 7. Keep all IFC members informed regarding dues and/or fines owed and appropriate deadlines; Inform Member Fraternity president if payment thereof becomes an issue
 - a. Notification should be made within 24 hours of a missed meeting/deadline
- 8. Perform all other duties usually pertaining to this office

Section V. IFC Vice President of Academic Success Duties and Responsibilities

- 1. Coordinate a scholarship chair orientation program for Member Fraternities
- 2. Collect and distribute academic performance rankings
- 3. Publish important academic dates and deadlines
- 4. Collect and distribute information about campus academic services (tutors, supplemental instruction, ASAP, career counseling, placement workshops, library resources, etc.)
 - a. Provide information regarding scholarship opportunities available through individual Member Fraternities and/or the College and/or outside sources
- 5. Work individually with Member Fraternity scholarship chairs below the all-men’s grade point average so as to assist them in planning for improved academic performance
 - a. Provide advice and support to these chairs throughout the year
- 6. Build and maintain relationships with faculty, academic offices, academic honorary societies, etc.
- 7. Work with the VP of Community Relations to come up with appropriate posts for inclusion on any and all IFC social media sites
- 8. Generate and/or promote programs to assist in academic success
 - a. Have these programs made available to all Member Fraternities
 - b. Consider having these programs made available to the entire fraternal community
 - c. Consider having these programs made available to the entire student body

Section VI. IFC Vice President of Community Relations Duties and Responsibilities

- 1. Develop and execute a public relations and social media strategy
 - a. Serve as administrator for any and all IFC social media sites, keeping a record of all usernames and passwords that will then be passed down to their successor
 - b. Keep active all IFC social media sites; Ask all Member Fraternities to assist by providing appropriate posts
 - i. Remember that these sites could contain posts relevant to IFC, its Member Fraternities, and/or the entire SUNY Cortland fraternal community
- 2. Develop a list of possible service projects for IFC and/or its Member Fraternities to consider participating in
- 3. Work with the Administrative Vice President to develop fundraising events for IFC and/or Member Fraternities

4. Collect and disseminate information on the fraternity community to all campus and community media sources
5. Keep the media and the public informed of upcoming events or potential news
6. Establish a positive working relationship with external constituents
7. Assist in the development of various IFC publications and outreach programs
8. Provide advice and support to Member Fraternity community service officers

Section VII. IFC Vice President of Member Development Duties and Responsibilities

1. Inform all IFC members of upcoming opportunities for membership development being offered by SUNY Cortland and/or within the local community
 - a. Such opportunities to include items such as alcohol education speakers, leadership workshops, resume writing and/or interview techniques
2. Generate programming in these areas for all Council members and/or Member Fraternities
 - a. Consider having these programs made available to entire fraternal community
 - b. Consider having these programs made available to entire student body
3. Utilize technology (social media, etc.) in promoting these events
 - a. Partner with the VP of Community Relations as appropriate in producing and distributing appropriate promotional materials
4. Develop recruitment workshops and programs for Member Fraternities
 - a. Provide advice and support to Member Fraternity recruitment officers
 - b. Assist in evaluating relative success of all recruitment events/programs so as to make improvements moving forward
5. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new/line member recruitment

ARTICLE III – ROLE OF THE IFC ADVISOR

Section I. IFC Advisor Duties and Responsibilities The Associate Director of Campus Activities and Greek Affairs, informally known as the SUNY Cortland Greek Advisor, shall serve as advisor to the IFC.

1. Advise the IFC and its Member Fraternities
2. Advise all financial processes
3. Coordinate life safety, facility management, and risk management programs in conjunction with local agencies, SUNY Cortland personnel and/or appropriate chapter/colony officers
4. Facilitate or provide resources including potential presenters of campus or national renown to conduct workshops, programs, retreats, and seminars on relevant topics, including the following:
 - a. Multicultural Competence, Leadership Development, Recruitment and Intake as well as Risk Management
5. Monitor membership and intake retention by Member Fraternities and the entire community for purposes of improving academic support and recommending intervention strategies
6. Gather and disseminate information via meetings, websites, newsletters, social media venues, and/or informational bulletins to various entities in fraternity life
7. Advise Council in areas of both planning and assessing IFC and Member Fraternity programs
8. Organize and facilitate leadership programs, retreats, and/or workshops as appropriate

9. Connect the Members and New/Line Members of Member Fraternities to leadership opportunities across campus, in the local community, and within their inter/national organizations
10. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life
11. Provide for the recording and archiving of information about the fraternal community and encourage Member Fraternity leaders to do the same within their organizations

ARTICLE IV – IFC CODE OF CONDUCT

Section I. IFC Code of Conduct As members of the IFC, we, the Member Fraternities, hereby agree to and adopt the following code of conduct:

1. We will know and understand the ideals expressed in our fraternity Rituals and will strive to incorporate them in our daily lives.
2. We will strive for academic achievement and practice academic integrity.
3. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically, or sexually abuse or harm any human being.
4. We will protect the health and safety of all human beings.
5. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
6. We will meet our financial obligations in a timely manner.
7. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol;
8. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties are properly cleaned and maintained.
9. We will challenge all fraternity members to abide by these fraternal expectations and will confront those who violate them.

