

SUNY CORTLAND

GREEK LIFE

OPERATIONS

MANUAL

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Greek Life Operations Manual

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INTRODUCTION

The Greek Life Operations Manual (GLOM) has been compiled and updated so as to provide everyone with a “master document” that is intended to contain all Greek life policies and procedures. This manual is a resource for: All members of all recognized fraternities and sororities at SUNY Cortland, all organizational and/or SUNY Cortland chapter advisors, and members of the SUNY Cortland administration. It could also be a resource to any and all National fraternity and/or sorority considering the possibility of expanding to SUNY Cortland.

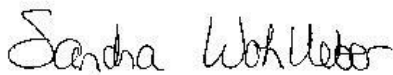
All chapter, colony, and council members are required to be aware of the existence of this manual and to know its contents. This manual will be linked off the SUNY Cortland Fraternities and Sororities website. Individuals are encouraged to download a copy of their own for future reference. Moving forward, this manual is intended to empower all “Greeks” and will enable individual members to take more initiative as they plan chapter/colony and/or council programming.

All chapters, colonies, councils and/or individual members will be held accountable for following all relevant procedures and protocols. Having this manual in place eliminates the ability for anyone to say they were not aware of something. Anyone with questions is welcome to reach out for clarification(s).

It is anticipated that mandated training sessions will continue in areas such as recruitment and new member orientation. Others will be scheduled if needed. This manual is also intended to be used to enhance the transition process between outgoing and incoming chapter/colony and/or council officers.

This document will be reviewed on an annual or bi-annual basis and be updated as needed. Its readers should feel free to contact SUNY Cortland’s “Greek Advisor” if material is unclear or lacking. Forms such as the Continued Recognition Application, Midyear Report, Fundraising request form, etc. will be contained in this manual only as a reference. The forms to be used will be linked as separate documents off the [SUNY Cortland Fraternities and Sororities website](#).

Please keep in mind that special circumstances may alter at least some of the information contained within this manual. Special circumstances would include things such as an ongoing pandemic. Pandemic protocol information will not be contained in this manual as it can change so quickly. Visit the appropriate university website(s) for that information. I look forward to working with you as you navigate your way through Greek Life at SUNY Cortland!



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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 university'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 university's Director of Corey Union and Campus Activities and/or the university'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 of the decision. Reasons for the non-certification will be specified and an appropriate time table presented in which to resolve the matter.
 - b. Chapters/Colonies that have not submitted all required documentation by the deadline given each year will be suspended pending receipt, review, and verification of all needed documentation.
 - i. Chapters/Colonies who have not met any timetable established in subsection a (provided immediately above) will also be suspended until their specific circumstances/situation has been resolved.
 - c. 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 as well as names and contact information for all other active members.
 - 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 chapter/colony 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 System/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 Core 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 Core 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 University 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 SUNY 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) who will then enter them into the system.

- 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 culturally based 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 offers membership to students but 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 weekday 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.

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*).

Guidelines for recognized chapters with no active undergraduate members on campus

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

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

- Inactive undergraduate members cannot be these contacts.
- Names and contact information are to be shared no later than one month prior to the first day of classes for the appropriate semester.

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

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

- Provide Greek Advisor with the name, preferred email address, phone number, Cortland living address and SUNY Cortland ID number for all students being considered for membership on a line, in a class.
 - This information is to be provided no later than August 1 for the Fall semester and no later than January 10 for the Spring semester. The Greek Advisor will then check the academic eligibility of all individuals and let the appropriate person(s) know the results.
 - If an entire year has gone by without the chapter/colony having any active, initiated members on campus, the Greek Advisor will also run the c-numbers through Student Conduct to make sure the individuals are in good social standing with the school. Anyone with open, incomplete sanctions will not be eligible for consideration.
 - The candidates will be asked for their permission before this takes place. Any who deny permission will be found to be ineligible for consideration.
- Attend whatever training sessions may be required (Would usually apply to areas such as recruitment, and/or new member education).

