

# Utah State University

## 2023-2024 FSL Handbook

The information outlined in the Fraternity & Sorority Life Handbook is a guide to relevant USU policies and procedures.

The University reserves all rights afforded to it under applicable law. Nothing in this Handbook or related documents, policies, procedures, and practices of the University or of the University's governing institutions shall be read to offer or constitute a legal agreement or be subject to legal jurisdiction of the law courts of any kind. The University's policies, procedures, and practices, including those related to this Handbook and Fraternities & Sorority Life, are subject to change at any time.

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## PURPOSE & OBJECTIVES

Welcome to the Utah State University (USU) Fraternity & Sorority Life (FSL)! Thank you for being a part of our community. This handbook has been created for the purpose of educating FSL membership on the standard procedures, resources, and expectations for an affiliated Greek letter organization at Utah State University.

Social Greek letter organizations, and select professional Greek letter organizations, are organized under FSL councils, namely the Interfraternity Council (IFC) and College Panhellenic (CPH). These councils are supervised by a Fraternity & Sorority Life Advisor (FSA) who works in the Utah State University Student Involvement and Leadership Office (SILC). Although FSL organizations operate similarly to, and in tandem with, organizations within the Utah State University Student Association (USUSA), FSL operates independently under a special designation with unique parameters.

In order to become a Recognized Student Organization (RSO), a fraternity or sorority must agree to adhere to the USU FSL Relationship Agreement (RA). The FSL RA recognition process and important contextual clarifications are discussed in a later section, while the RA document itself is included in the appendices of this handbook.

If you have any questions regarding information in this handbook of the USU FSL Relationship Agreement, please reach out to the current USU Fraternity & Sorority Life.

## SECTION I – FSL AT UTAH STATE UNIVERSITY

### Benefits & Privileges

As RSOs, fraternities and sororities have access to a number of different benefits and resources. Keep in mind, all benefits and privileges offered to recognized FSL organizations may be removed from an organization due to misconduct, misuse, or failure to comply with policy and/or procedures found within the USU FSL Relationship Agreement.

Affiliated Fraternities & Sororities do qualify for:

- Full-time Fraternity & Sorority Life Advisor
- Access to Bluelight PR & Marketing
- MyUSU Groups and Administration
- Free organization promotion at Day on the Quad
- Community promotion during student orientation fairs
- Organization fundraising on-campus
- Reserving space on campus for free or at discounted rates
- Priority booking of space on campus
- Access to USU Aggie shuttle and/or Minibus charters
- Tax-free campus services
- Access to University-Sponsored FSL Programs

Affiliated Fraternities & Sororities do NOT qualify for:

- Seeking donations under Utah State University's tax ID
- Travel sponsored by USU

If you have questions regarding these benefits or difficulty accessing any campus resources, please reach out to the current USU Fraternity & Sorority Life Advisor.

## Training & Education

Self-improvement and member welfare are consistent principles found within all FSL organizations. As each organization has their own unique standards and requirements, it shall be the base expectation that USU-affiliated FSL organizations and their members shall uphold the law, the USU student code of conduct, and their associated council bylaws.

**Members of affiliated FSL organizations are required to complete the annual USU Office of Equity training for fraternities & sororities.** The FSA will coordinate with chapter leadership and the Office of Equity to provide sufficient opportunities for members to complete this training.

There are several other optional trainings regarding safety and member welfare tailored specifically to FSL organizations which are highly recommended. These include but are not limited to trainings on hazing prevention, risk management, and alcohol education.

There are also optional supplemental trainings which focus on more specific aspects of running an FSL organization at USU and personal/professional development. These can be requested at any point during the academic year and could be but are not limited to:

- Personal and/or Chapter Finance
- Event Planning
- Member Leadership and Involvement
- Healthy Relationships
- Chapter Recruitment and Retention
- Mental Health Awareness and Resources
- Academic Success
- Conflict Resolution and Group Dynamics

Should an affiliated FSL organization wish to schedule one of these trainings please reach out to the FSA. Trainings for specific organizations and individuals may be suggested or required as part of USU or associated FSL council accountability proceedings.

## Branding & Marketing

All FSL organizations are required to use appropriate and approved logos and a university mark in any public advertising. Organization leadership, specifically those involved in marketing and communications are required to obtain training by the University Marketing & Communications department (UMaC). The following requirements must be met regarding club promotion, marketing, or representation.

1. FSL organizations are not to use any association of the Utah State name or logos, such as "USU", "Aggies", "Utah State University", the bull logo, etc without prior approval from UMaC.

2. All prints, clothing, etc. bearing the USU logos etc. must be produced by a USU Licensed vendor only and must be approved through University Marketing and Communications prior to print.

3. Any affiliated FSL organization may utilize the services and materials of USUSA PR and Marketing for free or at a discounted rate. However, all printed marketing materials will require payment from your organization. Please allow adequate time for the designing and printing of your requested artwork. All projects need a minimum of 6 full weeks to be completed. You can find the form on the [involvement.usu.edu](http://involvement.usu.edu) website.

#### MARKETING PROCESS GUIDE

	Marketing (flyers, posters, etc)	Digital Signage (campus tvs)	Swag (t-shirts, hats, etc)
Step 1	Follow University Brand Standards at <a href="http://usu.edu/brand/standards">usu.edu/brand/standards</a>	Follow University Brand Standards at <a href="http://usu.edu/brand/standards">usu.edu/brand/standards</a>	Follow University Brand Standards at <a href="http://usu.edu/brand/standards">usu.edu/brand/standards</a>
Step 2	Upload design at <a href="http://Usu.edu/artwork">Usu.edu/artwork</a> approval	Upload design at <a href="http://usu.edu/digital">usu.edu/digital</a> signage	Upload design at <a href="http://Usu.edu/artwork">Usu.edu/artwork</a> approval
Step 3	Request a space to advertise in the TSC at <a href="http://tsc.usu.edu">tsc.usu.edu</a>	Request a space to advertise in the TSC at <a href="http://tsc.usu.edu">tsc.usu.edu</a>	Send approved design to PDP or Badger Screen Printing

#### FSL Logos

Affiliated FSL organizations are allowed to create chapter logos in all marketing designs. However, these Logos cannot utilize University trademarks such as Big Blue (USU's Mascot) or the A-Tower in the logo design.

#### Digital Media Guidelines

Inclusive and Accessible Content Requirements All content posted on YouTube channels must meet University Video and Audio Accessibility Standards which requires all videos to be captioned. More information and support on captioning your videos can be found on the USU Accessibility Caption page.

#### Advertising in the Taggart Student Center (TSC)

Advertising options include Indoor/Outdoor Banners, Poster/Flyers, Tabling, and Digital Signage. Advertising is requested by visiting <https://www.usu.edu/tsc/request-forms/index>. For any questions or concern, please reach out to the TSC Operations Staff Assistant at 435-797-1724 or email at [tscoperations@usu.edu](mailto:tscoperations@usu.edu).

#### Advertising in Other Campus Locations

It is your responsibility to adhere to different building policies and procedures related to marketing and advertising in those specific locations. Please contact the appropriate scheduling office for their policies.

**For all other approvals and general inquires please visit:** <https://www.usu.edu/brand/toolkit/artwork-approval>

#### Purchasing & Banking

### **Purchasing Guidelines**

The IFC and CPH, Order of Omega, and Sorority Recruitment have their own University accounts known as indexes. This means those who make purchases on behalf of these organizations utilizing the associated index must receive official USU purchasing card (p-card) training. This training can be accessed via Canvas course after being granted access by the FSA. After completing the training, the FSL p-card can be requested in the SILC office (TSC 326).

For chapters utilizing campus services specifically, any charges you incur will be debited to the associated council index. This means your chapter will be billed and receive an invoice from whichever council the chapter is a member of and not USU directly. If you do receive an invoice from USU, DO NOT pay it unless you have been specifically instructed to do so by the FSA.

Keep in mind, when utilizing campus services, you may be asked for an On-Campus Card (OCC) number. This number may only be utilized with pre-approval from the FSA. All other purchases must be made utilizing the p-card.

### **Please remember the following when making any purchase:**

- Request and keep an itemized receipt
- Make sure the FSA receives a copy of the receipt
- When making purchases off-campus ensure the charge is tax exempt
- If you borrowed the p-card, be sure to return it within 24-hours
- Get approval from FSA before utilizing OCC number or p-card

### **Can we rent credit card machines from the university?**

No. If you have an event where you are charging money you will need to do cash, check, Venmo, or purchase your own square reader. USU will not provide change for cash registers.

## Fundraising

### **What defines Student Organization fundraising?**

Any event where the student organization intends to raise additional funds through solicitation (funds and/or items), charging admission to a fundraising event, or selling products or services will be considered affiliated FSL organization fundraising. This excludes collecting membership fees or dues. This includes fundraisers that may benefit the student organization, other charitable group, or an individual.

### **Can my Student Organization fundraise?**

Only student organizations that have been pre-approved by completing the Application to Raise Funds (<https://www.usu.edu/advancement/give/clubfundraising>) at least ten business days prior to the day of the fundraiser will be allowed to fundraise.

### **How will I know if the Fundraiser has been approved?**

Applicants can expect a response via email within five business days of submitting a completed Application. If the fundraiser has been approved, the response will include instructions pertinent to your fundraiser.

If the fundraiser is not approved, the student organization is not allowed to hold the fundraiser. Appeals to this decision must be directed to the Senior Director of Advancement Services and the Student Affairs Financial Officer.