ARTICLE V -- SUNY CORTLAND RESOLUTIONS

1. Be it resolved that the SUNY Cortland Interfraternity Council will not accept cash contributions, sponsorships or in-kind donations from tobacco companies and other organizations whose purpose is to promote tobacco interests. This resolution was first adopted by the SUNY Cortland InterGreek Council (IGC) in February 2010.
2. We, the members of the SUNY Cortland Interfraternity Council do hereby agree not to co-sponsor events and/or otherwise associate with any unrecognized or banned student organization. We acknowledge that these groups do not represent the values of our fraternal community.

ARTICLE VI – EXPANSION

Section I. Expansion Philosophy In accordance with the North-American Interfraternity Conference’s Position on Open Expansion, the IFC at SUNY Cortland believes the best interests of higher education and of the fraternity movement are served through the establishment of new chapters that provide a fraternal experience for an increasing number of college men. Expansion gives men more choices; it brings new influence and direction to a campus fraternal community; it provides new leadership and renewed motivation. To that end, the Member Fraternities of the IFC:

1. Will not prohibit an inter/national organization from selecting undergraduates for the purpose of establishing a chapter on the campus; and
2. Will not deter expansion by withholding membership in the IFC for any inter/national member organization.

Section II. Expansion Process The SUNY Cortland IFC will abide by the College's policies and procedures related to expansion. The IFC would also be willing to assist this process by steering any interested undergraduate student and/or inter/national fraternity interested in expansion to the office of the SUNY Cortland Associate Director of Campus Activities and Greek Affairs.

ARTICLE VII – RECRUITMENT

Section I. Recruitment Philosophy The IFC supports open recruitment and believes a man shall be free to join a Member Fraternity at a time that is mutually beneficial to both himself and the Member Fraternity. To this end, the IFC shall not establish policies that inhibit men from participating in recruitment activities and joining Member Fraternities.

Section II. IFC Sponsored Recruitment Under the guidance of the IFC Vice President of Membership Development and the SUNY Cortland Greek Advisor, the IFC shall designate periods of time during each semester when the IFC will assist Member Fraternities by advertising their recruitment events, hosting campus-wide recruitment events, and educating Potential New Members about the fraternity community.

Section III. Year-Round Recruitment Member fraternities are encouraged to participate in year-round recruitment and shall establish recruitment practices and timelines as determined to best serve that Member Fraternity.

Section IV. Member Fraternity Recruitment Each Member Fraternity shall develop recruitment events, materials, and activities that are:

1. Values- based;
2. Alcohol free and illegal substance free;
3. Generally in good taste;
4. Not derogatory, degrading, or slanderous; and
5. In support of the National Panhellenic Conference's Unanimous Agreement X that supports each College Panhellenic denouncing the participation of undergraduate Panhellenic women in men's recruitment

Section V. Courtesy Towards Another Member Fraternity No Member Fraternity shall initiate communication with a New Member or Member of another Member Fraternity about disassociation/de-pledging in order to become a New Member or Member of their own Member Fraternity.

ARTICLE VIII. AMENDMENT

These Bylaws may be amended by a two-thirds affirmative vote of the IFC Member Fraternities, provided notice of the proposed amendment has been provided to Member Fraternities at the preceding regularly scheduled IFC business meeting.

1. These Bylaws shall become effective and shall supersede all previous IFC Bylaws when adopted by a 2/3 affirmative vote.
2. At the very least, the governing documents of this Council are to be reviewed for possible updates every two years. It is strongly advised that they be reviewed on an annual basis.

Updated May 2020

INTERFRATERNITY COUNCIL OFFICER SELECTION ROTATION CYCLE

Three Fraternity System Effective Spring 2019

Note: Schedule will change if Member Fraternity is added or subtracted any particular year/semester.

Remember: Offices Are intended to be held for an entire academic year

Officer	Fall '20	Spq '21	Fall '21	Spq '22	Fall '22	Spq '23
President	LSU	LSU	Theta Chi	Theta Chi	APD	APD
Vice President/ Fundraising	APD	APD	LSU	LSU	Theta Chi	Theta Chi
Secretary	Theta Chi	Theta Chi	APD	APD	LSU	LSU
VP of Finance	Advisor	Advisor	Advisor	Advisor	Advisor	Advisor
VP of Member Development	Vacant	Vacant	Vacant	Vacant	Vacant	Vacant
VP of Community Relations	Theta Chi	Theta Chi	APD	APD	LSU	LSU
VP of Academic Success	APD	APD	LSU	LSU	Theta Chi	Theta Chi

Note: If the council goes dormant for any length of time, the rotation cycle will be adjusted prior to the council returning to active status. That adjustment will do its best to pick up where things left off.

SUNY CORTLAND PANHELLENIC ASSOCIATION – CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the SUNY Cortland Panhellenic Association.

ARTICLE II. OBJECT

The object of the Panhellenic Association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and person life.
2. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) UNANIMOUS AGREEMENTS and policies.
5. Act in accordance with such rules established by the Panhellenic Council as do not violate the sovereignty, rights and privileges of member sororities.