- This training does not necessarily have to be done in-person and if need be, can be done at a date and time that is convenient for all involved.
- Submit the required new member orientation plan for discussion and eventual approval (revisions and/or clarifications may be required).
 - Set up meeting to review/discuss the submitted program.
 - Plan must have all new members crossed, initiated no later than the school's initiation cut-off date each semester.
 - New member sessions may be conducted virtually, in-person or a hybrid of the two; Final decisions will be made based on any ongoing public health concerns.
 - Edit plan as needed; Not able to proceed with plan unless and until it has been approved by Greek Advisor

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

- Greek Advisor will meet with all undergraduate initiated members on a bi-weekly basis. Typically, this would be for one, possibly two meetings after the new members have crossed and then continuing for at least one half of the following semester.
- The chapter/colony will be required to elect/select a representative to attend Greek council meetings the semester after its new members have been initiated.
 - Any and all of its new members would be welcome to attend the last two Greek council meetings during the semester they crossed.
- The chapter/colony president will be required to attend Greek Presidents Council meetings beginning after its new members have been initiated. This president will be expected to invite other SUNY Cortland undergraduate members to attend as appropriate.

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

- Greek Advisor will send the contact person(s) a copy of the Presidential Information sheet that was shared with the presidents at the meeting.
 - Purpose: Keep the contact person(s) informed of upcoming deadlines, relevant information that may pertain to their chapter/colony.
- Greek Advisor will also make sure to send the contact person(s) any "start of semester" information that has been shared with other chapter presidents.
- If the contact person(s) does not receive this information, it is their responsibility to reach out to the Greek Advisor and request it.

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

- Either party could request a meeting if desired, needed.
- It is anticipated that most business can be conducted electronically.

Greek council participation: Any chapter/colony without active, undergraduate members will be excused from attending these meetings until such a time as new members have been initiated.

- Chapters/colonies could have their alumni and/or undergraduate members from other campuses invited by the Greek Multicultural Council (GMC) to participate in a GMC event.
 - Depending on the circumstances this may also be possible for any Interfraternity and/or Panhellenic Council member organization. The specifics would need to first be discussed with the Greek Advisor.
- These same SUNY Cortland chapters/colonies will not have a vote in any council decision. It would be up to each council to decide if they could participate (as guests) in any discussion impacting the future of the respective council.
 - These same SUNY Cortland chapters/colonies could have copies of the minutes sent to their contact(s) by the GMC Secretary if so desired and requested.
 - These same chapters/colonies will remain listed on all council and SUNY Cortland promotional materials during the time they are recognized. The word “inactive” or “dormant” may be included depending on what is applicable.

Chapter/colony specific events:

- Virtual events could be hosted by chapter alumni and/or undergraduate members from other campuses.
 - Greek Advisor would need to be made aware of, and approve, these events prior to their taking place. None of these events could conflict with any event sponsored by GMC and/or its other member organizations.
 - Fundraisers would not be allowed.
- In-person events
 - Informationals: Could be held, would need to be coordinated through the Greek Advisor. The Greek Advisor will assist in promoting these events.
 - Tabling: Could not take place when the group sponsoring the event is the SUNY Cortland administration (Example: Open House events). Tabling at the SGA coordinated Student Involvement Fair each semester would also not be allowed. Both of these options would present liability concerns for SUNY Cortland.
 - Other events/programming: Would need to be discussed on a case by case basis.
 - Final decision rests with the Greek Advisor.

If any other questions or concerns arise, the group must speak with the Greek Advisor. It is also expected that the contacts will be using the Greek Life Operations Manual as a resource.

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

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)

- 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

- 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

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 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 of this manual).

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

Cortland position/job and campus address for each: _____

Phone number and email address for each: _____

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): _____

Required Chapter/Colony Officer Information; 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, Social, and Public Relations/Social Media

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

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

Also needed is a listing of ALL chapter/colony officers and other positions such as General Board members, Committee Chairs, etc.

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

Chapter/Colony Roster for Fall 20XX Continued

The roster can be submitted using the information/format that the chapter/colony uses for itself or its National as long as it contains all needed information. The document provided should be clearly labeled to contain the organization's name and the semester to which it is applicable. All roster information should be submitted in alphabetical order by last name.

- 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. Also include anyone who has transferred out or resigned from the chapter/colony over the summer.
 - There should be two lists for this section: One contains those who will be inactive this semester while the other contains those who will be in Cortland and will remain active with the chapter.
 - Next to each name, provide broad reason they are on list, i.e. student teaching, studying abroad, etc.
 - For anyone who will be living locally, make sure to provide all contact information mentioned above.

