

**FSL Organization Manual**

**WELCOME, FRATERNITY & SORORITY MEMBERS!**

This manual has been designed to serve as a resource guide for officers, members and advisors of Recognized Fraternities & Sororities at Florida Gulf Coast University. The Office of Fraternity and Sorority Life is within Campus Life in the Division of Student Success & Enrollment Management. All students are encouraged to make their time at Florida Gulf Coast University (FGCU) a unique and enriching experience. Fraternities & Sororities contribute to an effective learning environment by preparing students to live in an ever growing, multi-cultural society and global community. Fraternities & Sororities serve as a medium supporting academic excellence, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

The Office of Fraternity and Sorority Life is a resource for fraternities and sororities to use in order to have the most fulfilling co-curricular experience at FGCU. The Office of Fraternity and Sorority Life (OFSL) is located within the Department of Campus LIfe in the Cohen Center Second Floor., In addition to providing resources such as this manual, we offer numerous opportunities to develop the leadership skills of all members in order to make YOUR organization the best it can be!

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**Preface**

**Campus Life - Fraternity and Sorority Life Contact Information**

Location: 2nd Floor of the Harvey and Janet Cohen Student Union

Main Office: 239-590-7900 | fsl@fgcu.edu

|  |  |
| --- | --- |
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**IMPORTANT NUMBERS**

**Campus Life**

**Assistant Vice President for Campus Life/Dean of Students** 239-590-7900

**Eagle Media** 239-590-7945

**Student Conduct** 239-590-7904

**Multicultural & Leadership Development Center** 239-590-7990

**Office of Student Involvement** 239-590-7739

**Fraternity & Sorority Life** 239-590-7722/7729

**Programming Board** 239-590-7727

**Student Organization Development** 239-745-4410

**Student Care Services** 239-590-7900

**Student Government** 239-590-7834

**EagleLink** 239-590-1898

**Campus Recreation**

**University Recreation and Wellness Center** 239- 590-7567

**Aquatics Center** 239-590-7700

**Eagle Challenge Course** 239-590-1419

**Intramurals** 239-590-7734

**Outdoor Pursuits/Waterfront** 239-590-1871

**Sports Clubs** 239-590-1420

**SoVi Pool** 239-590-1769

**Campus Reservations**

**Conference rooms, Classrooms, Student Union** 239-590-1090

**Alico Arena** 239-590-7145

**Housing & Residence Life**

**Housing Office** 239-590-1700

**Commons Front Desk** 239-590-1799

**Biscayne Hall** 239-590-1744

**Eagle Hall** 239-590-1824

**Everglades Hall** 239-590-1711

**Osprey Hall** 239-590-1833

**Palmetto Hall** 239-590-1719

**West Lake Village** 239-590-1712

**First Year Experience**

**Eagle View Orientation** 239-590-7875

**First Year Experience & Retention** 239-590-7110

**Other Important Numbers**

**Adaptive Services** 239-590-7956

**Career Development Services** 239-590-7946

**Center for Academic Achievement** 239-590-7906

**Counseling and Psychological Services (CAPS)** 7950

**Financial Aid** 239-590-7920

**Prevention & Wellness** 239-590-7733

**Registrar** 239-590-7980

**Service Learning & Civic Engagement** 239-590-7023

**Student Health Services** 239-590-7966

**Office of Fraternity & Sorority Life Organization Chart**

**Section 1: Introduction**

**Fraternity and Sorority Life (FSL) Mission Statement**

The Florida Gulf Coast University FSL Community believes in respect and equality for all of its members, providing Brotherhood and Sisterhood through service, scholarship, and leadership opportunities that contribute to and improve the college experience.

FGCU's FSL Community fulfills this mission by:

* Promoting the intellectual, social, recreational, moral, and career development of students
* Providing opportunities for training in leadership to enhance personal and social skills
* Promoting student involvement in co-curricular activities
* Offering undergraduates an opportunity for personal development, organizational management, and self-governance
* Fostering an appreciation for different lifestyles and cultural heritages
* Promoting scholarship and participation in community service projects
* Fostering and building strong alumni relationships

**Relationship to the University**

Recognition of Fraternities & Sororities by the University shall not imply support for any student organization’s purpose, philosophy or activities. Fraternities & Sororities are entities independent of the University, and the University assumes no legal liability for any student organization's activities.

As a guest on the FGCU campus, social fraternities and sororities must be in compliance with the university’s regulation ([FGCU-PR4.009](https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_4_009_SocialFratSororities_06152010_ada.pdf)) for social fraternities and sororities, the [FGCU Student Code of Conduct](https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_4002_StudentCode_04112017.pdf), OFSL policies and procedures, University policies, inter/national organization policies, and their respective FSL governing council and individual chapter by-laws.

**Benefits/Privileges of a Recognized Fraternities and Sororities**

Recognized Fraternities & Sororities in good standing are granted privileges including:

* Use of University facilities for meetings/functions
* Permission to recruit on campus
* Use of the University’s name as part of the organization’s name
* Ability to invite guest speakers and performers to campus
* Use of the University’s address for business purposes
* Ability to establish dues and sponsor fundraising projects
* Permission to grant awards and honors to organization members

These privileges are subject to change due to policy changes within the University.

**Section 2: Recognition**

**Types of Recognition**

***Active - Recognized Interest Group:***

This is a temporary status, not to exceed one year, granted to organizations that have been extended an invitation by the University to colonize/expand at FGCU.

This status allows for the organization to solely recruit on campus, in order to obtain at least four active members and qualify to become a Recognized Provisional Chapter. Additionally, the organization must work with OFSL and their respective FSL governing council to reserve space on-campus.

***Active - Recognized Provisional Chapter:***

This is an organization that has at least four active members and is recognized by FGCU, OFSL, their respective FSL governing council, and National Headquarters.

This organization has completed all the steps towards receiving Recognized Chartered Organization status, but is awaiting their charter from their national office. Once a Provisional Chapter provides a copy of its charter, its status with the University will automatically be changed to Recognized Chartered Organization.

***Active - Recognized Chartered Organization****:*

This is an organization that has at least four active members, has been fully recognized by FGCU, OFSL, their respective FSL governing council, and National Headquarters, has been granted all rights, privileges, obligations, and appropriate use of university resources as a fraternity or sorority.

***Inactive Status:***

Fraternities & Sororities that violate any law or University regulation or policy will be subject to disciplinary action pursuant to the Student Code of Conduct. Upon notification, a Fraternity/Sorority may be classified inactive at any time. If a Fraternity/Sorority is declared inactive, the organization will lose all University privileges until reactivation is completed.