ARTICLE III. MEMBERSHIP

There shall be two classes of membership: Regular and Associate.

1. The **REGULAR** membership of the SUNY Cortland Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference sororities at SUNY Cortland and/or local chapter(s) recognized by SUNY Cortland.
2. The **ASSOCIATE** membership of the SUNY Cortland Panhellenic Association shall be composed of all members in good standing of National Panhellenic Conference colonies or pledged chapters.
3. Attendance at all regularly scheduled meetings is mandatory by two (2) representatives from each member organization. Unexcused absence may result in fines according to the procedures outlined in the Association Bylaws. Representatives will be required to serve on one committee.
4. Uninitiated members of recognized social sororities are welcome to attend meetings as observers. They can participate in any and all discussions but they are not eligible to vote or run for office.

ARTICLE IV. OFFICERS

1. The officers of the SUNY Cortland Panhellenic Association shall be President, Vice President, Secretary, Treasurer, Public Relations, Scholarship, Social, Standards, Membership Selection and Assistant Membership Selection.
2. The officers shall be delegates from sororities holding regular membership in the SUNY Cortland Panhellenic Association. Delegates from sororities holding associate membership shall not be eligible to hold office.
3. All offices shall be held in rotation by each sorority chapter holding regular membership. All officers will serve for one academic year with the exception of the Membership Selection and Assistant Membership Selection positions which shall serve for one year according to the recruitment cycle, typically changing office in mid-Spring each year. A copy of the rotation cycle will be attached to the bylaws.
 - a. Any sorority experiencing low active numbers (below 40 sisters) will remain exempt from the rotation cycle of the Membership Selection and Assistant

Membership Selection positions. Once the chapter obtains more than 40 active sisters, they will be reintroduced into the rotation cycle. The chapter will still hold two officer positions on the Panhellenic Council.

4. All officers will be required to attend all regular Panhellenic Council meetings.
 - a. Exception: Membership Selection and Assistant Membership Selection officers can rotate attendance once bids are signed each semester.
5. An officer can be voted out of their position by a two-thirds majority vote of the voting members of the SUNY Cortland Panhellenic Association. Reasons for potential removal from office include such things as not fulfilling the requirements of the position and/or inappropriate conduct that reflects poorly on the SUNY Cortland fraternal community.

ARTICLE V. OFFICER DUTIES

The **President** shall:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the SUNY Cortland Panhellenic Association as well as at all regular and special meetings of the Panhellenic Council itself.
3. Appoint all Special Committees and their Chairperson and, in making these appointments, recognize representation from all member sororities.
4. Call and preside at any and all special meetings involving just the Panhellenic officers, report all decisions and actions made at the next meeting of the Panhellenic Council through the Secretary and record the action in the minutes of that meeting.
5. Review and approve all Panhellenic Association contracts involving the SUNY Cortland Panhellenic Association.
6. Serve as an ex-officio member of all Panhellenic Council Committees with voice but no vote.
7. Report as required to the National Panhellenic Conference (NPC) Area Advisor.
8. Appropriately share materials received via NPC newsletters, updates, etc.
9. Maintain a complete and up-to-date President's file which will include a copy of the current SUNY Cortland Panhellenic Association Constitution and Bylaws; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC advisor; copies of the school's Panhellenic Reports to the Area Advisor and other pertinent materials.
10. Perform all other duties usually pertaining to this office.

The **Vice President** shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as Chair of the Fundraising/Judiciary Committee
 - a. This individual shall oversee any and all fundraising events sponsored or co-sponsored by the SUNY Cortland Panhellenic Association.
3. Maintain all records pertaining to specific fundraising events and make sure they are transitioned to/available for future vice presidents.
4. Perform all other duties usually pertaining to this office.

The **Secretary** shall:

1. Keep an up-to-date roll of the members of the Panhellenic Council and take attendance at all Council meetings.
2. Maintain an accurate contact sheet for all women serving on the SUNY Cortland Panhellenic Council. Distribute to all members and update as needed.

3. Keep current statistics concerning the number of initiated members and new/associate members of each Panhellenic Association member organization.
4. Keep full minutes of all meetings of the SUNY Cortland Panhellenic Association, the Panhellenic Council and a record of all action taken by the Council officers. Minutes shall be distributed to all Council members, all Panhellenic chapter presidents, the Panhellenic advisor, and the Director of Campus Activities and Corey Union. Said minutes should be distributed within 48 hours of the completion of the appropriate meeting.
 - a. Once approved, minutes are to be posted on the Council's NPC website.
 - b. Maintain complete up-to-date files which will include meeting minutes, contact sheets and correspondence of the Panhellenic Association for the current year.
 - c. Know how to access these same items from previous years.
5. Ensure that all members of the SUNY Cortland Panhellenic Council and all member sororities thereof, are in possession of the most current Constitution and Bylaws for said organization. Distribute as needed via either email or hard copy.
 - a. Make sure that the Panhellenic advisor has posted these items on the school's *Fraternities and Sororities* webpage.
6. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
7. Perform all other duties usually pertaining to this office.