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 Submitted: _____

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

1. List all members that graduated, transferred, or otherwise left SUNY Cortland over the Winter Break. 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 active in Fall 20XX AND have returned to active status 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 student teaching, studying abroad, interning, etc. in Spring 20XX but NOT doing so in Cortland. Give reason for each.
Example: Joe Jones, Study Abroad
5. List all members that will be student teaching, interning, etc. in Spring 20XX AND will be doing so in Cortland. State what each is doing. For example Jill Smith, Student Teaching
 - a. Break this down into two lists and label each – one for those who will be active with chapter and one for those who will be inactive.
 - b. For those who will be inactive, provide their preferred email, phone number, and Spring living address for each. The others will have their contact information on the full roster.
6. List **all** Spring 20XX officers (not just Executive Board members). This should also include General Board positions, committee chairs, etc. Also include any appropriate (GMC, Panhellenic) positions.
 - a. Include position, person holding it, their preferred email and phone number.
 - b. Note: If easier to simply submit a roster that has this information on it, that is okay.
7. Provide a full roster of all active members in Cortland. Include phone numbers, preferred email addresses, and where specifically they will be living for the Spring 2023 semester. Double check with all members to make sure they did not move between semesters. Rosters are to be submitted in alphabetical order by last name.

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 the following 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 specific volunteer activity, date of activity, participation information, and number 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, SUNY Cortland sponsored speakers and workshops, non-Greek leadership positions such as club officers, RAs, OAs, team captain, etc. Dates are needed for all programs, conferences, etc.

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 names of any specific recruitment events, date(s) held, and number of PNMs/guests in attendance at each.

- 8. Social Activities:** What held and on what date; Include estimate of attendance numbers for non-chapter/colony members present
- 9. Alumni Relations:** Discuss how chapter/colony stays connected with its alumni – Newsletter, programming, advisors, board, etc. Include any future anticipated changes/improvements.
- 10. Public Relations:** Discuss how chapter/colony promotes itself (and its activities both within the organization and with the general public. Include any future anticipated changes/improvements.
- 11. Relationship with SUNY Cortland:** Discuss current relationships that exist with SUNY Cortland chapter advisor(s), academic departments, Student Affairs offices, Greek Advisor, etc. Also include any plans for future improvement and/or new partnerships.
- 12. Greek Councils:** Discuss how the chapter/colony participates in and/or supports any Greek council to which it belongs. 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 for the groups they advise (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.
- 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.

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 39 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). To access, click on the name of the form.
 - Eventually the form will be available via FormStack so as to be more user friendly for those with Macs.
- Complete document and send it electronically to Greek Advisor with relevant subject heading (simply hit submit once the FormStack document has been created).
 - Subject heading example for Word version: Room reservation for Nu Sigma Chi
- Completed forms are to be submitted at least 14 days prior to when the desired event/meeting is to take place. Reservation requests submitted with less advance notice may be turned down with no room/space available.

- Forms can be submitted during school breaks; Students may not be on campus then 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 when there are classes 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. It is important to note that Space Administrators can change so notification could also come from someone else. Subject heading will remain the same as previously mentioned.

- Mavis LeFever: 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

- 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
- 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.
- 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 and/or floor 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

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.
 - Keep in mind the reservation request time frame – Specifically that the request forms are to be submitted at least 14 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 month in advance.
- Don't wait too long to reserve rooms for large events or might be out of luck
 - SUNY Cortland 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 "Room set up specifics" or under the "What will be happening at this event" question.
 - Example: How many round or rectangular tables & how arranged

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 I have received.
 - This is intended for big events that are open to the larger community

Tabling Notes: Always limited to 2 chairs per reserved table

- 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
 - Custodians typically place tables and chairs requested to go outside for use on the Corey steps just inside the front entry way on the lobby level. Groups using them are asked to return them to the same location (and clean them off if needed).

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.
 - 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 ticketed.

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 2-3 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
 - Greek Advisor must adapt messages to make sure they are accessible to any person with a visual impairment if this has not already been done by the group.
- 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, this probably won’t be an option
 - In all cases, make sure the item is received at least 3 business days prior to when desired to be posted
- Cortland Connect usage: Every chapter, colony, and council has a presence on this site and is responsible for generating their own ‘event’ materials.
 - Events created on this site will be included in the SGA “In the Loop” emails that are generated and sent out on a regular basis (at least once per week).

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.