### **My Fundraiser has been approved, is there anything else I need to know?**

Fundraisers for USUSA Clubs & Organizations:

- Must clearly identify itself when raising funds and make it clear the fundraiser is not raising funds for USU nor give the impression the donation is tax-deductible
- Must not use the university's tax-exempt status in organizing or operating the fundraiser

### **What are some fundraising options?**

1. Collecting donations at meetings and events.
2. Charging admission to scheduled events such as speakers, conferences, films, tournaments, dinners, and dances. *NOTE admission does not need pre-approval.*
3. Conducting sales at approved events or at Student Center outdoor tables.
4. Soliciting donations via letter/email campaign. The solicitation must be clear that the donations are not for USU or give the impression they are tax- deductible.
5. USUSA Fraternities and Sororities may solicit donations from family, friends and alumni under the following criteria:
  - a. Your organization must possess an internal list of contacts. USU will not provide a list or database of alumni, friends or family.
  - b. The list of contacts must be vetted through the USU Advancement Office to determine potential conflicts with other USU fundraising priorities.
6. The State of Utah defines raffles as a "lottery". Therefore, raffles are considered gambling in the State of Utah and as such, organizations cannot hold raffles. *NOTE opportunity drawings are still encouraged.*

## Events

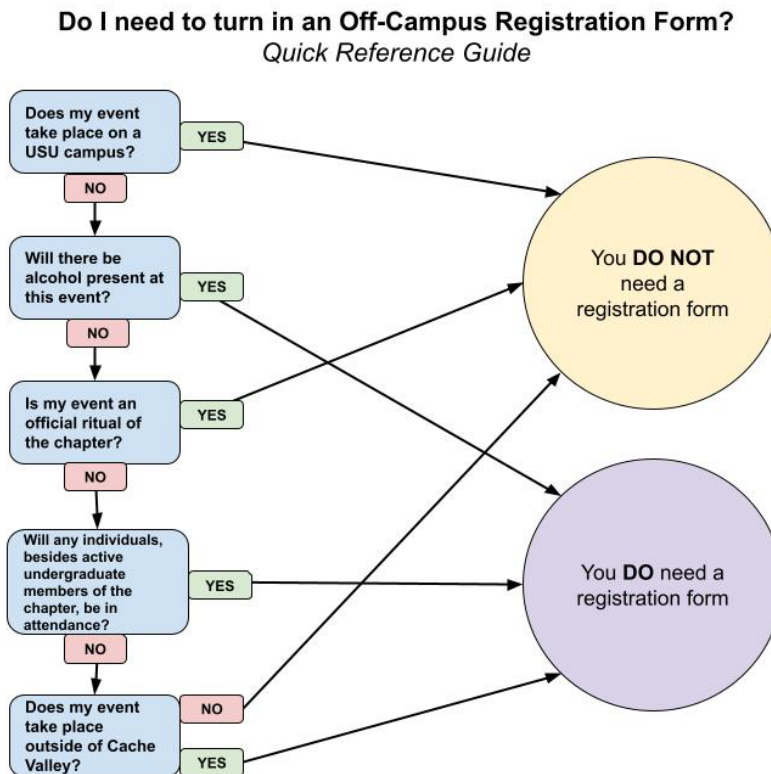
Events and other programming are a large part of what FSL organizations do. From philanthropy events to themed parties, there is always something going on in the FSL community. Therefore, it is essential chapter events are consciously planned and carried out with attendee safety and welfare in mind. Technical language and rules regarding what is considered a "chapter event" are contained within the USU FSL RA so the guidelines discussed in this handbook are based off of the language found there. For any further clarification please reference Sections X & XI of the RA.

### **Off-Campus Events**

Before any affiliated FSL organizations hosts or sponsors an event off-campus, they must complete an Off-Campus Event Registration form no later than 5 days before the event takes place. 10 days prior to events with alcohol. This does not include events which are solely brotherhood or sisterhood events, events sponsored solely by the organization's alumni, or official chapter rituals. However, all events with alcohol must be registered. Larger events, such as parties, formals, etc. Will need to include a risk mitigation plan which can be attached on the Off-Campus Event Registration Form.

The Off-Campus Event Registration Form can be found here:  
[https://usu.co1.qualtrics.com/jfe/form/SV\\_8dWW4f4jtDIH08t](https://usu.co1.qualtrics.com/jfe/form/SV_8dWW4f4jtDIH08t)

If you have any questions regarding whether or not the event you have in mind will require an Off-Campus Event Registration Form, please consult the logic chart below:



### On-Campus Events

Although events on campus will not require pre-approval via the registration form, it is still highly encouraged that an organization should involve the FSA and potentially the USU Event Services Office and/or USU Catering depending on the size, scope, and location of the event. It should be noted that classrooms, the TSC, and several other locations on campus can be reserved and used free of charge. This does not mean, however, that additional services incurred during those events, such as catering, will be free of charge.

It should also be noted that although many locations on campus can be reserved and used for free, there are other prime locations on campus such as the Eccles Conference Center and the David B. Haight Center President's Hall which will come with a discounted price. This is why it is strongly encouraged that before planning any larger-scale events, you consult the Fraternity & Sorority Life Advisor. They can help you determine the best way to proceed.

**USU Event Services**  
(435) 797-0423  
eventservices@usu.edu  
events.usu.edu/

**USU Catering**  
(435) 797-1707  
catering@usu.edu  
usu.edu/catering/



**Reserving Space**

All reservations must be requested at least two weeks in advance. Please see the websites below to reserve the space needed on campus:

**Taggart Student Center (TSC):** Website: [scheduling.usu.edu](http://scheduling.usu.edu)

**Aggie Rec Center (ARC):** Website: [scheduling.usu.edu](http://scheduling.usu.edu)

**Health, Fitness, & Recreation (HPER):** Website: [scheduling.usu.edu](http://scheduling.usu.edu)

For all other on-campus locations and availability inquiries, please see the FSA for help.

**FSL Programs****FSL Ambassadors**

The Fraternity & Sorority Life Ambassadors consist of experienced and passionate FSL members from varying chapters within the community. There are two purposes of the FSL Ambassador Program: to promote the benefits of membership in FSL, and to create awareness & stimulate interest in FSL at USU. The mission of the USU FSL Ambassador team is to provide a unified and educated front towards incoming freshman and potential students regarding FSL and Campus Involvement. Through providing a centralized group responsible for representing the University and our community in potential recruitment programs such as Aggie Orientation and USU Recruitment Open Houses, the FSL Ambassadors will play an important role in the growth and development of the USU FSL Community.

The FSL Ambassador program is overseen by the FSA and applications typically are distributed in February of Spring semester. Please reach out to the FSA with inquires or if you are interested in participating in this program. The program is held the week of Fall break.

**FSL Leadership Weekend**

The USU Fraternity & Sorority Life Leadership Weekend is a program devoted to helping fraternity and sorority leaders transform their communities through values-based action. Throughout the program, leaders will have the opportunity to explore, define and enhance their leadership skills, personal awareness, fraternity/sorority commitment, and grow to expect values-based action from themselves and others.

FSL Leadership Weekend is an intensive three-day living and learning experience. Educational programs are scheduled throughout the days and evenings. Participants will have to invest significant time and energy to be a part of this experience. The program has a strong focus on living our fraternal values and on identifying areas for change within FSL organizations. Participants will be able to develop a personal plan of action for change for the good of the whole.

The program needs both participants and student facilitators. Participant slots are distributed to chapters based on size and need, whereas facilitator positions will be reserved for qualified members of the FSL community who have filled out an application and been selected by the FSA. Applications are typically distributed directly following formal Fall recruitment in September. Please reach out to the FSA with inquires or if you are interested in participating in this program.

### **FSL Leadership Transition Summit**

The purpose of the USU FSL Transition Conference is to aid in the education and training of newly elected FSL leaders, from both chapters and councils, and help them form a strong foundation of institutional, operational, and administrative knowledge. Basically, how-to-run an affiliated FSL organization bootcamp of sorts. This is a new program in its first iteration and as such has not been subjected to as much assessment and revision as other FSL programs. The hope is that this conference will supplement any and all organization-specific leadership transition and work conjointly with this handbook to provide a practical guide for institutional success.

The conference-style Summit will typically be held close to the end of the Fall semester, at the end of most chapter's election cycles. All organizations should plan on requiring their newly elected leadership to attend. Please reach out to the FSA with inquiries.

### **Event Monitoring Committee**

The USU FSL Relationship Agreement stipulates that an Event Monitoring Committee (EMC) consisting of FSL volunteers must be formed, trained, and conduct check-ins at various off-campus events sponsored by affiliated FSL organizations.

### **USU Leadership Course**

Although not an FSL-exclusive class, the USU Leadership Course is open to members of affiliated FSL organizations. This course is taught each Spring semester.

### **Order of Omega**

Order of Omega is a leadership honor society for members of Fraternity & Sorority organizations. Order of Omega recognizes upperclassmen who have exemplified high standards in the areas of scholarship, leadership, involvement within their respective organization and within the Fraternity/Sorority, campus, and local community. Members share the common goal of recognizing the many outstanding student leaders at Utah State University.

## Misconduct & Accountability

Because of the unique nature of FSL organizations, namely their independence, varying standards, and their official association with the public institution that is Utah State University as RSO's, it is important to understand several clarifying statements when considering misconduct.