The following are examples of why a Fraternity/Sorority may be declared inactive:

* Violation of any local, state or federal laws
* Violation of University or OFSL policies or procedures
* Failure to register by the Office of Fraternity & Sorority Life’s deadline on EagleLink
* Failure to adhere to the Organization’s constitution and/or Bylaws
* Failure to properly register an organization event with OFSL
* Traveling without proper authorization
* Failure to maintain the minimum number of active members

Authority of the OFSL includes but is not limited to:

* Removal of event privileges
* Removal of reservation privileges
* Removal of active status by the university
* Fines, when applicable

If an organization is inactive or suspended for 1 to 4 years from the FGCU community, it will be required to complete the [Chapter Reinstatement Process](https://getinvolved.fgcu.edu/organization/fsl). Please see the FSL Chapter Reinstatement Policy for more information.

***Appeal Process for Inactive Status:***

Depending on the circumstance, chapters may be eligible to appeal the inactive status placement by following the procedures below:

An appeal letter must be made in writing to the Assistant Vice President for Campus LIfeno later than the specified date given by the Fraternity and Sorority Life staff.

In the appeal letter, the chapter must include a detailed explanation of the reason(s) for the appeal and an alternative accountability measure for the chapter.

The appeal will be reviewed and the outcome of the appeal will be communicated in writing to all parties involved within five business days of receipt of the appeal letter. The organization’s inactive status will remain unchanged and in effect during the period of appeal.

**Faculty/Staff and Alumni Advisors**

Every Fraternity/Sorority is required to have an advisor who is a full-time faculty or staff member at FGCU. It is also highly recommended that a fraternity/sorority have at least one alumni advisor. The organization must select its own advisor unless otherwise stated in the organization’s constitution. Advisors do not have voting rights within the organization unless otherwise stated in the organization’s constitution. Generally, an advisor will serve as a resource for the organization by counseling, advising, questioning, challenging the organization, and encouraging members to make good decisions.

In addition, an advisor’s role is to provide continuity for an organization as they can be an important resource regarding the history of the organization. Each year the organization must submit a faculty/staff [Advisor Agreement Form](https://getinvolved.fgcu.edu/submitter/form/start/302730) and Alumni Advisor Agreement Form (when applicable) to OFSLI via Eaglelink during the registration process.

It is the Fraternity/Sorority’s responsibility to notify the Office of Fraternity & Sorority Life if/when their faculty/staff advisor and/or alumni advisor resigns. If a student organization faculty/staff advisor resigns, the Fraternity/Sorority must find a new faculty/staff advisor within 30 days. Failure to replace the faculty/staff advisor within the above stated timeframe may result in the loss of ability to host events, including but not limited to recruitment events, etc. The Fraternity and Sorority Life staff can assist organizations with identifying potential advisors.

**On Campus Advisor (faculty or staff) Expectations**

* Provide on campus support and guidance to the chapter
* Connect chapter with on-campus partners
* Provide academic support
* Serve as Eaglelink event planning form approver
* Ensure Consistent communication with OFSL Staff
* Meet with chapter president at least once a month or as needed

**Alumni or Graduate Chapter Advisor Expectations**

* Provide working knowledge of the organization’s operations and history
* Serve as a role model
* Serve as a liaison between national headquarters and chapter
* Mediate group & individual conflicts
* Ensure Consistent communication with OFSL Staff
* Meet with chapter president at least once a month or as needed
* Attend chapter meetings

**Chapter Liaison Program**

Each recognized Fraternity & Sorority will receive a Chapter Liaison from the Office of Fraternity & Sorority Life. The liaisons consist of full-time and graduate staff of the office. Liaisons will work with chapter leadership from all four Governing Councils to provide guidance, support and leadership development to Chapter Presidents and Leadership. Expectations of Chapter Presidents and Chapter Liaison are as follows:

* Chapter Presidents meet once per month (or as needed) with Chapter Liaison to discuss the current state of the chapter
* Chapter Leadership will meet with Chapter Liaison for any Risk Management meetings at least two (2) weeks prior to event date
* Chapter Leadership will inform Chapter Liaison when any changes are made to the chapter’s membership roster or Executive Board
* Chapter Leadership will work with Chapter Liaison for all Intake processes (MGC and NPHC Only)
* Chapter Leadership will maintain clear and consistent communication with Chapter Liaison throughout academic year.

**FSL Governing Councils**

Recognized social fraternities/sororities must be an active member of one of the four recognized FSL governing bodies, in order to be a recognized fraternity or sorority at Florida Gulf Coast University (See University Regulation 4.009)

Should a chapter not be in good financial standing with their governing council, they are automatically placed on inactive status with the Office of Fraternity & Sorority Life.

FSL Governing Councils:

* Interfraternity Council (IFC)
* Multicultural Greek Council (MGC)
* National Pan-Hellenic Council (NPHC)
* Panhellenic Association (PHA)

**Greek Development Council**

All recognized social fraternities/sororities are required to be members of the Greek Development Council (GDC). The Presidents of the FSL Governing Councils serve as the Governing Body of the GDC. The mission of the GDC is to support and further develop the Fraternity and Sorority Life community through educational workshops, initiatives, and programs. According to the GDC bylaws and individual governing council bylaws, all organizations will be invoiced dues based on chapter membership each semester to provide funding for FSL-wide initiatives and programming hosted by the Greek Development Council and the Office of Fraternity and Sorority Life.

**Reinstatement Policy**

Reinstatement of a fraternity or sorority to the FGCU Fraternity and Sorority Life Community may occur when an inter/national organization is eligible for recognition and is willing to return to campus after having previously been placed on inactive status, suspended, or removed from campus by the university and/or the Fraternity/Sorority Headquarters.

Please see the complete FSL [Chapter Reinstatement Process](https://getinvolved.fgcu.edu/organization/fsl) for full details.

**Section 3: Membership Eligibility, Recruitment and Intake**

**Minimum Chapter Membership Requirements**

Each fraternity and sorority must maintain a minimum of four ACTIVE members at all times. Failure to have four active members will result in the organization being placed on INACTIVE status.

If the organization is placed on INACTIVE status, the organization may only be restricted to the following privileges:

* Hosting on campus events with the intentions of recruiting new members, including but not limited to chapter meetings, general interest meetings, and the new member education program (if approved in advance by the (Inter) National organization and University)
* Posting flyers that promote membership into the organization, in accordance with the university’s [Posting and Solicitation Policy](https://www2.fgcu.edu/generalcounsel/files/policies/Policy4_007_Postings_and_Solicitation_on_Campus_030515_ada.pdf)
* Hosting tabling events to promote the organization and table at Orientation events and FSL approved events (i.e. Meet the Greeks, Involvement Fair, etc.)

Should a (Inter) National organization or advisory Alumni/Graduate Chapter want to host activities outside of the aforementioned events, such as conferences, regional or local meetings, social events, educational programs, philanthropy events, fundraising, etc. the group will be referred to the Campus Reservations Office to complete the reservation as an outside organization.

When the organization has four ACTIVE members or more it will be able to enjoy all rights and privileges as an active and recognized organization.