The **Treasurer** shall:

1. Be responsible for the general supervision of the finances of the SUNY Cortland Panhellenic Association
 - a. Work with SUNY Cortland's Greek Advisor in regards to the submission of any and all required paperwork since all Council funds are maintained as a separate entity within the Campus Activities program.
2. Be responsible for keeping all Council members informed of how much money is available for use at each council meeting. This is to be done by providing the current balance at each meeting.
 - a. Maintain two separate balances: General usage and recruitment usage
3. While treasure does not need to prepare a formal budget, they must be aware of how money will be needed to actualize intended events and safe guard that money
 - a. Examples include the annual benefit brunch, annual request for financial support for Safe Halloween, Spring Bliss and the annual hazing prevention education speaker.
4. Receive all payments due to the Panhellenic Association, collect all dues, fines, etc. The Treasurer shall also provide receipts for all payments made to the Association.
 - a. Individuals who are fined for missing a meeting must be informed within 24 hours of the missed meeting.
 - b. Individuals who have been authorized to spend Association funds must be reminded that the Association is tax exempt and anyone who does not pick up a tax exempt form prior to making a purchase will not be reimbursed for taxes paid.
 - c. No one can be reimbursed without submission of the appropriate receipt(s).
5. Be responsible for prompt payment of all bills of the SUNY Cortland Panhellenic Association.
6. Given ASC guidelines it is not possible to do the following things:
 - a. Pre-pay any event or give an individual petty cash to spend
 - i. Payment structure is based on reimbursement
 - b. Cut a check to pay a current student for working at a Panhellenic event
7. Sign Panhellenic Association contracts when authorized to do so.

- a. See Council Bylaws for more guidance in this area.
8. Be responsible for keeping chapters and members up-to-date on late payments by:
 - a. Sending reminder messages;
 - b. Keeping written records of attempts made to contact said individual/chapter
9. Perform all other duties usually pertaining to this office.

ARTICLE VI. STANDING COMMITTEES

The Standing Committees of the SUNY Cortland Panhellenic Council shall be: Fundraising/Judiciary, Membership Selection (Recruitment), Public Relations, Scholarship, Social, and Standards

The Standing Committees shall serve for a term of one year. Chairs of each committee are to be filled by sororities in a rotational pattern as described elsewhere in the Constitution and Bylaws. Chapter representatives shall serve on each committee as determined no later than the second meeting of the Panhellenic Council each academic year.

Fundraising/Judiciary Committee:

1. Membership. The Fundraising/Judiciary Committee shall consist of the Vice President as Chairperson, one representative from each member organization with the President, Panhellenic Advisor and Panhellenic Standards Chair as ex-officio members.
2. Duties. It shall be the duty of the Fundraising/Judiciary Committee to deal with violations of the Constitution, Bylaws, and Recruitment Rules of the SUNY Cortland Panhellenic Association.
3. It is also the duty of this committee to generate and/or plan and/or oversee all fundraising efforts of the Panhellenic Association and/or Council.

Membership Selection (Recruitment) Committee:

1. Membership. The Membership Selection Committee shall consist of a chairperson, vice chairperson and no less than two, and no more than three members from each member organization. The chairperson serves for a period of one year. The vice chairperson become the chairperson for the next year so serves for two years. This process rotates between chapters, albeit not on the same rotation cycle as the other officers.
2. Duties. This committee shall be responsible for all Panhellenic Association matters related to Membership Selection (Recruitment). This committee shall be responsible for reviewing and developing Recruitment Rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding each semester for which the rules would be in effect), and distributing copies of them, when approved, to the delegates of the member sororities. Following each Membership Selection (Recruitment) period, the Chairperson of this committee shall present a full report, including recommendations for future adjustments to the Panhellenic Council.

Public Relations Committee:

1. Membership. The Public Relations Committee shall consist of a chairperson and between 2 and 4 members. No sorority may have more than one representative on this committee.
2. Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the SUNY Cortland Panhellenic Association. The Committee shall work closely with all officers to make certain that the news media is kept informed of favorable publicity about the Panhellenic Association and its member sororities.
 - a. It is the responsibility of this committee to assist the chair in gathering material for any and all Council social media sites.

- b. It is the responsibility of the chair to serve as site administrator for any and all Council social media sites and keep record of all usernames and passwords thereof.
 - i. This information should be kept in a secure location and passed down to the next PR chair; Council president, secretary and advisor should have these items as well.

Scholarship Committee:

1. Membership. The Scholarship Committee shall consist of a chairperson and between 1 and 3 members. No sorority may have more than one representative on this committee.
2. Duties. The Scholarship Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement. This could involve planning of workshops and/or bringing in guest speakers for Council and/or Association members and/or larger fraternal or university community.
 - a. This committee shall also be active in providing materials for inclusion on any and all Panhellenic social media sites.
 - i. Material could include such items as study tips, academic resource materials, etc.

