

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. It is anticipated that an updated version of the manual will become available by the end of Summer 2022.