1. Misconduct is defined as a violation of Utah and/or Federal law, USU student code of conduct, the terms of the USU FSL RA, IFC or CPH bylaws, and individual chapter standards.
2. There are several overlapping authorities associated with Fraternity & Sorority Life. These are The State of Utah, Utah State University, the Interfraternity Council or Panhellenic Council, headquarters, and their own individual organizations or chapters. As a result of these distinct yet connected bodies, proceedings regarding misconduct and potential consequences will also vary but often appear associated.
3. Each authoritative body will hold judicial proceedings according to their respective jurisdiction. For example, if a member of an affiliated FSL organization is accused of an infraction, USU will not hold this student accountable for violating solely the organization's standards unless that

same infraction is also considered a violation of student code and reported to the University authorities. Regardless, these two processes (*chapter standards/judicial proceedings and USU student conduct investigative and/or disciplinary proceedings*) are completely separate and neither authoritative body will interfere in the other's proceedings.

4. When considering infractions of multiple individuals within affiliated FSL organizations, University authorities shall make a determination of whether or not this misconduct constitutes an organizational violation of the terms of the USU FSL RA. In which case, the organization, as an RSO, shall also be subject to corrective measures as determined by the RA. Regardless, if a violation of the student code is reported, the individuals will be subject to the student conduct disciplinary proceedings because of their status as USU students and not because they belong to an affiliated FSL organization.
5. Similarly, if misconduct is allegedly occurring on a chapter level, this organization would also potentially be subject to the judicial proceedings of their associated FSL council depending on their respective bylaws and standards. Again, these proceedings would be completely separate from those of the University.

### Reports

There are different reports which require completion and submission depending on the type of alleged misconduct.

The Sexual Misconduct Reporting Form (SMRF) is a form that can be used to report any type of alleged sexual misconduct. This can include, but is not limited to, sexual assault, dating violence, domestic violence, and stalking. Please see USU Policy 339.

The form can be found here: [https://cm.maxient.com/reportingform.php?UtahStateUniv&layout\\_id=50](https://cm.maxient.com/reportingform.php?UtahStateUniv&layout_id=50)

The Misconduct Incident Reporting Form (MIRF) is a form that can be used to report all other misconduct. Misconduct must be reported when law enforcement becomes involved, and any type of citation is issued. Misconduct must also be reported if during the RSO check-ins misconduct is observed by a university official. Also, this report must be submitted within 24 hours of the leadership learning of the misconduct.

The form can be found here: [https://usu.co1.qualtrics.com/jfe/form/SV\\_0uriLSy9H8xUlwh](https://usu.co1.qualtrics.com/jfe/form/SV_0uriLSy9H8xUlwh)

The Findings Report is a form that organizational leadership will use to provide updated or additional information related to the misconduct that was previously submitted via the Misconduct Incident Reporting Form. Such as disciplinary outcomes or requests for additional resources. Organizations have up to seven (7) calendar days to conduct any internal processes and submit the outcome.

That form can be found here: [https://usu.co1.qualtrics.com/jfe/form/SV\\_5mZ758bHG2dJISB](https://usu.co1.qualtrics.com/jfe/form/SV_5mZ758bHG2dJISB)

**NOTE: Please refer to the most current version of the RA for more details and official language regarding conduct and expectations for affiliated FSL organizations.**

## General USU Policies

### Notice of Non-Discrimination

USU does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. Utah State University provides equal employment and educational opportunities and does not tolerate any form of:

- Discrimination based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.
- Harassment, including sexual misconduct, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.

Retaliation for reporting incidents of discrimination or sexual misconduct or engaging in other forms of protected activity.

### Illegal Substances

Affiliated FSL organizations are prohibited from serving, promoting, possessing, consuming, selling, distributing, manufacturing, and/or storing illegal substances at chapter-sponsored events, on or off campus.

### Hazing

Hazing within or by student organizations is prohibited. Hazing is defined as:

1. endangers the mental or physical health or safety of another; or
2. produces mental or physical discomfort, embarrassment, harassment, or ridicule of another; or
3. involves any brutality of a physical nature such as, but not limited to, paddling, whipping, beating, branding, calisthenics, creating excessive fatigue, bruising, electric shocking, causing physical and psychological shocks, placing of a harmful substance on the body, or exposure to the elements; or
4. involves consumption of any food, alcoholic beverage, liquor, drug, or other substance or any other physical activity that endangers the mental or physical health and safety of an individual; or
5. involves any activity that would subject the individual to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects another to extreme embarrassment, shame, or humiliation, or subjects the individual to the wearing of apparel which is conspicuous or not normally in good taste, engaging in public stunts and buffoonery, engaging in morally degrading or humiliating games; or
6. wearing of apparel which is conspicuous or not normally in good taste, engaging in public stunts and buffoonery, engaging in morally degrading or humiliating games; or
7. involves defacing or destroying public or private property; or
8. Involves cruelty to any animal; and
  - a. is for the purpose of initiation, admission into, affiliation with, holding office in, or as a condition for continued membership in any organization; or

- b. If the actor knew that the victim is a member of or candidate for membership with a team or organization to which the actor belongs or did belong within the preceding two years.

**NOTE: Please refer to the most current version of the RA for more details and official language regarding conduct and expectations for affiliated FSL organizations.**

## SECTION II – THE FSL COUNCILS

The Interfraternity Council (IFC) and College Panhellenic (CPH) are the two recognized authoritative bodies Social Greek letter organizations, and select professional Greek letter organizations may affiliate with at Utah State University. These councils serve as the collaborative and administrative assemblies in which affiliated FSL organizations carry out community-wide initiatives and communications, enact collective standards, and peruse the general welfare of the FSL community. Both councils elect executive board members to oversee various operations.

DISCLAIMER: Because of its comparatively smaller size, and combined general meetings for convenience's sake, the FSL community at Utah State often refers to these councils collectively as “FSL Council.” This is not an officially recognized authoritative assembly, simply a reference to the general body of leaders within both councils. Voting, elections, and other official business is still conducted separately on an individual council basis.

### INTERFRATERNITY COUNCIL

#### Purpose & Objectives

An IFC exists where there are two or more North American Interfraternity Conference (NIC) member (or non-member) fraternities on a campus. The Council’s purpose is to advance fraternity on campus and provide interfraternal leadership to the entire community. More specifically, and as defined in the USU IFC Constitution, the purpose of the IFC shall be to:

- A. Provide a sovereign governance structure for its Member Fraternities;
- B. Promote the interests of its Member Fraternities;
- C. Promote the interests of men’s fraternities in general;
- D. Discuss questions of mutual interest and present to its Member Fraternities such recommendations as the IFC deems appropriate;
- E. Promote the interests of USU;
- F. Promote mutual cooperation between its Member Fraternities;
- G. Promote mutual cooperation between the IFC, fellow governing councils, and student organizations at USU; and
- H. Promote mutual cooperation between the IFC and USU, its students, faculty, staff, and local community.

#### Objectives

The Interfraternity Council, exists to promote the shared interests and values of member fraternities: leadership, service, brotherhood, and scholarship. They believe in Fraternity and that the shared values

of Fraternity drive the IFC to create better communities, better chapters, and better men. The IFC works to advance the academic mission of the host institution, to enable fraternal organizations to grow and thrive through collaboration and teamwork, to provide an outlet for self-governance and accountability, and to model and teach ethical leadership.

For information regarding specific membership, procedures, standards, and directives, please refer to the most current version of the USU IFC Constitution and Bylaws included in the Appendix.

## IFC Composition

### IFC President

The President for the IFC will be looked at as the face of the fraternity community by faculty, staff, students, and visitors of the campus. He will be responsible for overseeing the IFC Executive Board and creating a vision for the interfraternal community. Therefore, it is important that the IFC President is knowledgeable on current issues that are important to the fraternity/sorority community, and have a standing relationship with other leaders and organizations on campus. He will be expected to represent the best USU FSL has to offer.

The specific duties and responsibilities of the IFC Vice President of Community Relations (as outlined in the USU IFC bylaws & the associated NIC Officer Manual) are as follows:

#### Internal Duties:

- Provide guidance and focus to the efforts of the IFC General Body and Executive Board
- Preside over all meetings of the IFC General Body and Executive Board
- Visit with member fraternities regularly to determine what needs are not being met as well as learning which IFC efforts are particularly strong
- Build rapport and establish positive working relationships between IFC and member fraternity leaders
- Assume responsibility personally or for a designee to ensure records of all IFC correspondence and activities is being kept for officer transition purposes
- Cast the final vote in the event of a tie
- Maintain current information for accurate fraternity rosters

#### External Duties:

- Serve as the official spokesperson for the fraternity community
- Work to cultivate an open and honest dialogue with campus and local media in order to better tell the story of fraternity in your community and advocate for the fraternal experience
- Establish a positive working relationship with campus and local law enforcement agencies
- Regularly interact with the leaders of other fraternity/sorority governing councils, student government, and other campus organization leaders to promote collaboration, shared experiences, and the ideal of community
- Consult and inform student affairs staff including the IFC Advisor and Chief Student Affairs Officer on campus
- Establish a working relationship with key administrators including the IFC Advisor, the Dean of Students/Vice President of Student Affairs, and the College/University President

#### Judicial Affairs Duties:

- Serve as chair of the IFC Judicial Committee and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.
- Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to: the IFC Constitution, Bylaws, and policies; Federal, state, and local laws; the rules and regulations of Utah State University; and the general values-based conduct of fraternity men.
- Ensure proper filing and preparation for all judicial actions.
- Ensure compliance with all IFC judicial action imposed upon a Member Fraternity.
- Educate Member Fraternities on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- Conduct judicial policy and procedures training for new IFC Judicial Committee justices.
- Assist in conflict mediation between Member Fraternities.
- Review all IFC governance documents, at least annually.