Social Committee:

1. Membership. The Social Committee shall consist of a chairperson and no more than one representative from each member organization.
2. Duties. The Social Committee shall be responsible for planning and supervising all social activities of the SUNY Cortland Panhellenic Association. The Social Committee shall be responsible for keeping a current calendar of all social events of the Panhellenic Council member sororities.
 - a. This committee should also be aware of the dates for all major campus events.
3. It is the role of this Committee to plan and implement any Association wide event.
 - a. If the event is an athletic/sports game or tournament, the following guidelines will be in effect:
 - i. Member organizations are not automatically required to participate but rather are to take the idea back to chapter for discussion and vote.
 - If the Council vote is “yes” then all teams are to be of mixed membership.
 - Any organization that chooses not to participate should be given first refusal for providing any and all volunteers needed to help plan and actualize the event.
 - b. If the event is a fundraiser, then the responsibility of planning and implementing is to be shared between the social and fundraising committees.

Other:

1. Such committees and officers as found necessary to carry out the work of the SUNY Cortland Panhellenic Council. These shall be appointed by the President to serve for the tenure/time period in office of the President that appoints them.

ARTICLE VII. ADMINISTRATION OF MEMBERSHIP SELECTION

1. Deferred (Spring) recruitment shall be held.
 - a. There will be a \$5.00 registration fee for each PNM; Payment due at time of registration
2. Courtesy bids are not allowed.

3. Except during the formal recruitment period, continuous open bidding (COB) shall be in effect during the school year (fall through spring) for all eligible students identifying as female.
4. All membership selection events shall be held in either on- or off-campus locations agreed upon by the SUNY Cortland Associate Director for Campus Activities and Greek Affairs.
5. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total in accordance with NPC guidelines.
 - a. A list of pledged, initiated or affiliated members shall be filed with the Panhellenic Advisor no later than the Sunday after the first full week of classes each semester.
 - b. Any de-pledging, termination or other changes in membership shall be reported to the Panhellenic Advisor no later than 24 hours after it has occurred.
6. All recruitment, new member, and/or associate member activities must end one month before the last day of classes. The specific date to be observed will be announced by the SUNY Cortland Greek Advisor at the start of each semester so as to be included in the Panhellenic minutes.
7. Per NPC policy, an individual who is initiated into an NPC sorority and later resigns from that sorority is NOT eligible to rush/join any other NPC sorority.
 - a. That same individual could choose to rush a local sorority or Alpha Phi Omega.
8. If an initiated member of a local sorority belonging to the SUNY Cortland Panhellenic Association chooses to resign from that local sorority they ARE NOT eligible to rush/join any of SUNY Cortland's NPC organizations.
9. Per SUNY Cortland protocols, an incoming transfer student who was a member of a local sorority at their previous school, could choose to rush/join any of our sororities if, and only if, they had officially resigned from their local sorority.
10. Any NPC sorority experiencing a low number of active sisters (below 25), will only be required to have one recruitment counselor during formal recruitment. While other chapters are required to submit five recruitment counselor applications, any chapter with low numbers will only be required to submit three.
 - a. Nu Sigma Chi is excused from participating in Forma Recruitment until such a time when chapter membership numbers exceed 40 sisters or unless the chapter asks to be included.
 - i. Nu Sigma Chi will not be asked to provide any Recruitment Counselors during the time they are excused from participating in Formal Recruitment.

ARTICLE VIII, PANHELLENIC ADVISOR

1. The Panhellenic Advisor shall be appointed by:
 - a. The SUNY Cortland Campus Activities program.
2. The advisor shall serve in an advisory capacity to the SUNY Cortland Panhellenic Association and its Council.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

1. All members of the SUNY Cortland Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by the National Panhellenic Conference.
2. All SUNY Cortland Panhellenic Association rules and policies shall be in harmony with those currently established by the National Panhellenic Conference and the State University of New York at Cortland.

ARTICLE X. VIOLATIONS

1. Violations of any regulations of this Constitution or its related Bylaws, or recruitment rules, or rules concerning matters other than recruitment, of the National Panhellenic Conference Unanimous Agreements, etc. shall be the occasion for penalties established by the SUNY Cortland Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.
2. Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

ARTICLE XI. AMENDMENTS

This constitution may be amended by two-thirds vote of the voting members of the SUNY Cortland Panhellenic Council, provided notice of the proposed amendment(s) has been presented at a preceding regular meeting. An electronic copy of the proposed revisions will be distributed to all Council officers and chapter representatives following that meeting. Chapter/colony presidents will also receive an electronic copy as will SUNY Cortland's Greek Advisor and their direct supervisor. The governing documents of this Council must be formally reviewed every two years but should be reviewed annually.