For what date(s) is room/space requested? Remember that each separate event, program, and/or meeting needs a separate form. The only difference would be something like chapter meetings if desired to meet at the same time on the same day all semester. We would need to know which week(s) not meeting and don't need the room/space reserved.

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

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

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' as discussed earlier in manual). 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.)

Technology Equipment Needed (List what needed – projectors, screens, speakers, microphones, etc.): _____

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

Room Set-up Specifics (tables, chairs, etc. and how configured): _____
➤ If no set-up is requested, room will either be empty or 'as is.'

- How many tables? A certain shape of table? How many chairs? How set up in space?

Has Late Night/Chaperone Form been completed and submitted if needed? _____

Has Fundraising Request Form been completed and submitted if needed? _____

Is this a collaboration and if so with whom, what group?

What will be happening at this event? Please provide specifics as well as any other relevant information that was not included elsewhere. Include any relevant COVID protocols the group may be following.

- 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) and/or Area Coordinators.

The next step is two-fold:

- Greek Advisor sends email to all Residence Hall Directors (RHDs) and Area Coordinators stating that they just met with Person X from Organization R to discuss Program K and that the program looks okay to them. RHDs and Area Coordinators 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 and Area Coordinators 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 and Area Coordinators 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 and Area Coordinators 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 and Area Coordinators 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, RHD or Area Coordinator 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 at least 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 the recent pandemic, programming involving those that did not live in a particular residence hall was not allowed to take place unless it could be done virtually. It is currently unknown if this practice will continue.

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 in-person both on AND off campus. They are also required for any fundraising that is to be done virtually or using social media.

- No exceptions will be made to the above statement.
 - 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 47 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)
 - In the future, this form will be available via FormStack so as to be more user friendly for those with Macs. That has not yet happened.
- Complete document and send it electronically to Greek Advisor with relevant subject heading.
 - 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 school's fundraising 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 SUNY 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.
 - 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 3 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, this probably won't be an option.
 - In all cases, make sure the item is received at least 3 business days prior to when desired to be posted
- Cortland Connect usage: Every chapter, colony, and council has a presence on this site and is responsible for generating their own 'event' materials.
 - Events created on this site will be included in the SGA "In the Loop" emails that are generated and sent out on a regular basis (at least once per week).
- 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 may 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 SUNY Cortland 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 and percentage that chapter/colony/council will keep.

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 (NYS Dot) Local Libraries
 Safe Halloween and/or Spring Bliss Lime Hollow Nature Center 1890 House
 Retirement homes Alumni House Adopt-A-Street (City of Cortland)
 St. Mary's Holiday Bazaar American Red Cross blood drives
 Helping your neighbors (shoveling, raking leaves)
 Community Cleanups (neighborhood, river, park, campus)
 Virtual options also exist such as letter or card writing (children in hospital, elderly, etc.)

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
 - For Fall 2022, the Council will be meeting on the last Tuesday of each month. Much depends on each year's academic calendar.

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. Sororities represented on the Panhellenic Council are exempt as their recruitment committee meets on a regular basis.

- All culturally based 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 chapter president as a part of the annual “Start of Year” packet that is electronically sent in early August. 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. It is strongly preferred that this information is shared the week before classes start each semester so as to minimize scheduling challenges.
- Recruitment personnel must electronically provide a copy of their intended recruitment event schedule to the Greek Advisor no later than 24 hours prior to the start of this second meeting. This copy is to be provided via email.
 - Recruitment personnel are to have a copy of the intended recruitment event schedule available to them during this second meeting (so that a productive conversation can take place)
 - Can choose to view via laptop, phone or hard copy that they bring.
- No recruitment events can take place until this second meeting has happened and the desired plans have been reviewed and approved.
 - No event plan 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 to the Greek Advisor 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.
- Offers of membership cannot be made over either Winter or Summer Break.
- Offers of membership cannot be made to an individual if the new member orientation process is unable to be completed by the school's initiation cut-off date each semester.
- When determining when to stop offering membership each semester, chapter/colony recruitment personnel should speak with their group's new member orientation personnel and make sure that enough time is left in the semester so that all new members will be able to complete their program prior to the school's initiation/crossing deadline each semester.
- As a sign of respect, Panhellenic Council member organizations have agreed not to hold recruitment events on 9/11

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 14 business days in advance).
 - 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.
 - A courtesy bid is when a chapter gives a potential new member the indication that they will be offered membership in the group the following semester. Things change over time. This also takes away an individual's freedom of choice.
- 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 members 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 found academically eligible for consideration. 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 by the chapter/colony.
- Refer incoming transfer students to the “Accessing Your Transcript” procedural document linked off SUNY Cortland’s “Fraternities and Sororities” webpage. The document can also be found in this manual on page 55.
- 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
 - Remember: 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.