#### IFC Vice President of Public Relations and Administration

The IFC VP of Public Relations and Administration is responsible to see that relationships are established with constituencies outside of the undergraduate fraternal community such as leaders within the Panhellenic Council (NPC), Recognized Student Organizations (RSOs), the campus administration, faculty members, alumni volunteers, the student body, local and regional media, law enforcement officials, and the surrounding community. In addition to managing outward facing IFC social media pages, it is their duty to see that the IFC pursues and maintains an open and honest dialogue with each of these audiences to further the advancement of a positive fraternal image. This VP also serves as the de facto IFC executive when the recognized IFC president is unable to complete his duties.

The specific duties and responsibilities of the IFC VP of PR and Administration (as outlined in the USU IFC bylaws and associated NIC Officer Manual) are as follows:

- Serve as the secretary of the IFC General Body (take minutes, distribute materials, etc)
- Aid in the collection and reporting of member fraternity community service hours, philanthropic dollars, and activities
- Responsible for the collection and dissemination of information on the fraternity system to all campus and community media sources
- Responsible for serving as the primary liaison to the various campus and community constituencies such as student government, the campus programming board, the newspaper staff, city council, chamber of commerce, etc.
- Develop and execute a public relations and social media strategy
- Responsible for the IFC publications produced (recruitment, newsletters, online resources, websites, outreach programs, etc)
- Keep the media informed on upcoming events or potential news
- Shall coordinate the social media strategy and presence of the IFC and overall fraternity community
- Compiles an annual report of accomplishments and concerns
- Maintains the crisis response plan with the IFC President and communication with the media, campus administration, etc

- Provide advice and support to member fraternity community service/ philanthropy officers

### IFC Vice President of Finance and Scholarship

The financial health of the IFC is critical to its ability to be a successful advocate for the fraternity community, provide basic services for IFC members, and to provide relevant programming and educational opportunities. To be financially stable, the IFC VP of Finance and Scholarship should ensure that accepted financial procedures are incorporated into all IFC operations and care is taken to efficiently manage and disburse all IFC monies and that the annual income of the IFC should always meet or exceed the projected expenses of the organization in delivering programs and serves for the benefit of the fraternity or campus community.

In addition to the financial portion of the role, it is the responsibility of this VP to oversee the promotion and recognition of academic excellence among member fraternities and individuals. Emphasis should be placed on the development of a continuous scholarship program that will enhance and supplement any member fraternity academic endeavors.

The specific duties and responsibilities of the IFC VP of Finance and Scholarship (as outlined in the USU IFC bylaws and associated NIC Officer Manuals) are as follows:

#### Financial Duties:

- Serve as chair of the IFC Finance Committee
- Lead and oversee the annual budget process
- Collecting IFC member fraternity dues or other assessment as needed
- Maintain accurate records throughout the year through invoicing and receipts
- Receiving all check requests and making disbursements with a cosigner
- Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms
- Prepare financial statements monthly and at the end of each term for distribution to all member fraternities and the IFC Advisor
- Make bank deposits when necessary and in a timely manner
- Providing advice and support to member chapter financial officers
- Files taxes in accordance with federal and state laws (only if needed)

#### Scholarship Duties:

- Coordinating a member fraternity scholarship chair orientation program for member fraternities
- Publishing important academic dates and deadlines
- Collecting and distributing information about campus academic services, tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, unique library resources, and many others
- Working individually with scholarship chairs of member fraternities below the all-men's grade point average
- Build and maintain relationships with faculty, academic offices, and academic honorary societies
- Provide advice and support to member fraternity scholarship chairs
- Finding a faculty member to serve as an academic advisor for the IFC



## IFC Vice President of Recruitment

The IFC VP of Recruitment is responsible for overseeing the IFC's promotion of the entire fraternity community and support of the member fraternity recruitment chairs. This VP has a lot of flexibility when it comes to recruitment format and strategies but should always keep the IFC and member chapters involved in the preparation for such. Fraternity recruitment is a process of making friends and this is a natural process that can be done seven days a week, 365 days a year when fraternity members are willing to actively meet men on campus.

The specific duties and responsibilities of the IFC VP of Recruitment (as outlined in the USU IFC bylaws and associated NIC Officer Manual) are as follows:

- Chairs the IFC Recruitment Committee (made up of the recruitment chairs from each IFC chapter)
- Develops a budget, timeline, and comprehensive plan for IFC recruitment efforts
- Develops recruitment workshops for member fraternities
- Responsible of the production of promotional materials to all new and non-fraternity men
- Upholds the IFC Recruitment Policy and ensures no restrictive policies are placed on new member recruitment
- Provide advice and support to member fraternity recruitment officers
- Maintains communication with campus officials and alumni
- Maintains the IFC new member interest list
- Utilizes technology (social media, fraternityinfo.com, USU.edu, videos, Chapterbuilder, etc) in recruitment/ marketing efforts

## IFC Vice President of Events

The IFC VP of Events is responsible for planning, executing, and assessing IFC events. This is a particularly unique position which requires collaboration with both the IFC executive board and the individual chapters as although events may be sponsored by the IFC they are often under the purview of another IFC VP or IFC chapter. It is essential that events are planned and carried out with a purpose and goal in mind. Therefore, innovative and cost-effective events which advance the goals of the IFC (recruitment, member education, service, etc.) are highly encouraged.

The specific duties and responsibilities of the IFC VP of Events (as outlined in the USU IFC bylaws and associated NIC Officer Manual) are as follows:

- Focus on coordinating men focused events sponsored by IFC
- Plan to coordinate a minimum of (x1) event per month.
- Coordinate at least one annual service project sponsored and/or performed by the Interfraternal community.
- Develop and implement social and service programs for the FSL community that enhances relationships through service, wellness, leadership, and personal development.
- Aid in the planning of the USU FSL President's Cup event
- Coordinate with Panhellenic VP Events Chairman on community-wide and centered events
- Attend the Student Events Programming Board meetings and build a productive relationship with the current USUSA Student Events VPs.

- Perform other duties as assigned.

**NOTE:** Please keep the following guide in mind when planning events (The Six R's):

1. REASON. Why are you planning this event? Do you have a good REASON?
2. RESOURCES. How will you facilitate this event and what RESOURCES are available within your organization?
3. RESERVE. Where will it best take place? RESERVE the best space/venue for your event; learn venue specific policy
4. RELEVANCE. When is it? You will have Better RELEVANCE if you don't compete but collaborate with other organizations.
5. REALISTIC. Who is your audience? Know your scope and be REALISTIC to get maximum attendance and marketing.
6. RESULTS. What will measure your success? Have a clear view of what RESULTS determine success of your event.

**IMPORTANT:** Refer to Section I:Events in this Handbook for additional information.

### IFC Chapter Delegates

Each member fraternity is responsible for selecting a delegate to represent their chapter and attend FSL Council and IFC meetings. In addition to being the 'voting' members of the council, the delegates are responsible for proposing necessary policy and initiative changes to the IFC Executive Council for their consideration. The delegates are expected to attend all IFC associated meetings or send a deputy in their place to represent the individual organization.

In the spirit of brotherhood and good faith, it is vital that those selected to be delegates are passionate for FSL as a whole and educated on community and individual organization issues. The IFC delegate is not simply a messenger to and from their chapter but is expected to be an active and engaged member of the council. The manner in which a delegate is selected varies from chapter to chapter (election, volunteer, assignment, etc.)

The specific duties and responsibilities of an IFC Delegate (as outlined in the USU IFC bylaws) are as follows:

- Serve as a representative and voice for his Member Fraternity's concerns regarding the fraternity community.
- Represent the larger fraternity community's interests.
- Inform his Member Fraternity of the actions, discussions, and workings of the IFC General Body.
- Serve as a liaison between the IFC General Body and his respective Member Fraternity.
- Serve as an active member of IFC Standing Committees and Ad Hoc Committees, as necessary.
- Represent the highest ideals of fraternity life to the greater campus community.

## COLLEGE PANHELLENIC COUNCIL

### Purpose & Objectives

A College Panhellenic Association (CPH) shall be established where two or more National Panhellenic Conference (NPC) sororities (or associated sororities) have installed undergraduate chapters. The purpose of the National Panhellenic Conference is to promote and advance the common interest of women's-only sororities. The Conference achieves this through interfraternal cooperation and strong partnerships with college and university representatives to support high academic and social standards for women. More specifically, and as defined in the USU CPH Constitution, the purpose of the College Panhellenic shall be to:

- A. Conduct the business of the College Panhellenic during the academic year.
- B. Promote the growth of individual chapters and the sorority community.
- C. Organize and sponsor a women's-only membership recruitment program.
- D. Encourage the highest possible academic, social and moral standards.
- E. Coordinate activities, establish orderly procedures and provide for programming in addition to recruitment.
- F. Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- G. Actively support the mission of its host institution.
- H. Promote good public relations.
- I. Give service to the community and campus.
- J. Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- K. Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

### **Objectives**

NPC women have a responsibility to promote Panhellenic ideals on campus. As expressed in The Panhellenic Creed, sorority women are dedicated to upholding good scholarship and high standards of ethical conduct and to working in harmony and understanding with one another to further sorority ideals. High moral and ethical principles are basic to all NPC member organizations.