Last updated: May 2020

SUNY CORTLAND PANHELLENIC ASSOCIATION BYLAWS

ARTICLE I. FINANCE

1. **FISCAL YEAR.** The fiscal year of the SUNY Cortland Panhellenic Association shall be from August 1 to July 31 inclusive.
2. **CONTRACTS.** Any and all contracts entered into by the Association and/or the Council must be approved by the SUNY Cortland Greek Advisor before the contracts can be deemed binding.
3. **CHECKS:** The necessary paperwork that needs to be completed for issuance of all checks shall be completed and/or filed by the Treasurer and/or the SUNY Cortland Greek Advisor.
4. **PAYMENTS.** All payments due to the SUNY Cortland Panhellenic Association shall be made to the Treasurer, who shall record them and provide receipts. Checks shall be made payable to the Auxiliary Services Corporation (or ASC for short). The memo line on each check can be used to cite the payment purpose i.e. Spring '20 Active Sister dues.
 - a. Cash payment is also acceptable.
5. **MEMBERSHIP DUES.**
 - a. **Amount.** The dues of each Panhellenic Association member sorority shall be an assessment per sister (\$10.00) and new/associate member (\$5.00) each semester.
 - b. **Time of Payment.** The dues of active members of each sorority shall be payable the third week of each semester unless otherwise announced by the Panhellenic Treasurer. New/Associate members shall pay two weeks after "Bid Day". For those who join during a COB period, the timing of bid day shall equate to the starting date of the new member education program for the chapter they are joining.
 - c. There are to be no refunds of paid dues if a member goes from "active" to "inactive" during the course of a semester.
6. **FINES:** Unexcused absences from SUNY Cortland Panhellenic Council meetings will result in the fining of said individual.
 - a. All officers and chapter representatives will be charged \$5.00 per unexcused absence. If a chapter representative is absent, there will not be a fine levied provided the second representative from that chapter is in attendance. Chapter representatives who are unable to attend are encouraged to find someone to take their place so as to avoid a fine. All substitutes must be prepared for full Council participation – have results of any chapter votes taken and/or be able to provide chapter input, chapter reports, etc.
 - i. It is expected that the chapter representative will meet up with their substitute and discuss what took place at the missed meeting within 36 hours of the meeting taking place.
 - b. If an officer is absent, there will not be a fine levied provided the absent officer provided someone to attend the meeting in their place AND submitted the expected report for that meeting.
 - i. The report could be presented by the substitute or provided electronically ahead of time to both the President and Secretary for them to read aloud.
 - ii. It is expected that the officer will meet up with their substitute and discuss what took place at the missed meeting within 36 hours of that meeting.
 - a. If a fine has not been paid within a week, a late fee of \$1 per day that it is late will start to accrue (8 days late costs \$6 for an officer, 9 days late costs \$7, etc.)

- b. Frequent absences will be brought to the attention of the appropriate chapter president as the chapter will be held liable for the payment of any and all fines and may also choose to replace the officer and/or representative.
 - c. All fines are to be assessed and collected by the Panhellenic Treasurer after consulting with the Panhellenic Secretary and President.
7. **ABSENCES.**
- a. Planned absences are to be reported to the Council Secretary and President at least 24 hours in advance.
 - b. The Council Secretary, Treasurer, and President will determine if an absence is to be considered as excused.
 - c. Excused absences would include but not be limited to such things as a death in the family, a group project that could not be scheduled at another time, an extra class session, being extremely ill, etc.
 - d. Unexcused absences would include but not be limited to such things as a paper due the next day, forgetting, leaving early for Break, social events, homework, etc.
 - e. All absent officers and chapter representatives will be expected to submit a report ahead of time that will then be read aloud at the meeting.
8. **PURCHASE OF ALCOHOL.** Panhellenic Council funds are not to be used to purchase alcoholic beverages.
9. **PURCHASE OF DRUGS.** Panhellenic Council funds are not to be used to purchase narcotics, marijuana, hallucinogens and other illegal substances.

ARTICLE II. SELECTION OF OFFICERS

1. The office of President of the SUNY Cortland Panhellenic Association shall be held in rotation by each sorority chapter holding regular membership. The President should have served on the Panhellenic Council for at least one semester. If the sorority is unable to come up with an individual to serve in this position, that sorority shall relinquish its place to the next sorority in order of rotation. The sorority so passed may resume its place the following year.
 - a. All other officers shall also be held in rotation by each sorority holding regular membership. The ladies selected to serve in these positions may have prior experience on the Council but are not required to do so.
2. In order to be eligible to run for, and hold, any and all offices and positions on the Panhellenic Council, an individual must have a cumulative Grade Point Average (GPA) of at least a 2.50 and cannot be on Academic Warning or Academic Probation. Said individuals must also be considered to be in good academic standing by their respective fraternal organization. GPA verification is to be provided by the SUNY Cortland Greek Advisor. Any individual whose cumulative GPA falls below a 2.50 or who is placed on Academic Warning or Academic Probation during their term of office will be required to resign from their position.
3. In order to be eligible to serve on this Council an individual must be in good social standing with SUNY Cortland. Verification of this standing is to be provided by the SUNY Cortland Greek Advisor in consultation with the SUNY Cortland Student Conduct Office.
4. No member who serves as their chapter's President, Vice President (chapter president's second-in-command), Secretary, or Treasurer can be elected to serve as a Panhellenic Officer. If an individual is elected to one of these chapter Executive Board positions while

they hold a Panhellenic office, they will be required to step down from the Panhellenic position so that someone else can be elected in their place to fill out the term.