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.
 - Transcripts are to be submitted electronically to the Greek Advisor via email. The Greek Advisor will be in touch with the PNM once they have reviewed the submitted transcript(s) and determine if the individual is academically eligible for consideration.
 - The final decision will then be shared with the appropriate chapter/colony recruitment officers.
- 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. SUNY Cortland 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, emails, phone numbers and living addresses for all attendees to 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) and/or who appear to be first semester first years and thus not academically eligible for consideration.
- No one is to 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 a "bid signing" will take place. This will formalize the anticipated acceptance of any offers of membership that have been made by chapter recruitment officers. It is during this time that potential members will be asked to complete 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 being considered for membership on a line.
- The names, c-numbers, email addresses, phone numbers and living 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. While bid signing is intended to be done in-person, there is also the possibility of completing this process virtually if circumstances merit. This decision is to be made by the Greek Advisor each semester and shared with the appropriate chapter recruitment personnel.

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. Transcripts are to be submitted electronically to Sandra.wohlleber@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; and
- The total number of credit hours you earned

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

Step #1 Go to website of your previous college/university. If you attended more than one, a transcript from each will be needed. Remember: Any college level courses taken in high school will not count.

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(s) and find your unofficial transcript(s).

Step #4 Download and send transcript(s) to Associate Director for Campus Activities and Greek Affairs Sandra Wohlleber via email (Sandra.wohlleber@cortland.edu). Once she has reviewed the document, Sandra will be in contact with you to ask you any questions she may have and/or to let you know if you are academically eligible for consideration.

If the above procedure does not work, there are two other options. Remember: SUNY Cortland cannot resolve any hold that may be on your account at a previous school(s).

Option #1 Contact the school’s “Registrar’s Office,” pay a fee and have an official transcript mailed or sent electronically 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 typically contain all of the necessary information.

PANHELLENIC ASSOCIATION: FALL RECRUITMENT PLANNING NOTES

Note: This section is written to provide guidance to the Panhellenic Vice President of Recruitment (VPR), Assistant VPR and the Panhellenic Advisor.

Important: Sorority recruitment personnel will be held accountable for following all relevant items provided in the preceding *Recruitment Procedures and Guidelines* section. Most information is written presuming that all activities (meetings and events) will be taking place in-person. Should that need to change, chapter recruitment personnel will be notified by the Greek 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; Panhellenic VPR 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/or Panhellenic VPR and/or Assistant VPR to bring chapter recruitment personnel up to speed once the suspension has been lifted.

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

Meeting is to be attended by the full recruitment committee; Outgoing members are required to attend if incoming members have yet to be elected and/or 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.
 - Need Fall commitment schedule (classes, jobs, etc.) from both the Panhellenic VPR and Assistant VPR, no later than August 1st.
- 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 either Fall or Spring Recruitment
- 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.
 - Exception would be if SUNY Cortland holds a Campus Involvement/Club Fair prior to that time and a chapter wants to participate.
- Offers of membership are made by chapter VPRs 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 VPR and Assistant VPR should have previously reviewed their suggestions for needed updates with the Panhellenic and Greek Advisor (usually this is the same person).
- 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 and pictures 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.
- Ideally all material should be sent at least a week prior to when it is desired to go public.

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

Remind chapters of earliest date for when chapter recruitment themes and/or apparel choices can be submitted for review to “The Trio”: June 1

- Reminder that no more than two chapters can use the same color apparel.
- Reminder that “The Trio” needs to approve any desired apparel changes BEFORE those changes are made and orders are placed.