In the event that the organization fails to meet the minimum chapter member requirement for a second time in any four-year term, the university reserves the right to revoke the chapter’s recognition without offering another term of regaining active membership status.

**Eligibility Qualifications of Fraternity/Sorority Leadership Positions/Officer**

Fraternities and sororities hold annual officer selections, preferably at the end of the fall semester. Organizations should follow the election procedures within their individual constitution. Officers must meet certain eligibility requirements set by the university. If the organization’s qualifications differ from the university, the stricter policy will prevail.

The minimum requirements for a member holding an elected or appointed leadership positions within a fraternity, sorority, or council are outlined below:

* Undergraduate students must be registered for a minimum of nine (9) credits each semester, (and in at least one credit credit-bearing course in Summer Session A, B, or C if the organization is active over summer) at FGCU and maintain a minimum 2.5 cumulative G.P.A., unless the individual organization or council requires a higher GPA.
* Students in the last semester before graduation are eligible for holding leadership positions if they are enrolled in the required number of credits needed for graduation in that term and maintain the required G.P.A.
* Good Conduct Standing
* Additional requirements for council executive board positions are outlined in each council’s constitution and bylaws.

Students who do not meet the eligibility requirements will be required to relinquish their office. A student may submit a written appeal to a committee appointed by the Assistant Vice President/Dean of Students for review and determination if they may remain in that position for the remainder of the semester. For more information please refer to: [Student Activities Eligibility Regulation](https://www2.fgcu.edu/generalcounsel/files/regulations/4_005_Student_Activities_Eligibility_011712.pdf) (4.005)

**Membership Eligibility Requirements**

In order to be considered eligible for membership within a fraternity or sorority, students must have the following GPA/credits:

* 12 or more credit hours: The eligibility of students with 12 or more earned college credits (at FGCU or another institution) must meet the minimum college/university grade point average specified by the governing council (if applicable). If 12 or more credits are earned at FGCU, the FGCU Institutional GPA will be used to determine eligibility.
* 11 or less credit hours: The eligibility of students with 11 or less credit hours must meet the minimum high school grade point average specified by the governing council (if applicable).
* Transfer Student: A transfer student must have achieved and maintained the minimum college/university grade point average specified by the governing council (if applicable).

In addition to the membership requirements stated above, all students must also meet the following eligibility requirements:

* All potential new members and chapter members must be degree seeking students at Florida Gulf Coast University
* Completion of the Greeking Responsibly Canvas Module
* Students must have an earned high school diploma or GED

Please note that governing councils and individual organizations within each council may have additional eligibility requirements and/or higher grade point average requirements.

CONTINUED MEMBERSHIP REQUIREMENTS: All fraternity/sorority members must be enrolled at FGCU each semester to be considered an active member within their organization. Each organization and/or governing council may have additional requirements for members to be considered active in their organization, including but not limited to academic requirements, participation requirements, financial requirements, etc.

**Membership Recruitment/Intake Policy**

All organizations must complete the membership recruitment or intake packet by the deadline designated by OFSL. Failure to adhere to the deadline and submit a packet could result in the halt of recruitment/intake processes.

* The [Non-Hazing Compliance Form](https://getinvolved.fgcu.edu/organization/fsl) must be signed by all chapter members and potential new members.
* Formal recruitment/membership intake events should be single-gender events.
* All Recruitment and Intake events must be alcohol-free.
* Both on-campus and off-campus recruitment and Intake activities/events should be submitted through Eaglelink via the Event Planning Form for approval by the Office of Fraternity & Sorority Life.
* All organizations must be in compliance with their policies, locally, nationally and/or internationally to be eligible to participate in recruitment/intake.
* All recruitment/intake processes, including the including initiation processes, must conclude no later than the last day of classes of the same semester that the process begins. Extenuating circumstances will be reviewed on a case by case basis by the Director of Fraternity & Sorority Life and Assistant Vice President of Campus Life.
* All new member education processes must be no longer than one (1) semester (Fall or Spring) and conclude by the last day of classes of the respective semester.

Continuous Open Bidding (IFC and PHA)

Chapter bid list must be turned into OFSL by the deadline set by the respective council and OFSL. Before bid cards can be extended to potential new member, an OFSL staff member must verify that each potential new member meets the eligibility requirements and will give the chapter clearance to move forward with extending bids.

**New Member Presentations/New Member Chapter Visits**

MGC & NPHC

Any MGC or NPHC Fraternity/Sorority planning to host a New Member Presentation must adhere to the [NPHC & MGC New Member Presentation Guidelines](https://getinvolved.fgcu.edu/organization/fsl) and campus reservations policy. All presentations must take place in the same semester as the membership intake process and no later than the last day of classes, unless prior arrangements are made with the Office of Fraternity & Sorority Life.

Failure to adhere to the policy may result in sanctions deemed appropriate by the respective governing council and/or the Office of Fraternity & Sorority Life. Should a chapter fail to adhere to the guidelines within a four (4) semester timeframe, the chapter may lose their privilege to host New Member Presentations for up to one (1) year or face disciplinary action by the Office of Student Conduct.

IFC & PHA

Any IFC or PHA Fraternity/Sorority planning to present their new members to other chapters through chapter visits must adhere to the [IFC & PHA New Member Presentation Guidelines](https://getinvolved.fgcu.edu/organization/fsl) and campus reservations policy. All presentations must take place in the same semester as the new member education process and no later than the last day of classes.

Failure to adhere to the policy may result in sanctions deemed appropriate by the respective governing council and/or the OFSL. Should a chapter fail to adhere to the guidelines again within a four (4) semester timeframe, the chapter may lose their privilege to visit other chapters or face disciplinary action by the Office of Student Conduct.

Member Attire (New or Initiated)

No chapter may require their members, new or initiated, to wear apparel which is conspicuous, or to dress in a prescribed manner (uniforms) except as noted below.

Chapters may require a specific manner of dress only under the following conditions:

* events and activities where there is a valid purpose for the attire. Examples would be wearing an event t-shirt during an event, wearing letters at a function with multiple organizations, or wearing professional attire (jacket and tie, etc.) to a chapter meeting or ritual wear.
* In all cases, the required dress must be appropriate to the weather, environment, situation, and activities to be performed.
* The manner of dress must be appropriate for an academic institution, and may not serve to isolate, target, single out, ridicule, or humiliate members.
* If a specific manner of dress is to be worn for a period of time other than in a situation described above, (e.g. if members must wear slacks and a jacket on a set day) this requirement must be flexible in its execution. Individual new members must be free to determine when specified dress is not appropriate without fear of questioning, punishment, or retaliation.
* The same manner of dress shall not be repeatedly required or encouraged without a valid purpose, as noted above. Excessive requirements may constitute a uniform and/or become conspicuous, which may elevate the requirement to an act of hazing.
* The designation of days in which new members must wear designated clothing must be included in the New Member Education Plan unless exceptional circumstances warrant it. The arbitrary or capricious imposition of specified dress or the imposition of such a requirement without sufficient notice may be considered an act of hazing.