- a. Individuals holding these chapter positions could serve as chapter representatives on the Council.
5. Uninitiated members are not eligible to vote or run for office.
6. An officer will not be able to maintain their office if their sorority is placed on suspension or loses recognition.
 - a. A similar restriction would apply to any and all chapter representatives.
7. **OFFICERS**. The Officers of the SUNY Cortland Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall have such powers and duties as are prescribed in the Constitution and/or Bylaws of the SUNY Cortland Panhellenic Association.
8. **TRANSITION**.
 - a. Incoming officers and incoming chapter representatives are encouraged to attend the last meeting of the Spring semester. If a sorority elects new representatives between the Fall and Spring semester, incoming Spring representatives are encouraged to attend the last meeting of the Fall semester.
 - b. General training of all Council members will take place at first meeting of each academic year. Additional one-on-one sessions will be scheduled as needed.
 - i. Incoming presidents, secretaries, treasurers and membership selection personnel must all set up a separate training session with the Greek Advisor; Ideally contact should be made just prior to the start of each semester so that training can be completed within the first week of classes. The timing will be slightly different for incoming membership selection personnel.
 - c. The binders/notebooks and folders of all outgoing officers and chapter representatives are to be left with the Panhellenic Advisor for safekeeping over the summer and winter breaks.
9. **REPRESENTATIVE VACANCIES**. When a representative vacancy occurs, it shall be the responsibility of the sorority concerned to select/elect a replacement within one week of said vacancy. The Panhellenic President, Secretary and Advisor are to be given the name and contact information for the incoming chapter representative. When a meeting of the Panhellenic Council occurs while a representative vacancy exists, the alternate/second representative of the sorority concerned shall fulfill the duties of the representative in all cases.
 - a. Representatives cannot also serve as Panhellenic officers or committee chairs.
10. **MEETINGS**. Regular meetings of the SUNY Cortland Panhellenic Council shall be held weekly at a time and place established at the beginning of each college term or semester. Unless otherwise notified these meetings will be Wednesdays at 6 pm.
11. **SPECIAL MEETINGS** of the Panhellenic Council may be called by the President when necessary and shall be called by them upon the written request of any member delegate of the Panhellenic Council.
12. **QUORUM**. Two-thirds of the member sororities shall constitute a quorum for the transaction of business.
13. **VOTING**. The voting body of the SUNY Cortland Panhellenic Association shall be its Panhellenic delegates, otherwise known as chapter representatives.

- a. The voting members of the Panhellenic Council shall be the delegates of each sorority. Each pair of organizational delegates is responsible for casting one vote that accurately reflects information provided by their sorority. If both delegates are absent, the vote may be cast by a member of the sorority, providing their credentials have been presented, to the Council President prior to the meeting. If there is no eligible sister present, the chapter does not get a vote in the matter at hand. And while the chapter does not get a vote, they will be expected to honor the outcome of said vote.
- b. All Panhellenic business requires a majority vote with the exception of revising the governing documents. This requires a 2/3 majority vote as stated in Article X.
- c. Any local sororities that are members of the Panhellenic Council will get a vote on all items with one exception. That exception is Panhellenic Extension and the reason they cannot vote is due to NPC Policy. Local sororities are encouraged to voice their concerns and opinions in the discussion but they cannot vote. Local sororities can vote when the Council is discussing Total.

ARTICLE III. NEW MEMBERING AND INITIATION

1. A woman must be a full-time matriculated student at SUNY Cortland to be eligible for recruitment. To be eligible an individual must be verified as having a cumulative GPA of 2.0 or better and have completed at least 12 credit hours at SUNY Cortland. Anyone on Academic Probation or Academic Warning is not eligible for recruitment. Incoming transfer students must have completed a minimum of 24 post high school hours and have at least a 2.50 cumulative GPA. -They must supply a copy of their transcript to the College's Greek Advisor for academic verification. For those chapters/colonies that require a higher GPA, SUNY Cortland will honor that requirement.
2. A Panhellenic Association member sorority may not issue an invitation to membership or formally pledge any women during any school recess/break.
3. A new member may be initiated whenever they have met the requirements of the sorority to which they are bound. All initiations must be completed thirty (30) days before the last day of classes in any given semester. Said date will be formally announced each semester by the SUNY Cortland Greek Advisor.
4. A woman may not be offered a bid, nor sign a bid card, nor begin the new member process until their current academic status has been checked and verified as academically eligible for consideration by the Campus Activities and Corey Union Office.
5. All bids are to be signed in front of the SUNY Cortland Panhellenic Advisor or their appointed alternate. Said appointments are only to be made by either the College's Greek Advisor or their designee should the Greek Advisor be incapacitated for some reason.

ARTICLE IV. HAZING

All forms of hazing are illegal and therefore shall be banned.

Hazing is defined as any action taken or situation created, intentionally, whether on or off sorority premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing apparel which is conspicuous and not normally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games and activities; late

night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the educational host institution.

This Association must abide by all hazing policies found in the SUNY Cortland *Code of Student Conduct* as well as those covered in the National Panhellenic Conference Manual of Operations. The Association must also abide by the hazing laws and regulations of New York State and the Federal Government. Each member organization is also expected to abide by their organizational hazing related policies. If unclear what those policies might be please consult the appropriate website.

ARTICLE V. EXTENSION

1. When all National Panhellenic Conference chapters at SUNY Cortland are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter.
2. All extension possibilities/procedures are to follow the steps outlined by the National Panhellenic Conference (NPC) and the Council is to consult with the NPC Extension Chairperson as appropriate.
3. Such a chapter shall be organized through colonization by a NPC organization.
4. Consideration should be given to NPC sororities that have previously had chapters on the campus and to those NPC sororities which have filed letters expressing an interest in the campus.