Remind chapters of earliest date for when chapter recruitment photos, videos, etc. can be submitted for review to “The Trio”: July 15

Remind chapters of earliest date for when chapter recruitment events can be submitted for review to “The Trio”: August 1

Agenda Items for First Fall Recruitment Committee Meeting (Usually held in August):

- 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.
 - Reminder that no more than two chapters can use the same color apparel.
 - Reminder that “The Trio” needs to approve any desired apparel changes BEFORE those changes are made and orders are placed.
 - Encourage chapter VPR to bring in sample of shirt for all to see.
- Review/verify status of chapter events.
 - Chapters should be prepared to hold virtual events if health protocols necessitate doing so. Even if not necessitated, chapters will always have the choice to hold virtual 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.
 - Make sure that everyone knows what Total is (both the actual number and why it exists).
 - Number of open slots can’t be finalized until all chapter rosters have been received and verified by Greek Advisor. Why? Total is determined by taking average chapter size at start of the Fall semester and so rosters must be finalized in order for this to happen.
- Review promotional options, including recruitment videos and pictures.
 - 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.
 - Make sure all recruitment personnel have read and understand *Addendum A for Fall Recruitment Rules*. A copy of that document will be included on page 60.
- Provide bid signing opportunities – dates, times, locations thereof.
- Review bid signing parameters.
 - If held in-person, Greek Advisor and either the Panhellenic VPR or Assistant VPR needs to be present.
 - No chapter personnel are allowed at any bid signing session.
 - If held virtually, the Greek Advisor hosts the session(s) and Panhellenic recruitment officers are not to attend.
- Final bid lists must be sent to the Greek Advisor least 24 hours prior to a scheduled bid signing or else the session will be cancelled.
- Provide Greek Advisor with information about when/where/how any possible chapter specific welcome/congratulatory event may be held for that chapter’s new members. This information must be provided at least one week prior to the desired event.
 - Greek Advisor may request changes be made before event is approved.

- Chapters vary in regards to which officer(s) coordinate this event. For some it is the recruitment personnel while with others it is those in charge of new member orientation. Make sure your chapter is aware of what needs to be done, by whom and by when.
 - Information about approved chapter welcome events will be shared at the appropriate bid signing session.
 - Chapters could choose to provide small invitation cards for Greek Advisor to distribute or Greek Advisor could simply verbally relay the information.
 - Any small invitation cards need to be given to the Greek Advisor at least 12 hours prior to when they are needed.
- 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.
 - Review *Recruitment Procedures and Guidelines* section for specifics needed.
- If bid cards themselves are to be distributed at bid signing, they must be dropped off to Greek Advisor no later than noon on the day of signing.
 - Cards must be in alphabetical order by last name with both first and last name on each envelope.
 - Chapters could instead choose to distribute bid cards at their chapter specific welcome event. The Greek Advisor must be informed of each chapter's plans.
- Provide dates/times/locations/topics for all Recruitment Committee meetings.
 - For entire academic year and not just the Fall semester

Addendum A – Panhellenic Fall Recruitment Procedures

This is a more detailed explanation about the “Do’s and Don’ts” of offering membership to young ladies during informal recruitment. It has been generated to avoid the confusion that took place in Fall 2021.

Keep in mind: Not all chapters will be offering women membership at the same time. Some chapters will be offering women membership within 48 hours of each event they hold. Offers of membership do not have to wait until their last recruitment event is held. No offer of membership can be made unless and until the Greek Advisor has determined a specific PNM to be academically eligible for consideration.

Step #1: Chapters hold events, submit attendance lists, etc. No more to be said as that is explained elsewhere. This document picks up after the first event is held.

Example, Chapter X held an event and 15 PNMs were in attendance. Greek Advisor has responded back and told the chapter that 10 of the 15 were academically eligible for consideration, 3 appeared to be incoming transfer students from whom the Greek Advisor had not received a transcript, and 2 were not academically eligible for consideration.

That means that the chapter could discuss and vote on the 10 women who were academically eligible for consideration. The chapter decides on which of these women (if any), the chapter would like to offer membership to at this point in time. It is NOT the decision of the recruitment officers.

- 4 of the 10 may be solid contenders, chapter knows they would make positive contributions and wants to extend them an offer of membership right away.
- For the other 6, not enough is known, the chapter wants to get to know them better and holds off until after they have attended at least one more event. Some of those 6 may never receive an offer of membership.

Chapter X’s VPR submits the list of these 4 ladies (plus phone number, email, living address, c-number) to Greek Advisor and the 2 Panhellenic recruitment officers via email and in alphabetical order by last name. Subject heading should be something like: Organization X Bid List.

Chapter recruitment officers can then offer membership to these 4 young ladies. No other chapter members can extend offers of membership. Remember: It is not okay to offer membership to someone unless you have been told by the Greek Advisor that the individual is academically eligible for consideration.