It is the responsibility of each chapters’ New Member Education Officer to ensure that new

members understand that any attempt to voluntarily dress in such a manner may place the chapter in violation of University Hazing policies. It will not be considered a defense against a charge of hazing if new members are merely told that they can choose whether or not to dress in a manner as described above.

Under the Student Code of Conduct, any organization who does not comply with this directive may be charged with failure to comply with a directive from a University Official and may be issued appropriate sanctions, in addition to any possible violations of Hazing policy.

Summer Membership Recruitment/Intake Policy

Organizations wishing to conduct membership recruitment/intake over the summer must complete summer registration and receive approval to be recognized as active during the summer period, as well as have four officers enrolled in at least one credit hour over any of the summer sessions.

Potential new members must also be enrolled in and complete at least one credit hour during the summer sessions in order to be eligible to be bid.

Interfraternity Council Member Organizations are unable to participate in summer recruitment activities as per the Interfraternity Council Constitution and Bylaws.

Panhellenic Association Member Organizations are unable to participate in summer recruitment activities as per the National Panhellenic Conference policies and procedures.

**Section 4: Community Standards and Accountability**

**Standards of Fraternal Excellence Program**

The Standards of Fraternal Excellence (SFE) Program was created to encourage practices that will allow chapters to provide education, resources, and encouragement to their members that will translate into success in college for both the students and for the chapters. In addition, this program will allow the University the opportunity to aggregate data on our Fraternity and Sorority community that will help show the impact of the experience on the members to the community and the University.

This program provides a set of minimum standards by which all fraternity and sorority chapters will be measured annually in order to maintain a level of good standing with the institution and their national organization. The SFE program is used to determine chapter award recipients during the annual Fraternity & Sorority Life Awards Ceremony each spring.

Each organization is required to achieve a minimum of 10 points in each of the categories in the program by the end of the calendar year to remain in good standing with the University. Failure to achieve 10 points in any of the categories will result in the accountability levels being set in motion. Please see the [Standards of Fraternal Excellence](https://getinvolved.fgcu.edu/organization/fsl) program for full details.

**Academic Standards**

The OFSL at Florida Gulf Coast University believes that academics is a priority for our students. In keeping with this belief and the mission of Fraternity and Sorority Life at FGCU, all social fraternities and sororities and colonies are to maintain, at a minimum, a 2.5 semester chapter grade point average (Fall and Spring), this includes all new members/initiates and active chapter members.

A semester’s grade point average below the minimum requirement of 2.5 will result in the chapter being placed on a probationary status as described below.

Grade reports of individuals and chapters will be made available to Chapter Presidents and Chapter Advisors (by request) each semester. The community grade report detailing the academic standing of each organization will be posted on the Fraternity and Sorority Life website, each semester. Please see the [FSL Academic Policy](https://getinvolved.fgcu.edu/organization/fsl) for full details.

**Attendance Requirements**

Chapters will be required to comply with the attendance requirements of any and all programming/events as deemed mandated by the OFSL. This includes, but is not limited to: Rising Leaders Academy, National Hazing Prevention Week events, Fraternity and Sorority leadership retreats, etc.

The OFSL reserves the right to suspend the privileges and/or assign sanctions to any organization who fails to comply with an attendance requirement for any mandated program/event for a maximum of 120 days. Organizations will be notified within 10 school days of any suspension of privileges and/or sanction requirements.

**General Concerns**

Below are steps to follow if any member of a Fraternity/Sorority has a concern regarding their organization or members within their organization:

* The concerned party should notify the OFSL staff members (fsl@fgcu.edu) and document the situation
* A staff member from the Office of Fraternity & Sorority Life will meet with the student and the Organization to attempt to remedy the situation
* If the concern constitutes a violation of the Student Code of Conduct, the issue will be forwarded to the Office of Student Conduct for review and further action, if necessary.

**Accountability Measures**

All fraternity and sorority organizations and individual members are expected to adhere to and be in compliance with all guidelines, policies, and procedures set forth in this manual, as well as policies enforced by their respective governing council, national organization, the University, and state and federal law. If an organization fails to adhere to these polices, mandates, or requirements, the organization can be held accountable through the office accountability measure process, as well as the council judicial process and/or the university conduct process.

The following accountability measures may include, but are not limited to:

* Removal of active registered student organization status
* Removal of privilege to host events with alcohol or social events (i.e. mixers, socials, formals) for a specified timeframe
* Requirement to complete an educational sanction (i.e. attend educational workshops or events)
* Monetary fine (collected by the Greek Development Council)
* Removal of privilege to participate in individual chapter, community or campus wide events or activities (i.e. intramural activities)

Organizations will have the opportunity to appeal accountability measure requirements in writing to the Assistant Vice President for Campus Life no later than a week of receiving the requirement. In the appeal letter, the organization must include a detailed explanation of the reason(s) for the appeal. Should the organization believe the sanction is not appropriate, they may suggest an alternative accountability measure the organization can complete to address their lack of compliance in the appeal letter.

The appeal will be reviewed by the Assistant Vice President for Campus LIfe within five business days of receipt of the appeal letters. Additionally, the outcome of the appeal will be communicated in writing to all parties involved. The organization’s accountability measure requirement will remain unchanged and in effect during the period of the appeal.

**Expectations of Chapter Presidents**

At minimum, all chapter presidents should work towards the following expectations:

* Upholding all expectations and guidelines included in this manual
* Provide guidance & focus to the efforts of the Executive Board and chapter
* Build rapport and establish positive working relationships between the chapter, council, and university
* Serve as official spokesperson for the chapter
* Serve as a role model
* Consistently communicate with FSL staff
* Ensure all FSL deadlines are met
* Meet with OFSL staff liaison monthly (Fall/Spring)

**Expectations of Chapter Executive Board Members**

At minimum, all chapter executive board members should work towards the following expectations:

* Upholding all expectations and guidelines included in this manual
* Work to establish positive relationships between the chapter, other organizations, and the university
* Serve as role models
* Complete all assigned deadlines (including FSL deadlines)
* Determine needs of members and ways to progress the chapter forward
* Respond to all correspondence in a timely manner
* Ensure the organization is following all university and national policies and procedures

**Expectations of Governing Council Presidents**

At minimum, all Governing Council presidents should work towards the following expectations:

* Upholding all expectations and guidelines included in this manual
* Provide guidance & focus to the efforts of the Executive Board and council
* Build rapport and establish positive working relationships among and between the member organizations and university
* Ensure decisions are made in the best interest of the council and member organizations
* Hold member organizations accountable to council constitution and bylaws
* Serve as official spokesperson for the council
* Serve as a role model
* Consistently communicate with FSL staff
* Check council position email regularly (at least once daily)
* Ensure all FSL deadlines are met
* Meet with OFSL council advisor bi-weekly (Fall/Spring)