### **Membership**

“Panhellenic” is sometimes mistakenly thought to be the officers of the organization or even the administrators who work with fraternity/sorority life. In fact, a College Panhellenic Association is a chartered affiliate of the National Panhellenic Conference (NPC) and a democratic entity composed of all members of the NPC sororities on a campus. A College Panhellenic Council is the associations’ governing body and is composed of one delegate and one alternate from each regular, provisional and associate member chapter at the institution. The College Panhellenic Council is responsible for local Panhellenic operations in accordance with NPC Unanimous Agreements, policies, best practices and procedures.

### **Unanimous Agreements**

Unanimous Agreements found within the NPC Manual of Information are the principles, procedures and behavioral expectations considered so fundamental to ethical and harmonious intersorority life that they are binding on every NPC member organization. College Panhellenic Associations are required to operate according to these agreements, and all individual members must abide by them. Also included in the Unanimous Agreements are statements setting forth the rights of sororities as private, voluntary social Organizations.

Each College Panhellenic (or Inter-Sorority Council or equivalent organization) must incorporate the NPC Unanimous Agreements into its procedures and operating methods (bylaws, standing rules, membership

recruitment rules and other governing documents). Language that contradicts a Unanimous Agreement must be removed immediately; no vote is necessary. For a list of current Unanimous Agreements, please refer to the most current version of the NPC Manual of Information.

For information regarding specific procedures, standards, and directives, please refer to the most current version of the USU CPH Constitution and Bylaws included in the Appendix.

## College Panhellenic Composition

### CPH President

The College Panhellenic President will be looked at as the face of the sorority community by faculty, staff, students, and visitors of the campus. She will be responsible for overseeing the IFC Executive Board and creating a vision for the intersorority community. Therefore, it is important that the CPH President is knowledgeable on current issues that are important to the fraternity/sorority community, and have a standing relationship with other leaders and organizations on campus. She will be expected to represent the best USU FSL has to offer.

The specific duties and responsibilities of the CPH President (as outlined in the USU College Panhellenic Association Constitution and bylaws) are as follows:

#### National Expectations:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the executive board.
- Serve as an ex-officio member of all Panhellenic Association committees, except judicial board.
- Serve as chair of the Judicial Board.
- Inform all sororities of the Judicial Board Bylaws and the process of Panhellenic Judicial.
- Communicate regularly with Panhellenic Advisor.
- Be familiar with the NPC MOI and all governing documents of the Association.
- Ensure that the NPC College Panhellenic annual report is completed.
- Communicate regularly with NPC area advisor.
- Maintain current copies of the following:
  - Utah State University Panhellenic Association bylaws and standing rules,
  - The Panhellenic Association budget
  - Contracts executed on behalf of the Panhellenic Association
  - Correspondence and materials received from the NPC area advisor
  - All NPC College Panhellenic reports, and other pertinent materials.

#### Local Expectations:

- Serve as Co-Greek Council President.
- Identify educational programming opportunities for the community with the help of the IFC President and Fraternity and Sorority Life advisor.
- Consult with the Fraternity and Sorority Life advisor weekly.
- Have overall responsibility for the operation of the Panhellenic Council.
- Create and distribute an agenda for PHC meetings.
- Cast the final vote in event of a tie.

- Develop committees as seen fit for the needs of the community.
- Attend regularly scheduled Student Advisory Council meetings.
- Disaffiliate from her chapter for fall semester recruitment according to the recruitment rules.
- Serve as chair of the Code of Ethics committee.
- Coordinate the elections process in conjunction with the Panhellenic Advisor.
- Update the Constitution, Bylaws, and the Judicial Board Bylaws of the Utah State University Panhellenic Council.
- Be properly P-card trained.
- Perform all other duties as assigned.

#### CPH Vice President of Public Relations and Administration

The CPH VP of Public Relations and Administration is responsible to see that relationships are established with constituencies outside of the undergraduate fraternal community such as leaders within the Interfraternity Council (IFC), Recognized Student Organizations (RSOs), the campus administration, faculty members, alumni volunteers, the student body, local and regional media, law enforcement officials, and the surrounding community. In addition to managing outward facing CPH social media pages, it is their duty to see that the CPH pursues and maintains an open and honest dialogue with each of these audiences to further the advancement of a positive fraternal image. This VP also serves as a member of the recruitment planning committee.

The specific duties and responsibilities of the VP for Public Relations and Administration (as outlined in the USU College Panhellenic Association Constitution and bylaws) are as follows:

##### National Expectations:

- Keep an accurate roll of the members of Panhellenic Council.
- Record minutes of all meetings of the Utah State University Panhellenic Council and the Executive Board.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor and Panhellenic Council within twenty-four hours of the meeting.
- Be familiar with the NPC MOI and all governing documents of this association.
- Serve as parliamentarian for Panhellenic Council.
- Serve as a member of the Executive Panhellenic Council and any boards, committees, or sub committees as identified by the President or Panhellenic Advisor.
- Perform all other duties as assigned.

##### Local Expectations:

- Take minutes at each meeting and distribute them to each member of the council at the following meeting.
- Organize and order shirts for Rho Gammas.
- Update booklets for potential new members.
- Work with IFC Public Relations Chairman to assist the Fraternity and Sorority Advisor with maintaining and updating the FSL website and calendar.
- Aid Vice President Events with designing and distributing PR materials for any Panhellenic Council sponsored events.

- Keep all social media accounts updated.
- Coordinate with IFC Public Relations Chairman to create new PR materials.
- Work with PHC's VP Recruitment, and IFC's Recruitment and Public Relations Chairmen on advertisements and publications for all fraternity and sorority pre-recruitment events.
- Coordinate publicity with the Vice President for Recruitment and the USUSA-PR office.
- Be properly P-card trained.

### CPH Vice President of Finance and Scholarship

The specific duties and responsibilities of the VP of Finance and Scholarship (as outlined in the USU College Panhellenic Association Constitution and bylaws) are as follows:

The financial health of the College Panhellenic is critical to its ability to be a successful advocate for the sorority community, provide basic services for CPH members, and to provide relevant programming and educational opportunities. To be financially stable, the VP of Finance and Scholarship should ensure that accepted financial procedures are incorporated into all Panhellenic operations and care is taken to efficiently manage and disburse all CPH monies and that the annual income of the CPH should always meet or exceed the projected expenses of the organization in delivering programs and serves for the benefit of the sorority or campus community.

In addition to the financial portion of the role, it is the responsibility of this VP to oversee the promotion and recognition of academic excellence among member fraternities and individuals. Emphasis should be placed on the development of a continuous scholarship program that will enhance and supplement any member sorority academic endeavors.

#### National Expectations:

- Supervise the finances of the Utah State University Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Utah State University Panhellenic Association member sorority.
- Receive all payments due to the Panhellenic Association, collect all dues and provide receipts.
- Pay promptly the annual NPC dues and all bills of the Utah State University Panhellenic Association.
- Maintain current financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of the term of office.
- Be familiar with the NPC MOI and all governing documents of this association.
- Perform all other duties as assigned.

#### Local Expectations:

- Be properly P-card trained.
- Serve as presiding officer in the absence of the president.
- Work with all other council members to maintain proper financial records and budgets.
- Provide information to make each member chapters aware of available academic resources.
- Publish important academic dates and deadlines.
- Work individually with scholarship chairs of chapters to better develop programs in each individual chapter.
- Plan and execute a scholarship week to recognize the academic efforts of the students on our campus.

- Work with the IFC Scholarship Chairman to plan fraternity and sorority wide academic programming.
- Oversee any sorority scholarship funds

### CPH Vice President of Recruitment

The Panhellenic VP of Recruitment is an absolutely essential member of the Council as they arguably have one of the most demanding jobs apart from the President herself. This VP is responsible for overseeing the formal Panhellenic recruitment process in the Fall Semester and helping chapters prepare for the Continuous Open Bidding (COB) process in the Spring semester. In addition to recruitment periods, this VP should also be consistently collaborating with the other VPs and the individual chapters on unique opportunities to recruit quality women to the Panhellenic Community.

The specific duties and responsibilities of the VP of Recruitment (as outlined in the USU College Panhellenic Association Constitution and bylaws) are as follows:

#### Expectations:

- Plan and operate all Panhellenic recruitment functions.
- Work with Fraternity Sorority Advisor to coordinate all system wide recruitment programs.
- Make a schedule for recruitment consisting of beginning and ending activities, and individual chapter functions.
- Keep an interest list of all Potential New Members.
- Contact those on the interest list regularly during the summer and first few weeks of the semester.
- Set dates and times for recruitment parties according to the primary recruitment period voted on by Panhellenic Council.
- All recruitment shall be governed by the Panhellenic Council Recruitment Code and NPC Articles of Unanimous Agreement.
- Coordinate publicity with the Vice President for Public Relations and the USUSA-PR office.
- Work with PHC's Public Relations, and IFC's Recruitment and Public Relations on advertisements and publications for all fraternity and sorority pre-recruitment events
- Annually review recruitment rules and submit any necessary changes to Panhellenic Council for approval.
- Select and supervise Rho Gammas.
- Hold meetings with Rho Gammas as necessary.
- Be in continual communication with chapter recruitment chairs.
- Disaffiliate from her chapter for fall semester recruitment according to the recruitment rules.
- Keep an accurate record of all recruitment-related activities.
- Serve as a member of the Executive Panhellenic Council and any boards, committees, or sub committees as identified by the President or Panhellenic Advisor.
- Lead a sorority convocation with the president the week school starts to go over recruitment rules and expectations.
- Be properly P-card trained.
- Perform all other duties as assigned.