A PNM can choose to respond in one of three ways:

- Yes, I accept the offer.
- No thanks and decline
- Maybe, I’m interested but not sure and need time to think about it
 - Could be because they need to talk things over with their parents (finances)
 - Could be because they are also considering another chapter
 - Could be because they aren’t sure for a different reason – time management

This process repeats itself as Fall recruitment continues. Some chapters may extend offers of membership after every event while others may choose to wait until they have held their last event.

No VPR (or their assistants) is ever to tell a PNM that they need a decision by a certain time on a specific day.

As PNMs are offered membership (and respond), those responses need to be shared with the Greek Advisor and the Panhellenic Recruitment officers. That can be done via text in the chapter specific recruitment group chat, preferably once per day. It could also be done via email. It could be as simple as saying that Jesse, Dylan, and Taylor all accepted, Jamie and Logan have declined and Cary needs more time.

Each chapter will have a maximum number of open slots that they can fill. For every PNM who declines an offer of membership, the chapter could choose to extend an offer to someone else who is academically eligible for consideration.

When it comes time for the actual bid signing with the university, the Greek Advisor will only invite those PNMs who have accepted an offer of membership. For anyone who was a "maybe," the Greek Advisor would also reach out to that person and see if they had reached a decision yet. That way, the PNM is not feeling pressured by a chapter.

Once a scheduled bid signing session is complete, the Greek Advisor will send the results to the chapter recruitment personnel, usually via text. In the Fall, it is typically something like: "Everyone expected showed up and has completed the school's required paperwork."

If there is still a PNM who has not yet decided on whether or not to accept an offer of membership, the Greek Advisor and chapter VPR discuss how much additional time the chapter is willing to give them. The Greek Advisor relays that to the PNM and waits for a decision from the PNM.

If a second bid signing is needed, the Greek Advisor and chapter recruitment personnel mutually agree on a date, time, location. If the new member education/orientation program has already begun, anyone added would simply need to be brought up to speed on what they missed.

PANHellenic RECRUITMENT: FALL RECRUITMENT DEBRIEFING NOTES

Note: This section is written to provide guidance to the Panhellenic Vice President of Recruitment (VPR), Assistant VPR, 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; Panhellenic VPR and Asst. VPR will meet with Greek Advisor earlier that week to make sure all is ready.

Terminology: Rather than writing “Greek Advisor, Panhellenic VPR and Asst. VPR” 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 and/or pictures
 - Timeliness of submission of needed information
 - Attendance lists, bid lists, financial information, bid cards, etc.
 - Bid signing itself
- 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 Vice President of Recruitment (VPR), Assistant VPR and the Panhellenic Advisor.

NOTE: This section is still not yet complete; What's written presumes in-person events. Greek Advisor will do their best to get to it before needed.

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.

- Panhellenic VP and Asst. VP of recruitment 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 VP and Asst. VP of recruitment to bring chapter recruitment personnel up to speed once suspension has been lifted.

Terminology: Rather than writing "Greek Advisor, Panhellenic VP and Asst. VP of recruitment" every time it is appropriate, this group will be referred to as "The Trio" so as to save space throughout this section.

Meeting is to 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 as an example)
- Panhellenic recruitment theme will be chosen
- Panhellenic recruitment shirts will only be ordered/worn by Recruitment Counselors and both Panhellenic recruitment 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 and/or photos/images need to be approved by "The Trio" before being used; Recruitment counselors and Panhellenic recruitment personnel cannot be in any of these items.

And this is as far as it gets for now.

PANHELLENIC ASSOCIATION: SPRING RECRUITMENT DEBRIEFING NOTES

Note: This section is written to provide guidance to the Panhellenic Vice President of Recruitment (VPR), Assistant VPR 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 chapters and/or colonies, there will be two meetings required. All undergraduates involved with this process are to attend both meetings. To be clear, if an organization has a new member orientation/education committee, then the entire committee is to attend both meetings. This is to make sure that everyone involved has been provided with the same information and has the opportunity to ask any questions they may have.