**Expectations of Council Executive Board Members**

At minimum, all council executive board members should work towards the following expectations:

* Upholding all expectations and guidelines included in this manual
* Work to establish positive relationships among and between the member organizations and the university
* Serve as role models
* Complete all assigned deadlines (including FSL deadlines)
* Determine needs of members and ways to progress the council forward
* Ensure decisions are made in the best interest of the council and member organizations
* Hold member organizations accountable to council constitution and bylaws
* Check council position email regularly (at least once per day)
* Respond to all correspondence in a timely manner
* Ensure the organization is following all university and national policies and procedures
* Meet with OFSL council advisor monthly (Fall/Spring)

**Section 5: Risk Management**

**Anti-Hazing Policy**

The State of Florida and Florida Gulf Coast University define Hazing as: Acts as defined in Section 1006.63, Florida Statutes, as well as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with, or as a condition of continued membership in, a University registered group or organization. Express or implied consent of the Impacted Student will not be considered as a defense. All provisions of Section 1006.63, Florida Statures, are applicable to an allegation of hazing.

Florida Gulf Coast University does not tolerate Hazing, in any form, within its Student Organizations and Fraternities and Sororities. Hazing is considered a violation of the Florida Gulf Coast University Code of Conduct. Any allegations or suspicions of Hazing should be reported immediately to Staff of the OFSL, Dean of Students’ Office, and/or the University Police.

Hazing is considered a violation of the Florida Gulf Coast University Code of Conduct. Any allegations or suspicions of Hazing should be reported immediately to Staff of the OFSL, Dean of Students’ Office, and/or the University Police.

Below are several websites to assist with Hazing Prevention and Awareness:

[Online Hazing Report Form](https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=12)

[Hazing Prevention: College Edition Module](file:///%5C%5C%5C%5Cfgcu-coral%5C%5CRoot%5C%5CCampus%5C%5CDept%5C%5CSADOCI%5C%5CFraternity%20%26%20Sorority%20Life%5C%5CManual%5C%5Cfgcu.prevent.zone)

<http://studentservices.fgcu.edu/GreekLife/anti-hazing-resources.html>

[www.hazingprevention.org](http://www.hazingprevention.org/)

<http://www.stophazing.org/>

Hazing Clause for Organization Constitutions

The Organization and all organization members will comply with Florida Statute section 1006.63 and the Student Code of Conduct which prohibit Hazing. “Hazing” means any action, activity, or situation which recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization whether or not recognized by the University as a Registered Student Organization or Fraternity/Sorority Organization.

**Title IX Policy**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Florida Gulf Coast University has a designated Title IX Coordinator in the Office of Institutional Equity and Compliance (239-745-4366, Edwards Hall 114). Inquiries, complaints and reports should be directed to that office for information and response. For additional information please visit: <http://www.fgcu.edu/equity/TitleIX.html>

If you are a student who believes that you or your peer(s) have been subjected to 1) sexual harassment by University faculty or staff; or 2) any other form of gender discrimination under Title IX, you may report such conduct or file a formal complaint with Mrs. Gunter. Such complaints are covered under the [University's Discrimination policy and procedures](https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_PR_1_003_Non_Disc_Anti_Harass_Sex_Misc.pdf).

If you are a University student with a complaint of sexual harassment, including sexual misconduct (see the [Student Code of Conduct](https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_4002_StudentCode_04112017.pdf)), against another University student, you may file a [report](https://publicdocs.maxient.com/incidentreport.php?FloridaGulfCoastUniv) electronically, or in person to the Dean of Students' Office in the Cohen Center, room 288, or to Mrs. Gunter.

**Alcohol Policy**

All student organization hosted social events where alcohol is present, both on and off campus, must be registered with the OFSL. Any student organization wishing to host an event where alcohol will be sold or served must follow the policies and procedures of the [FGCU Alcohol Policy](https://www2.fgcu.edu/generalcounsel/files/policies/FGCU_Policy_4_002_PossSvcConsumpAlcoholicBvgs_07202017_ada.pdf), OFSL, their Inter/National Organization, and their Governing Council. If at any time there are conflicting policies or procedures, the stricter policy or procedure will prevail. All procedures for events with alcohol must be met within the stated deadlines or events will be cancelled and/or postponed.

Alcohol Events can be held at the following locations:

* On-Campus in a reserved and approved location with a third-party vendor
* Off-Campus at a licensed third-party vendor location and insurance

All house parties are prohibited, including parties held in the private residence of a member that may be viewed as an organization-sponsored event

Procedures for Events with Alcohol On and Off Campus

Fraternities and Sororities interested in hosting events with alcohol must adhere to all policies and procedures outlined in the University Alcohol Policy (4.002)

All Fraternities and Sororities at FGCU must complete and adhere to the guidelines and descriptions outlined in the [Risk Management Checklist](https://getinvolved.fgcu.edu/organization/fsl) provided by OFSLI.

All Registered Student Organizations (including Fraternities and Sororities) must register any and all events that involve the possession, sale, use, distribution or consumption of alcoholic beverages with the OFSL through the Event Planning Form in EagleLink at least 10 business days in advance of the event, whether they are held on or off campus.

The following documents and information must be included and uploaded within the event planning form at the time of submission (at least 10 business days in advance):

* Campus Reservation Confirmation (For on-campus events only)
* Licensed Third-Party Venue Contract/Confirmation (For off-campus events only)
* [Alcoholic Beverage Request Form](https://getinvolved.fgcu.edu/organization/fsl)
* List of Sober Monitors (1 Sober Monitor per 25 Guests)
	+ All sober monitors must have completed a TIPs Responsible Host Training within the past three years.

The organization’s event coordinator must attend a risk management meeting with a professional staff member from the OFSL no later than 10 business days prior to the date of the event. , the meeting should include the Social Chair and/or Risk Management Chair, and the Chapter President.

In preparation for the risk management meeting, the organization’s event coordinator must complete the [Risk Management Checklist](https://getinvolved.fgcu.edu/organization/fsl) and Submit the completed form into the EagleLink Event Planning Form.

The risk management meeting will include a review of the risk management checklist, and the organization’s risk management plan.

All events with alcohol service must be held at an establishment with a third-party vendor, license to sell alcohol on the premises and insurance.

HOUSE PARTIES and non-restricted events (including events with alcohol at individual residences), meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, are prohibited.

Any unregistered event that includes several members of one organization in attendance may be deemed an organization event and subject to charges through the Student Code of Conduct.

Any violations of these procedures may lead to charges through the Student Code of Conduct being brought against the host organization and individuals.

All events must receive final approval in the Event Registration Form via Eaglelink prior to the distribution of promotional materials and event announcements.