## CPH Vice President of Events

The College Panhellenic VP of Events is responsible for planning, executing, and assessing Panhellenic events. This is a particularly unique position which requires collaboration with both the IFC executive board and the individual chapters as although events may be sponsored by the IFC they are often under the purview of another CPH VP or Panhellenic chapter. It is essential that events are planned and carried out with a purpose and goal in mind. Therefore, innovative and cost-effective events which advance the goals of the Panhellenic Council (recruitment, member education, service, etc.) are highly encouraged.

The specific duties and responsibilities of the VP for Events (as outlined in the USU College Panhellenic Association Constitution and bylaws) are as follows:

### National Expectations:

- Assist in utilizing and promoting National Panhellenic Conference (NPC) initiative, i.e. Month of the Scholar, International Badge Day, Advisor Appreciation, National Women's Health, etc.

### Local Expectations:

- Focus on coordinating women-focused events sponsored by Panhellenic Council
- Plan to coordinate a minimum of one event every eight weeks. Events may be educational, social, or service-oriented.
- Coordinate one annual service project sponsored and/or performed by the Panhellenic community.
- Develop and implement social and service programs for the FSL community that enhances relationships through service, wellness, leadership, and personal development.
- Perform other duties as assigned.
- Coordinate with IFC VP Events Chairman to plan any all fraternity and sorority socials.

**NOTE:** Please keep the following guide in mind when planning events (The Six R's):

7. REASON. Why are you planning this event? Do you have a good REASON?
8. RESOURCES. How will you facilitate this event and what RESOURCES are available within your organization?
9. RESERVE. Where will it best take place? RESERVE the best space/venue for your event; learn venue specific policy
10. RELEVANCE. When is it? You will have Better RELEVANCE if you don't compete but collaborate with other organizations.
11. REALISTIC. Who is your audience? Know your scope and be REALISTIC to get maximum attendance and marketing.
12. RESULTS. What will measure your success? Have a clear view of what RESULTS determine success of your event.

**IMPORTANT:** Refer to Section I: Events in this Handbook for additional information.

## Panhellenic Chapter Delegates

Each member sorority is responsible for selecting a delegate to represent their chapter and attended FSL Council and College Panhellenic meetings. In addition to being the 'voting' members of the council, the delegates are responsible for proposing necessary policy and initiative changes to the CPH Executive



Council for their consideration. The delegates are expected to attend all CPH associated meetings or send a deputy in their place to represent the individual organization.

Individual chapters and the Panhellenic community as a whole benefit when each chapter selects its best-qualified members as delegate and alternate delegate to the College Panhellenic. To represent the chapter effectively, these representatives must be informed, knowledgeable about proper Panhellenic procedures and willing to act on chapter opinion rather than individual conviction.

The specific duties and responsibilities of the Panhellenic Delegates (as outlined in the USU College Panhellenic Association Constitution and bylaws) are as follows:

- Serve as a representative and voice for his Member Fraternity's concerns regarding the fraternity community.
- Represent the larger fraternity community's interests.
- Inform his Member Fraternity of the actions, discussions, and workings of the IFC General Body.
- Serve as a liaison between the IFC General Body and his respective Member Fraternity.
- Serve as an active member of IFC Standing Committees and Ad Hoc Committees, as necessary.
- Represent the highest ideals of fraternity life to the greater campus community.

## Resources

### **The National Panhellenic Conference (NPC)**

NPC also supports a national network of collegiate and alumnae Panhellenic associations that are crucial to nurturing healthy fraternity and sorority communities. Through its programs and initiatives, NPC encourages the sharing of information, resources and best practices to ensure the sorority experience continues to meet the needs of today's collegiate women.

NPC Website: <https://npcwomen.org/>

### **North American Interfraternity Conference (NIC)**

The NIC will provide staff, resources, and services to assist Interfraternity Councils in instituting optimal operations, officer competencies, and best practices. The NIC will provide IFCs with an IFC Resource Manual and will assist IFCs in reviewing and establishing model governing documents that are in accordance with NIC Standards and policies and do not infringe upon the sovereignty of Member Fraternities and their chapters.

NIC Website: <https://nicfraternity.org/>

### **Campus Director**

CampusDirector™ is TechniPhi's online recruitment tool for semi-structured to fully structured fraternity and sorority recruitment and is primarily used in the USU College Panhellenic Fall Recruitment registration and scheduling.

Link to Campus Director: <https://mycampusdirector2.com/>

### **Chapter Builder**

ChapterBuilder is a Custom Relationship Management software (or CRM) for member-based organizations, built for sorority and fraternity members by sorority and fraternity members. This software is often (but not always) provided free of charge by chapter Headquarters.

Link to ChapterBuilder: <https://app.chapterbuilder.com/>

### **Fraternity & Sorority Life Advisor (FSA)**

This university employee guides and facilitates the work of the councils and chapter officers in concert with their advisors. They challenge and support individual members, work to enhance training programs for these groups. In addition, the FSA works in collaboration with the inter/national organizations.

Ian Nemelka

[ian.nemelka@usu.edu](mailto:ian.nemelka@usu.edu)

(435) 770-8590

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### **NPC Area Advisor**

As one of its services, NPC provides every College Panhellenic with an area advisor. She is well-versed in Panhellenic policies and practices. She provides assistance if needed and advice backed by practical experience. Because the area advisor is a volunteer, she must plan to fulfill any requests by the College Panhellenic for any potential campus visits, meeting attendance and/or workshops well in advance.

Jolie Webb

[joliewebb5@gmail.com](mailto:joliewebb5@gmail.com)

### **Position USU Email Accounts**

Each IFC and CPH executive position has an associated usu.edu email address and should be the sole email in which council business is conducted. Please request login credentials from the FSA.

### **USU Student Involvement and Leadership Center**

The Student Involvement and Leadership Center is housed under the USU Division of Student Affairs and in addition to FSL, oversees USUSA, spirit squad, student events, student media, student clubs, and the academic senate.

Learn more about SILC here: <https://www.usu.edu/involvement/>

### **USU Box**

Box is a cloud-based content management, collaboration, and file sharing system in which all FSL files (past and present) should be kept, shared and edited. This service is provided free of charge to each chapter and council. A training on box can also be provided either in person or via the Canvas Course.

Login to Box here: <https://usu.account.box.com/login>

### **USUSA Canvas Course**

The Student Involvement and Leadership Center manages an expansive Canvas Course which contains the breadth of USUSA trainings and resources student leaders will need at USU. Please request access from the FSA.

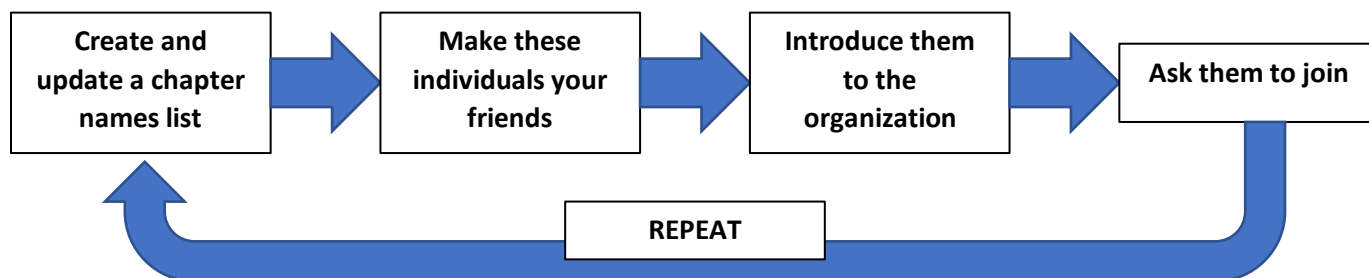
## SECTION III – YOUR FSL ORGANIZATION

### Recruitment & Retention

An FSL organization is made of members. Its culture and perception, although guided by the precepts and principles of its ritual, is determined by the actions of those who share an affiliation within the chapter. Therefore, it stands to reason as value-based organizations, fraternities and sororities must be consistently recruiting individuals who share those values not just for the sake of organizational continuity but for organizational improvement. This method looks different for each chapter and is more complicated than simply emphasizing “quality over quantity.” In truth, both quality and quantity will be required for an organization to achieve its ideal level state. Here are some basic guidelines and suggestions for chapter recruitment specialists, executive boards, and general members.

**Year-Round Recruitment Mindset:** It is important that an FSL organization and its members place an emphasis on year-round recruitment of new members. This strategy, also often called 365-Recruitment has become more important in recent years as conventional recruitment or “rush weeks” are proven to be less relevant to both current and incoming student populations. Even if an organization can only officially add members during a certain time, this strategy is still relevant and applicable. Here are some things to keep in mind:

1. The terms 365 and year-round recruitment are thrown around a lot during related discussions within FSL organizations, but an actual plan with associated goals must be created by leadership and supported by the general membership if these terms are to actually make an impact. Refer to the simple timeline at the bottom of this sub-section.
2. There are numerous advantages to a year-round recruitment strategy. Your Headquarters will have literature and resources which will serve as a guide on how your specific chapter can best incorporate these advantages. Find them, research them, and then use them.
3. A chapter should be keeping a current names list (*a list of all individuals who chapter members believe would make good new members to the organization*) and associated progress report on each of those individuals either through a purposed software or universal system which is easily accessible and updatable.