First Meeting with Greek Advisor: Will review relevant SUNY Cortland policies and procedures and will be attended by the appropriate individuals from multiple organizations. The date, time, and location will be determined by the Greek Advisor and the information shared with the chapter president as a part of the annual “Start of Year” packet that is electronically sent in early August. 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 via email.
 - 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 laptop, phone or hard copy (that they bring)
- 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; and

- Any and all intended interactions with new/line members.
 - To be clear: This would include any chapter/colony hosted or co-hosted meetings, community service, fundraising, social events, etc. to which they could be invited and/or would be welcome to attend.

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 during the week 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. New/line members cannot be offered membership, cannot start a new member orientation process over either Winter or Summer Break.
 - a. No portion of the new member orientation process can take place over either Winter or Summer Break.
5. 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 no later than this date.
 - a. This specific date will be given by the Greek Advisor at the start of each semester if not sooner. This date usually falls on a Thursday and is typically in early November and April.
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. 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.
 - a. To be clear, that would mean that in order for a chapter/colony to be able to require its new members to participate in any library/study hours, then the initiated members must be required to participate as well. Proof of this would need to be shared with the Greek Advisor.
- 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 SUNY 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 earlier 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 and/or your Area Coordinator
- 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: Still needs 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

This section also has yet to be checked, verified for accuracy. It should be noted that terminology is changing to use term “underground” rather than unrecognized.

The current list of all underground groups as of August 2022 is as follows:

- Beta Phi Epsilon (Beta)
- Delta Chi (DChi)
- Delta Kappa Beta (Kappa)
- Kappa Alpha Psi (the Kappas)
- Kappa Sigma (Kappa Sig or KSig)
- Kappa Sigma Gamma (female)
 - Also call themselves Sigma Kappa Phi
- Omega Delta Phi (Omegas or ODPHi)
- Pi Kappa Phi (Pi Kapp)
- Tau Kappa Epsilon (Teke or TKE)

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 (GMC)

Member organizations: Any and all culturally based fraternities and sororities that are recognized by SUNY Cortland.

The purposes of this council include:

- Serving 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.;
- Promoting the awareness of multicultural diversity within SUNY Cortland and the larger Cortland community through the contributions of this Council and its member organizations;
- Supporting and promoting the works of this Council's member organizations either individually or collectively;
- Fostering respect, unity, friendship, and open lines of communication amongst all Council member organizations and the larger community in which we live; and
- Promoting the academic advancement of all member organizations and the larger community in which we live.

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

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

The most recent version of the GMC governing documents (Constitution and Bylaws) can be found linked off the [SUNY Cortland Fraternities and Sororities website](#).

SUNY CORTLAND INTERFRATERNITY COUNCIL (IFC)

Member organizations: Any and all socially based fraternities that are currently recognized by SUNY Cortland.

The mission of this council is 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 university policies and standards taking precedence should there be a discrepancy.

The purposes of this council include:

- Providing governance structure to its Member Fraternities;
- Promoting the interests of its Member Fraternities;
- Promoting the interests of men's fraternities in general;
- Discussing questions of mutual interest and presenting appropriate recommendations to its Member Fraternities for potential action;
- Promoting the interests of SUNY Cortland;
- Promoting mutual cooperation between its Member Fraternities;
- Promoting mutual cooperation between the IFC, fellow governing councils, and student organizations at SUNY Cortland; and
- Promoting mutual cooperation between the IFC and SUNY Cortland, its students, faculty, staff, and local community.

The most recent version of the IFC governing documents (Constitution and Bylaws) can be found linked off the [SUNY Cortland Fraternities and Sororities website](#). It should be noted that this council has been dormant since Spring 2020.

SUNY CORTLAND PANHELLENIC ASSOCIATION

Which is represented by the SUNY Cortland Panhellenic Council (Panhel)

Member organizations: Any and all members of the National Panhellenic Conference that are currently recognized at SUNY Cortland. Also included is local sorority Nu Sigma Chi.

Object of this association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

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

The most recent version of the Panhellenic governing documents (Constitution and Bylaws) can be found linked off the [SUNY Cortland Fraternities and Sororities website](#).

SUNY Cortland Greek Presidents Council

Member organizations: Include all fraternities and sororities currently recognized by SUNY Cortland.

This council meets monthly with all meetings being scheduled and coordinated by the SUNY Cortland Associate Director for Campus Activities and Greek Affairs. Monthly topics will vary and will apply, be relevant to all chapters, colonies, and councils. Guest speakers will be in attendance as appropriate.

**More needs to be added about expectations, who is to attend, etc.
Have simply run out of time right now to do this.**