On Campus Events with Alcohol

In order to serve alcohol on the FGCU campus, a [Facilities Use/Application for Serving Alcohol](https://www2.fgcu.edu/CampusReservation/Files/Application_for_Serving_Alcoholic_Beverages_10.20.17_w._Policy.pdf) form must be completed in its entirety, in addition to the Event Planning Form, indicating that alcohol will be served at the event. Fraternities & Sororities are responsible for completing the top portion of the form and submitting the form to the Campus Reservation office (CC 145), prior to submitting the event planning form via Eaglelink. Please allow ample time before your scheduled event to complete this process.

Chartwells is the licensed caterer for alcohol at Florida Gulf Coast University and requests can be made, once the Facilities Use/Application for Serving Alcohol form is completed and approved.

Outside caterers and bartenders are permitted to serve alcohol on the FGCU campus, as long as the FGCU Director of Business Operations (or designee) receives copies of the following:

 Caterer License For Beer, Wine, and Liquor Consumption on Premises (Form 13CT)

 County Occupational License

 Certificate of Insurance

After the Campus Reservation office receives the Facilities Use/Application for Serving Alcohol form and the above documents (if using an off campus vendor) a Campus Reservations supervisor will provide the applicant with a copy of FGCU’s [Use of Alcohol Beverages on University Premises Regulation (FGCU-PR9.002)](https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_PR9_002_PossSvcConsumpAlcohol_04112017_ada.pdf), as well as ensure that a room reservation has been made.

After the Campus Reservations supervisor has signed off on the Facilities Use/Application for Serving Alcohol form, Campus Reservations will forward the application on to the appropriate designee for signature. For Fraternities & Sororities, approval is required from the Dean of Students or designee as well as the Director of Business Operations or designee.

Once the appropriate administrative approval has been obtained, the signed form will be sent to the Florida Gulf Coast University Police Department. If approved, the University Police will send the form back to the Campus Reservations Office. Once the form is completed with all necessary signatures, Campus Reservations will contact the applicant to let them know the event has been approved. The event is not considered approved until the Campus Reservations Office contacts the applicant.

Professional Transportation

If professional transportation is being used for an event, a copy of the contract with the transportation company must be submitted in the event planning form. The contract must state that no alcohol may be consumed on the bus/trolley by any passenger, regardless of age, and including alumni members. Organizations must have sober monitors on the bus/trolley to ensure no alcohol is being consumed.

Guest List

A guest list is highly recommended to be kept with all necessary paperwork for Events with Alcohol. This list must follow the procedures of the specific organization (if applicable). A guest list should be kept on file and may be requested, at the discretion of the Fraternity and Sorority Life Staff.

Wristbands or Two-Stamp ID System

Wristbands or a two-stamp identification system must be used to identify both persons of legal drinking age and those underage.

Sober Monitors

Chapters hosting social events must include a list of Sober Monitors to monitor the event. There should be a minimum of 1 TIPs trained sober monitor per 25 guests/participants. Sober Monitors must be active members approved by the Office of Fraternity and Sorority Life. These individuals may not consume alcoholic beverages before, during, or after the event. TIPS Certification is valid for three (3) years.

Responsibilities of Sober Monitors, must include but are not limited to:

* Ensuring all appropriate laws, policies, and procedures are properly observed
* Maintaining ongoing contact with the security detail assigned to the event throughout the activity. NOTE: The officer responsible for the event should verify the presence of these students before the event is authorized to proceed.
* Monitoring the behavior of persons who attend the event and safely intervene in situations that are not in accordance with appropriate laws, policies, and procedures.
* Informing security of individuals who may become too intoxicated or disorderly from the event.

House Parties

Due to the liability and risk associated with house parties the university has determined that events with alcohol in residential homes are prohibited, including parties held in the private residence of a member that may be viewed as an organization-sponsored event. Should an organization be found hosting a house party, they will be referred to the Office of Student Conduct.

We highly recommend that organizations and individual members educate yourself on the liability, risk, and consequences associated with hosting house parties, should you choose not to comply with this university directive.

Organizations and members can be held responsible should students or attendees become intoxicated and harm themselves or someone else. Lawsuits can be brought by innocent victims injured by an intoxicated person or by the intoxicated person himself.

Unregistered Events

Organizations hosting unregistered and unapproved events with or without alcohol will be in violation of the OFSL event policy and will be held accountable through the Office of Student Conduct.

**Medical Amnesty Policy**

A Medical Amnesty policy benefits our campus by encouraging students to make a responsible decision in seeking Medical Assistance in serious or life-threatening situations that result from the use or consumption of alcohol and/or other drugs. First and foremost, we expect all Students to exhibit responsible behavior and to follow all Local, State and Federal laws as it relates to the use or consumption of alcohol and/or drugs. At the same time, we expect all Students to take immediate action when someone’s life may be in danger. This Policy seeks to diminish the fear of disciplinary or conduct Sanctions in such situations and to encourage individuals to seek needed Medical Assistance. In crisis situations, a Student should call 911 to help ensure the person(s) receive(s) Medical Assistance for themselves or another.

This Policy will allow Students to contact emergency medical services for themselves or another person(s) for an alcohol or drug-related emergency without concern for disciplinary action from the University. Medical Amnesty is not available to organizations. An individual officer or member of an organization may qualify for Medical Amnesty. However, their actions to seek assistance will not provide Medical Amnesty for the organization as a whole and the organization would remain subject to conduct proceedings. (See the [FGCU Student Medical Amnesty Policy)](https://www2.fgcu.edu/generalcounsel/files/policies/Policy_4_014_Stud_Med_Amnesty_051319.pdf)

**Common Negligence**

Common Negligence laws set a minimum standard for the actions a reasonable person should take to prevent problems. Negligence laws can cover a broad range of situations and are relied on in many cases where alcohol is alleged to be a factor in an incident.

Additionally, organization members may face criminal penalties or other sanctions if providing alcohol to a minor. For instance, [Florida Statutes section 322.057](http://www.flsenate.gov/Laws/Statutes/2011/322.057) authorizes the suspension of the driver's license of a social host who provides alcohol to a minor.

**General Concerns**

Below are steps to follow if any member of a Fraternity/Sorority has a concern regarding their organization or members within their organization:

* The concerned party should notify the OFSL staff members (fsl@fgcu.edu)and document the situation
* A staff member from the Office of Fraternity & Sorority Life will meet with the student and the Organization to attempt to remedy the situation
* If the concern constitutes a violation of the Student Code of Conduct, the issue will be forwarded to the Office of Student Conduct for review and further action, if necessary.

**Section 6: General Operations**

**Cohen Student Union Building Hours (Fall/Spring)**

|  |  |
| --- | --- |
| Monday – Thursday: | 7:00AM to 10:00PM |
| Friday: | 7:00AM to 8:00PM |
| Saturday: | 10:00AM to 8:00PM |
| Sunday: | 12:00PM to 10:00PM |

|  |  |
| --- | --- |
|  |  |
|  |  |

**Organization Mailboxes**

Fraternities & Sororities wishing to have mail delivered to Florida Gulf Coast University may do so by following the mailing address below. Each Fraternity/Sorority has a mailbox in the Cohen Student Union Fishbowl, located on the second floor by the double wooden doors. Mailboxes must be checked on a weekly basis.