**Recruitment Week(s):** Recruitment week/s are a designated span of time in which FSL organizations will dedicate efforts towards this single goal of recruiting more members. They can be official and/or unofficial. Here are some things to keep in mind:

1. Although events and activities are a great way to get to know interested candidates, they are not the reason people join FSL organizations, nor are they the best way to attract quality

students to your organization. Recruitment week events and activities should SUPPLEMENT your existing and robust recruitment plan (as described in the section above).

2. Plans for recruitment week activities and events should be planned well in advance (6 weeks at a minimum). This serves two purposes. The first is simply the best practice in ensuring events are well coordinated and marketed. The second is to give members sufficient time to invite potential new members to these events and register for recruitment. Contrary to sustained belief, the existence of an event does not automatically draw quality people to it.
3. The activities sponsored by your organization speak for themselves. They should be representative of the values of your organization and while also providing an opportunity to bond with potential new members. If a chapter seems to attract a certain type of individual, well what

**Recruitment Education & Training:** Members of FSL organizations might have an idea of why they personally joined their chapter, however, conveying that passion and information to a potential new member comes with its own challenges. Appropriate time and resources should be dedicated towards the education and training of members on how to effectively recruit. Here are some things to keep in mind:

1. Some FSL organizations may be comfortable with their recruitment, their roster numbers might be high, some members might be “natural recruiters”, but this does not void the chapter’s responsibility to ensure proper recruitment techniques are taught and retained.
2. Work with your headquarters and advisor to plan effective recruitment strategies. Keep them involved not only in the conception phase, but as the year progresses. Odds are, the literature and guidance your headquarters provides will also encourage you to plan ahead, make friends, and maintain that names list.
3. Both the USU Fraternity & Sorority Advisor, and your headquarters will have access to countless resources, trainings, and curriculum for your members. Take advantage of it throughout the year.

#### **General Guidelines and Suggestions:**

1. Understand the organization's values and culture: Gain a deep understanding of the organization's values, mission, and culture. Ensure that the recruitment process reflects these values and attracts individuals who share a genuine alignment with the organization's principles.
2. Develop a comprehensive recruitment plan: Create a well-thought-out recruitment plan that outlines strategies, goals, and timelines. Consider a multi-faceted approach that includes events, marketing, personal connections, and community engagement to attract potential members.
3. Identify target audiences: Define the ideal characteristics and qualities of potential members. Identify target audiences on campus or in the community who are likely to resonate with the organization's values. Tailor recruitment efforts to reach these specific groups effectively.
4. Cultivate relationships and connections: Build relationships with potential members even before the formal recruitment process begins. Attend campus events, engage with student organizations, and establish connections with individuals who demonstrate interest in the organization. Utilize networking opportunities to foster relationships and showcase the organization's values.

5. **Develop effective marketing materials:** Create compelling and informative marketing materials that highlight the organization's values, activities, and impact. Utilize various media platforms, such as social media, websites, brochures, and videos, to attract potential members and generate interest.
6. **Emphasize personal connections and authenticity:** Encourage current members to engage in meaningful conversations and build personal connections with potential members. Encourage authenticity and genuine interactions that allow potential members to understand the organization's culture and values.
7. **Conduct inclusive and values-based recruitment events:** Plan recruitment events that reflect the organization's values and provide opportunities for potential members to showcase their alignment with those values. Ensure events are inclusive, welcoming, and representative of the diverse campus or community population.
8. **Provide mentorship and guidance:** Assign current members as mentors to potential members to guide them through the recruitment process. Ensure that mentors exemplify the organization's values and provide support and guidance to potential members.
9. **Incorporate education and values-based discussions:** During the recruitment process, provide opportunities for potential members to learn more about the organization's values, rituals, and traditions. Engage in discussions that allow them to reflect on their personal alignment with those values.
10. **Evaluate and refine the recruitment process:** Continuously evaluate the effectiveness of the recruitment process. Collect feedback from current members, potential members, and advisors to identify areas of improvement. Make adjustments to recruitment strategies and activities based on this feedback.

## Member Education & Development

In some form or another, all FSL organizations, encourage the continuing education, development and general betterment of its members. As values-based organizations, fraternities and sororities are at their core, mechanisms to produce improved versions of individuals. By the very nature of being a member, brothers in fraternities and sisters in sororities should have consistent opportunities to actually make these improvements personally professionally, spiritually, and emotionally. It is your responsibility to plan, create, execute and assess, these opportunities. Here are some basic guidelines and suggestions for member continued education and development.

1. **Establish clear goals and objectives:** Set specific, measurable, achievable, relevant, and time-bound (SMART) goals for member development. Identify areas of personal, professional, spiritual, and emotional growth that you want to promote within the organization.
2. **Create a comprehensive development plan:** Develop a structured plan that outlines the steps and activities required for members to achieve their personal and professional goals. This plan

should include workshops, seminars, mentorship programs, leadership opportunities, and other initiatives.

3. Provide diverse learning opportunities: Offer a range of educational opportunities to cater to different learning styles and interests. This could include workshops, guest speakers, online courses, experiential learning activities, and collaboration with other organizations.
4. Foster mentorship and peer support: Encourage senior members or alumni to serve as mentors to younger members. Facilitate networking opportunities and create spaces for meaningful connections between members to promote peer support and learning.
5. Emphasize personal and professional skill development: Help members identify and develop essential skills such as communication, leadership, time management, and critical thinking. Offer workshops and training sessions specifically targeted towards enhancing these skills.
6. Promote self-reflection and goal-setting: Encourage members to reflect on their strengths, weaknesses, and areas for improvement. Help them set personal and professional goals and provide guidance on how to achieve them.
7. Provide resources and support: Ensure that members have access to resources, both within and outside the organization, to support their development. This could include library resources, online platforms, career counseling, mental health services, and other relevant support systems.
8. Encourage involvement in community service and philanthropy: Promote the values of giving back and community engagement. Encourage members to participate in service projects and engage with the community to develop a sense of social responsibility. Work with the service and/or philanthropy chairs to accomplish this.
9. Evaluate and assess member progress: Regularly assess member progress and provide feedback on their development journey. Use surveys, evaluations, and other assessment tools to measure the effectiveness of educational initiatives and make improvements accordingly.
10. Continuously improve and adapt: Stay informed about current trends and best practices in member development and education. Seek feedback from members, alumni, and other stakeholders to continuously improve your programs and initiatives.

## Finances & Dues

Though there are distinct purposes and differences between the two, an FSL organization operates in many similar ways to a business. There is revenue, expenses, record-keeping, taxes, donations, and a plethora of parallel operations which must be maintained in order for the organization to function effectively. The foundation of an FSL organization is predicated on the pledge that these universal funds will be utilized only in pursuit of the organization's mission and for the betterment of the chapter and its members. This is why members pay dues. Without dues and a system by which they are appropriately spent, there is no chapter. Here are some basic guidelines and suggestions to chapter finance specialists, and executive boards.

1. **Develop a transparent budgeting process:** Establish a clear and transparent budgeting process that involves input from all relevant stakeholders. This includes identifying income sources, such as member dues, fundraising events, and donations, as well as determining anticipated expenses for various chapter activities.
2. **Create a realistic and balanced budget:** Ensure that the budget aligns with the chapter's goals and priorities while being financially feasible. Consider historical data, expected revenue, and projected expenses when creating the budget. Allocate funds to support member development, programming, operations, and savings for future needs.
3. **Maintain accurate financial records:** Implement a systematic record-keeping process to track all financial transactions. Use accounting software or spreadsheets to keep records organized and accessible. Regularly reconcile accounts, review statements, and document all income and expenses.
4. **Implement strong internal controls:** Establish financial policies and procedures to safeguard chapter funds. This includes requiring dual signatures for checks, separating financial responsibilities, conducting regular audits, and ensuring compliance with financial regulations and tax requirements.
5. **Communicate financial expectations to members:** Educate members about the importance of dues and how they contribute to the chapter's financial health. Clearly communicate the chapter's financial policies, dues structure, and expectations regarding timely payment. Provide transparency by sharing budget updates and financial reports with members regularly.
6. **Maximize revenue through diverse fundraising efforts:** If deemed necessary, explore various fundraising opportunities to supplement chapter income. These may include events, sponsorships, partnerships with local businesses, crowdfunding campaigns, and alumni donations. Ensure that fundraising efforts align with the chapter's mission and values.
7. **Prioritize financial education and accountability:** Provide resources and workshops to educate members about personal finance, budgeting, and financial responsibility. Encourage members to take ownership of their financial commitments and make informed decisions regarding their spending habits. Work with chair over Member education to help accomplish this.
8. **Seek guidance from professionals:** Engage with financial advisors, accountants, or university staff experienced in managing FSL organization finances. Seek their expertise for guidance on tax regulations, financial planning, and investment strategies to optimize chapter funds.
9. **Regularly review and assess financial performance:** Conduct periodic reviews of the chapter's financial health and performance against the budget. Analyze trends, identify areas of improvement, and adjust financial strategies as needed. Make informed decisions about spending priorities based on financial reports and feedback from members.
10. **Foster a culture of chapter financial responsibility:** Encourage responsible financial practices among members by emphasizing the importance of fiscal discipline and accountability. Promote transparency, honesty, and integrity in all financial matters. Leave a legacy you would be proud to inherit and work with the chapter President to accomplish this.