ARTICLE VI. VIOLATIONS

1. Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be addressed through a conference of delegates of the sororities involved, chaired by the Panhellenic Vice President. This conference shall include the Panhellenic President, Panhellenic Standards Chair and the SUNY Cortland Panhellenic Advisor.
2. If the conference of delegates cannot reach an amicable solution, the matter shall be referred to the Judiciary Committee. Further actions, if needed, will be brought to the attention of the Director of Campus Activities and Corey Union and/or the SUNY Cortland Student Conduct Office and/or University (or City of Cortland) Police as appropriate.
3. Any additional steps needing to be taken (such as an appeal) will be outlined either in the NPC Manual of Information or will be determined by relevant SUNY Cortland policies with the SUNY Cortland policies taking precedence.

ARTICLE VII. ADOPTED RESOLUTIONS

1. Be it resolved that the SUNY Cortland Panhellenic Association will not accept cash contributions, sponsorships or in-kind donations from tobacco companies and other organizations whose purpose is to promote tobacco interests. Adopted February 2010.
2. We, the members of the SUNY Cortland Panhellenic Association do hereby agree not to co-sponsor events and/or associate with any unrecognized or banned student organization. Adopted November 2010.

ARTICLE VIII. CHAPTER RELATIONS

1. Chapter reports will be provided by chapter representatives at the final Panhellenic Council meeting each month. Said reports are to provide updates on past, present, and future chapter events and projects so as to help build a stronger Panhellenic community.

2. A minimum of 5 sisters from each chapter are required to attend at least 1 event per semester for any member chapter's philanthropy event that has been announced at a previous Panhellenic Council meeting. This event must be open to the public.

ARTICLE IX. GRADUATION CORDS

In order to be considered to receive a Panhellenic graduation cord, an individual:

1. Must have actively participated on the Panhellenic Council for at least 3 semesters, not necessarily consecutive;
 - a. Membership Selection Chair may apply for cord if they served their full term.
2. Must have had no more than 1 unexcused absence each semester they served on the Council;
3. Must be in good financial and social standing within their chapter/colony and
4. Must be in good social standing with the College (Greek Advisor will verify)

Those who wish to be awarded a Panhellenic graduation cord must express their interest in doing so by completing and submitting the appropriate Panhellenic Graduation Cord Application. This application is linked off the College's Fraternities and Sororities webpage. Hard copies are also available from the Council's Standards Chair. Completed applications are to be submitted to the current Standards Chair no later than April 1st for those intending to graduate/walk in May of that year.

1. Unforeseen events such as a pandemic may result in this submission date being adjusted as happened during Spring 2020 when the submission deadline was moved to April 24.

ARTICLE X. RULES OF ORDER

The SUNY Cortland Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution and Bylaws.

ARTICLE XI. AMENDMENT

These Bylaws may be amended by two-thirds vote of the voting members of the SUNY Cortland Panhellenic Council, provided notice of the proposed amendment(s) has been presented at a preceding regular meeting. An electronic copy of the proposed revisions will be distributed to all Council officers and chapter representatives following that meeting. Chapter/colony presidents will also receive an electronic copy as will SUNY Cortland's Greek Advisor and their direct supervisor. The governing documents of this Council must be formally reviewed every two years but should be reviewed annually.

Last Updated May 2020

PANHELLENIC COUNCIL OFFICER ROTATION CYCLE

Five Sorority System

Officer	Fall '20	Fall '21	Fall '22	Fall '23	Fall '24	Fall '25
President	SDT	APhi	ASA	DPhiE	Nu Sig	SDT
Vice President/ Fundraising	Nu Sig	SDT	APhi	ASA	DPhiE	Nu Sig
Secretary	APhi	ASA	SDT	Nu Sig	ASA	DPhiE
Treasurer	*Nu Sig *Advisor serving	Nu Sig	ASA	SDT	APhi	Nu Sig
VP of Recruitment	ASA	DPhiE	SDT	APhi	ASA	DPhiE
Asst. VP of Recruitmt.	DPhiE	SDT	APhi	ASA	DPhiE	SDT
Scholarship	APhi	ASA	DPhiE	Nu Sig	SDT	APhi
Social	SDT	Nu Sig	DPhiE	APhi	SDT	ASA
Public Relations	DPhiE	APhi	Nu Sig	SDT	APhi	ASA
Standards	ASA	DPhiE	Nu Sig	DPhiE	Nu Sig	APhi

Important Note: VP and Asst. VP of Recruitment rotate on a slightly different schedule from all other officers per the agreement of previous Panhellenic Councils so as to promote equity amongst all groups. The above rotation schedule may need to be adjusted if individuals elected into these positions do not remain in office for their entire time. As a general rule, the Assistant VPR/Membership Selection Chair becomes the VPR/Membership Selection Chair following Spring Break of the appropriate year.

Keep in Mind: This schedule is based on elections being held in April for the upcoming academic year with all positions intended to be one year in length. The schedule will be adjusted if the timing of Panhellenic elections is changed from April to November.

GREEK PRESIDENTS COUNCIL

SECTION NOT YET DONE