Packages can be sent to the Office of Student Involvement Mailing Address:

Organization’s Name

C/O Office of Fraternity & Sorority Life

Cohen Union 267

10501 FGCU Blvd South

Fort Myers, FL 33965-6565

**Organization Emails**

To have an FGCU email created for your organization or a password reset, submit a request to Fraternity and Sorority Life at fsl@fgcu.edu and include the following information:

* Name of the Fraternity/Sorority (e.g. Alpha Beta)
* Desired email address name (e.g. alphabeta@eagle.fgcu.edu)
* Student email address, University ID number (UIN) and the name(s) of the individual(s) who should receive the account information.

**Organization Resources**

The Office of Student Involvement provides resources for all Registered Student Organizations, including Fraternities and Sororities. Services can be obtained at the OSI Front Desk located in the Cohen Student Union Room 258. Any items borrowed from the Office of Student Involvement are expected to be returned in a timely manner and in the same (or better) condition as when checked out.

Computer Stations

OSI is located on the second floor of the Cohen Center. Computer stations are available for student organization use.

Printing and Copying

Printing may be done in OSI, Room 258A. Please bring your documents on a flash drive or email them as attachments to osi@fgcu.edu. Your request must be made in person. There is a maximum of 50 copies per day per organization. Color copies are limited to 15 per day. Organizations who abuse offering will lose their ability to make copies for a designated amount of time.

*Paper and Paint Supplies*

OSI has various butcher block paper, paints and brushes available to Fraternities & Sororities. Supplies can be checked out at the front desk of the OSI during normal business hours. Supplies can be checked out for a 24-hour period. If supplies are utilized to paint banners in the Student Involvement Center, Student Lounge (Fishbowl), or any hallways in the Cohen Center, please utilize a tarp (provided by OSI) between the banner and floor to help preserve the carpet.

Poster Machine

The Poster machine located in the OSI CC 258A, prints a 24”x 40” posters. A Fraternity/Sorority may print a maximum of four (4) posters per event (the OSI reserves the right to deny printing of posters at their discretion). Posters must be submitted on a flash drive in person or emailed to osi@fgcu.edu and requested in person.

Banner Space

Banners are hung with painter’s tape from the second-floor balcony in the Cohen Center atrium, on a first-come first-serve basis. Banners must be removed no later than 48 hours following the conclusion of the advertised event. Banners that advertise perpetual meetings or are general advertisement banners may be hung during the semester, but will be removed after two weeks if space is needed for additional banners. Banner construction and hanging materials are available in the OSI.

**Section 7: Facilities Reservations and Regulations**

**Campus Reservations**

The Campus Reservations Office schedules and assists organizations with securing space on campus and with event planning to ensure that each campus event successfully projects the University's commitment to excellence. Campus Reservations serves as an information source to the University by maintaining a campus wide calendar, booking event and space reservations, and by assisting in the coordination of other event related services such as audio-visual needs, equipment rental (i.e. stage, microphones, etc.), parking and room set-ups. Reservations must be made a minimum of two weeks prior to the planned meeting or event.

There are several types of spaces available for Fraternities & Sororities to request, including multi-purpose space, conference rooms, classrooms, large and small meeting rooms, tables, and outdoor spaces.

For instruction on how to reserve a space on campus, please visit the following website: <https://www2.fgcu.edu/CampusReservation/reservationsstudents.html>. To reserve a space on main campus, email rmsched@fgcu.edu and utilize the [How to Request a Space](https://www2.fgcu.edu/CampusReservation/Files/How_To_Request_Space_-_25Live2018.pdf) guidelines.

**Audio-Visual Equipment Rental**

Microphones may be reserved through Campus Reservations; any additional equipment may be rented through Academic Event Technology. Please note there may be a charge for these services. For more information, please visit: <https://www.fgcu.edu/aets/>

**Housing and Campus Recreation Spaces**

Most of the reservable space on campus can be reserved through Campus Reservations with the exception of space in a Residential Facility and/or Campus Recreation space.

*Housing and Residence Life*

To make a reservation for any reservable space in West Lake, North Lake, or South Village, please contact Housing and Residence Life (239-590-1799)

*Campus Recreation*

To make space reservations for the Recreation Fields, Waterfront, and the Recreation Outdoor Complex, please contact Campus Recreation (239-590-7567)

*Alico Arena and Athletic Space*

To make space reservations for the Alico Arena Hospitality Suite, Auxiliary Gym, Lobby, or Parking lot, or to reserve any athletic space, please contact Alico Arena (239-590-7145)

**Food Sales**

Any selling of food as a Student Organization fundraiser is prohibited (i.e. bake sales). However, food can be provided to participants of an event, even if there is a charge to enter the event. Food must be provided by a licensed caterer, food cannot be cooked by individual members.

**Merchandise Sales**

Certain items may be prohibited from sale or distribution based on University contracts and/or policies. Questions and inquiries regarding the sale of merchandise at reservation spaces and tabling locations can be sent to Campus Reservations at rmsched@fgcu.edu.

**Candles, Open-Flames, and Incense**

The use of candles, open-flames, incense and any other incendiary devices is strictly prohibited in all university facilities, including the Cohen Student Union and outdoor spaces. The Bonfire pit located at the Boardwalk in North Lake Village may be reserved through the Office of Housing and Residence Life and is subject to current fire restrictions. A faculty/staff advisor must be present to utilize the Boardwalk Bonfire. Violation of this policy may result in a fine and/or loss of facility reservation privileges.

**Music and Sound**

Limited amplified music such as a live band or DJ is allowed in meeting rooms, with prior approval by OSI and Campus Reservations. Limited amplification is allowed in outdoor areas (Student Plaza, Library Lawn, etc.) from 11:30 am – 1:30 pm and after 5 pm with prior approval. The volume must not be at a level greater than is necessary to reach the audience in the immediate area; it must not be of such a volume as to reasonable interfere with those who are pursuing academic, professional, personal or other recreational activities.

Non-amplified music such as piano or a cappella singing in meetings rooms should be kept to a low volume so as not to disturb meetings in adjacent rooms. If OSI receives noise complaints, the organization may be asked to stop the music at that time. It is recommended that music be appropriate for all audiences. For more information see the complete University Regulation concerning [Use of University Facilities](https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_9_001_Use_Univ_Facilities_061813.pdf), which includes the Sound Amplification Policy.

**Section 8: Event Planning**

**Types of Events**

*Table Reservation:* a table reservation is a daily or multi-day reservation for a Fraternity/Sorority to secure a table generally used for recruiting new members and advertising/promoting events or programs sponsored by the Organization. Event Planning Forms are not needed for this type of event.