## Philanthropy & Service

A common value fraternities and sororities dedicate considerable time and resources towards is philanthropy; or the promotion of the general welfare through service or financial donations. More than just community service, an organization's philanthropy is a cause or movement which represent and enhance the values of the fraternity or sorority itself. This is important, as in addition to emphasizing self-improvement, FSL organizations are uniquely positioned to donate the efforts of their members towards a humanitarian or charitable cause. These efforts can take many forms, and often result in a stronger bond between members as well as reenforces an individual's efforts of personal development. Here are some basic guidelines and suggestions for chapter philanthropy specialists, executive boards, and general members.

1. Understand the organization's values and mission: Gain a deep understanding of the values and mission of your fraternity or sorority. Ensure that the philanthropic efforts align with these core principles and support causes that resonate with the organization's members.
2. Conduct research and needs assessment: Identify social issues or causes that align with the organization's values and are meaningful to the chapter members. Conduct research and needs assessments to understand the specific needs of the community and determine how the chapter can contribute effectively. Also, if this fails, simply ask the members what they feel passionate enough about to donate time and resources towards.
3. Establish clear philanthropic goals: Define clear and measurable goals for chapter service and philanthropy initiatives. Set targets for funds raised, volunteer hours contributed, or impact achieved. These goals should be ambitious yet realistic and aligned with the organization's capacity and resources.
4. Develop strategic partnerships: Forge partnerships with local nonprofits, community organizations, or charitable foundations that align with the chapter's philanthropic goals. Collaborate with these organizations to maximize the impact of your efforts and create sustainable relationships.
5. Involve all members: Ensure that all members have the opportunity to participate and contribute to service and philanthropy initiatives. Encourage active engagement and provide diverse opportunities for involvement, such as volunteer events, fundraising campaigns, and awareness campaigns.
6. Educate members about the cause: Create awareness and educate chapter members about the cause or issue your organization supports. Provide information, resources, and workshops that highlight the importance and impact of the cause. Help members understand how their involvement contributes to the larger mission.
7. Plan and execute meaningful projects: Develop a strategic plan for service and philanthropy initiatives, incorporating both short-term and long-term projects. Design projects that address community needs, provide tangible benefits, and align with the organization's values. Ensure projects are well-organized, inclusive, and impactful.



8. Foster a culture of service and philanthropy: Instill a sense of responsibility and commitment to service among chapter members. Encourage a culture of giving back and inspire members to make service and philanthropy an integral part of their personal development journey.
9. Promote collaboration and teamwork: Encourage collaboration with other fraternities, sororities, and student organizations on campus to create larger-scale impact. Explore opportunities for joint projects, partnerships, and events that can pool resources and efforts for greater effectiveness.
10. Evaluate impact and celebrate achievements: Regularly assess the impact of chapter service and philanthropy initiatives. Collect data on funds raised, volunteer hours served, and community feedback. Share success stories and celebrate achievements to recognize the collective efforts of the chapter and inspire continued engagement.

## Standards & Misconduct

As members of values-based organizations, fraternity men and sorority women are expected to maintain certain standards in their personal lives as laid out by their individual organization's bylaws and code-of-conduct. This in turn also means that members of FSL organizations can be held accountable for actions which might violate these standards. A ritual has no value if those who have promised to live by it do not enforce its precepts. Therefore, it is essential that FSL organizations have a clearly defined system in place to administer these processes of accountability. Here are some basic guidelines and suggestions for chapter accountability/standards specialists, executive boards, and general members.

1. Clearly communicate expectations: Ensure that all members understand the organization's bylaws, code of conduct, and standards. Clearly communicate the expectations for behavior, values, and conduct, both within and outside the organization. Regularly reinforce these expectations through educational programs and chapter meetings.
2. Foster a culture of accountability: Promote a culture where members understand the importance of personal responsibility and accountability for their actions. Encourage open communication, ethical decision-making, and a commitment to upholding the organization's values. Involve your advisor in these discussions.
3. Develop a fair and consistent accountability process: Establish a well-defined and transparent process for addressing violations of standards. Ensure that the process includes clear steps, timelines, and opportunities for the accused member to present their side. Implement fair and consistent consequences that align with the severity of the violation.
4. Train chapter leaders on accountability procedures: Provide comprehensive training to chapter leaders on the organization's accountability procedures. This includes educating them on the principles of due process, conducting impartial investigations, and implementing appropriate disciplinary actions. Ensure that leaders are equipped to handle accountability cases with sensitivity and professionalism.

5. **Emphasize education and growth:** Incorporate educational components into the accountability process. Use disciplinary actions as opportunities for personal growth and learning. Provide resources, workshops, or counseling services to help members understand the impact of their actions, make amends, and develop better decision-making skills.
6. **Encourage restorative justice practices:** Consider incorporating restorative justice practices into the accountability process. Focus on repairing harm caused by the violation, fostering empathy, and promoting understanding. This approach encourages personal growth, reconciliation, and rebuilding trust within the chapter.
7. **Ensure privacy and confidentiality:** Maintain privacy and confidentiality throughout the accountability process to protect the rights and dignity of all involved parties. Handle sensitive information discreetly and ensure that only individuals directly involved in the process have access to relevant details.
8. **Regularly review and update standards:** Continuously evaluate and update the organization's standards and code of conduct to reflect the changing needs and values of the membership. Seek input from members and consider their perspectives to ensure that the standards remain relevant and resonant.
9. **Provide support systems:** Establish support systems within the organization to help members navigate challenges and make positive choices. This can include mentorship programs, counseling resources, or peer support networks that encourage personal development and wellbeing.
10. **Lead by example:** As leaders, demonstrate a commitment to upholding the organization's standards and values. Embody the principles of integrity, accountability, and ethical behavior in your own actions. Set a positive example for members to follow.

## Advisors & Headquarters

Utah State University only recognizes FSL chapters who are affiliated with a national/international umbrella organization also referred to as “Headquarters” or “Nationals”. This affiliation comes with numerous benefits and responsibilities. It is essential that a chapter have a working relationship and constant communication with their associated Headquarters. The resources these entities offer to their local groups have the potential to make a profound positive impact but only if they are utilized. FSL organizations are also mandated to have advisors. These advisors can take many forms, but invariably they are individuals who have volunteered their time and expertise to ensure your chapter is successful. Here are some basic guidelines and suggestions regarding chapter advisors and Headquarters.

1. **Establish regular communication channels:** Set up regular communication channels with advisors and headquarters. This can include scheduled meetings, email updates, phone calls, or virtual conferences. Establish clear expectations regarding the frequency and mode of communication.

2. Foster a proactive and open line of communication: Be proactive in reaching out to advisors and headquarters. Share updates, challenges, and successes regularly. Encourage open and honest communication, where both parties feel comfortable sharing feedback, concerns, and ideas.
3. Seek guidance and support: Tap into the expertise and guidance of advisors and headquarters. Reach out for advice, best practices, and solutions to challenges. Utilize their resources and tools to enhance the chapter's operations and programs.
4. Collaborate on goal setting and planning: Involve advisors and headquarters in the goal-setting and planning processes. Seek their input, insights, and recommendations. Ensure alignment between the chapter's initiatives and the broader goals and values of the organization.
5. Share progress and accomplishments: Regularly update advisors and headquarters on the chapter's progress, achievements, and milestones. Share success stories, program outcomes, and impact reports. This helps reinforce the value and effectiveness of the chapter's efforts. This includes getting required reports turned in ON TIME and complete.
6. Attend training and development opportunities: Encourage chapter leaders to attend training sessions, workshops, and conferences organized by advisors and headquarters. These opportunities provide valuable insights, skill-building, and networking opportunities.
7. Embrace mentorship and guidance: View advisors as mentors and guides. Seek their mentorship in personal and leadership development. Be open to constructive feedback and take advantage of opportunities to learn from their experience.
8. Respect and appreciate their time: Recognize that advisors and headquarters volunteers are dedicating their time and expertise to support the chapter. Show appreciation for their contributions, acknowledge their efforts, and express gratitude for their ongoing support.
9. Utilize available resources: Familiarize yourself with the resources and support provided by advisors and headquarters. Whether it's leadership manuals, programming guides, or online platforms, make use of these resources to enhance chapter operations and initiatives.
10. Maintain a professional and collaborative attitude: Approach interactions with advisors and headquarters in a professional and collaborative manner. Be respectful, responsive, and receptive to feedback. Value their perspectives and contributions as you work together towards common goals.

## SECTION IV – IMPORTANT DATES & DEADLINES

### Spring Semester 2024

#### January 19th:

- Semester Summary Report (for Fall 2023) due
- Outline of planned new member education programs due
- Initiation dates due

February 12th:

- Post-recruitment rosters due
- New Member Grade Release forms due

February 23rd:

- Relationship Agreement comment submission deadline

March 22nd:

- FSL Title-IX training deadline

April 19th:

- Updated Executive Board/Council list and contact information due

April 27th:

- Chapter Roster update deadline (for semester grade checks)

May 3rd:

- RA signing period deadline