*Meeting:* a regular meeting held to complete the business of the organization in which there is generally no set-up requirements or outside speakers. Event Planning Forms are not needed for this type of event.

*Table Reservation with Fundraising:* a table reservation with fundraising is a daily or multi-day reservation for a Fraternity/Sorority for the purpose of raising money, either for the organization or for a charitable organization. Food cannot be sold as part of a fundraiser**.** An Event Planning form is required for all Table Reservations with Fundraising.

*Event:* an Event is a reservation for a program, workshop, training session, fundraisers, speakers, lectures etc., which generally require a room set-up and may include catering. An Event Planning form is required for all Events on or off campus. If an outside caterer is used, a contract must be submitted with the Event Registration Form.

*Event with Outside Vendor:* an Event with Outside Vendor reservation is for an event where an outside vendor will be used, including inflatables, mechanical activities, dunk tanks, catering, etc. These reservations generally require a room set-up, and include an outside vendor or caterer. An Event Planning form is required for all Events with an Outside Vendor. A copy of the contract and proof of insurance must be submitted with the Event Planning Form. Participants must sign a [liability waiver](https://www2.fgcu.edu/studentservices/studentinvolvement/files/RSO_release.pdf) before participating in any mechanical or inflatable activity.

*Event with Alcohol* – an Event with Alcohol is an event held either on or off campus where alcohol will be served. Fraternities/Sororities must comply with the University Alcohol Policy and Office of Fraternity & Sorority Life Policies and Procedures when hosting an Event with Alcohol. Events with alcohol require an Event Planning Form . If the event will take place off-campus, a copy of a signed contract with the vendor, including proof of license to dispense alcohol, must be submitted with the Event Planning Form.

**Event Planning Form Process – Submitting Events for Approval**

Follow the steps below to complete the Event Planning Form:

Reserve your on campus space with Campus Reservations or your off-campus location with the respective outside vendor.

Receive a confirmation email from Campus Reservations or an agreement/contract from your off-campus location.

Complete the Event Planning Form in full via Eaglelink

Provide a brief yet accurate description of the event including a graphic in the submission

*\*All Event Planning Forms for both on-campus and off-campus events must be submitted no later than 10 business days in advance. No Meetings or events will be allowed to be hosted on or off campus during Finals Week.*

**Movies on Campus**

If an organization would like to show a movie on campus, it must purchase a license and the movie from a movie licensing company (i.e. [SWANK](https://www.swank.com/college-campus/)). Movie copyright costs generally range from $500-$1500 per showing based on age of movie and number of participants.

**Catering**

Chartwells is the in-house Food Service Company at Florida Gulf Coast University. Chartwells provides a full menu of food and beverage services for any type of party, banquet, or meeting and is well-equipped to provide catering at competitive all-inclusive prices which include: a delicious menu of food, delivery of food to the event, and breakdown/ cleanup of catering materials following the event. Chartwells will attempt to match or beat an outside vendor’s price quotes if an original vendor quote is submitted, however outside caterers are permitted. Catering requests must be made through the Chartwells catering website using an organization credit card at least one week prior to the scheduled event.

*\*Chartwells is licensed by the Florida Liquor Control Board and MUST PROVIDE AND SERVE all alcoholic beverage within the facility*.

To order catering through Chartwells for an event:

Submit an order online using Catertrax at <https://fgcu-catering.catertrax.com/>

**Gambling and Fundraising**

Gambling is not allowed on campus. Gambling is defined as: an unlawful game of chance for money or for anything of value on University premises or at any affair sponsored by a student organization. To sell, barter, or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on University premises or at any affair sponsored by a student organization. To wager on a University team or organization in a competition with a direct interest in the success of the competition.

Fund-raising projects must be conducted in a lawful manner and in compliance with University regulations. State law prohibits raffles and lotteries except within very specific perimeters involving sales promotion activities which are strictly regulated. Organizations may operate "drawings by chanceor raffles that do not include monetary prizes. Money cannot be raffled off, prizes must be purchased prior to the raffle. The law requires specific disclosures and procedures, 849.0935, FS. Permission for Fraternities & Sororities to organize "drawings by chance" on University premises or at any sponsored affair must be submitted and approved through the Event Planning Form process in EagleLink.

**Insurance**

Florida Gulf Coast University does not provide insurance for Fraternities & Sororities. Organizations are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property needs to be covered by the personal insurance of the participants.

Students participating in events are encouraged to maintain their own adequate levels of liability insurance. Students should be asked to sign the following forms, dependent upon the nature of the event:

In addition, if the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance. A copy of the vendor’s insurance policy should be included with the Event Registration Forms.

If the event that the organization is hosting could foreseeably lead to an injury (sporting event, 5K, etc.), providing liability waivers (at the above links) for participants to complete before participating in the event is strongly encouraged.

If it is found that the organization has been negligent in any way – such as not following University policies or breaking the law, it is likely that the organization will be held personally responsible for event negligence.

**Section 9: Advertising**

**Logo Usage**

The integrity of all FGCU images will be of greatest importance and maintained at all times. They are never altered or modified in anyway incongruent with the guidelines. Please be mindful that neither the university seal nor the athletic logo should be used by Fraternities/Sororities at any time.

**Advertising on Campus - Campus Posting Policy**

There are certain areas on campus which are acceptable places to advertise your organization or an event. Bulletin boards located around campus, inside the Cohen Center, Rec Center, Ben Hill Griffin Hall, Reed Hall, and the Library are all clearly marked for your use. Organization must follow the [Posting and Solicitation on Campus University Policy 4.007](https://www2.fgcu.edu/generalcounsel/files/policies/Policy4_007_Postings_and_Solicitation_on_Campus_030515_ada.pdf) when posting any type of material on campus, which outlines the following restrictions:

No materials may be fastened to or hung from shrubbery or trees, nor drawn, painted or otherwise displayed on sidewalks, walls, windows or building exteriors, except for banners and signage hung in authorized areas

Chalking the sidewalks on campus is NOT permitted

No depictions of alcohol or excessive consumption of alcohol may be used

**Banner Hanging in the Cohen Center**

Take your banner to the Office of Student Involvement to be to be hung or hang yourself. You may only use painters tape or zip ties to hang banners (both available in OSI).

Banners will be hung for two weeks and must be taken down the day after your event, or at the end of your two week period.

Submitting a banner is based on a first come first served basis

**Housing and Residence Life**

Drop off flyers in the Commons at North Lake Village front desks and in South Village Osprey Hall front desks to get approved and distributed.

**Section 10: Travel**

**Travel Approval Process**

Any instance of travel during which an organization will be representing FGCU off-campus for an event, conference, activity, etc. requires completion of a Travel Form containing specific information about the event. Please note the OFSL does not coordinate travel arrangements for groups. All coordination of travel is the responsibility of the Organization members, but OFSL staff can meet with students to discuss travel plans and logistics. All students/members will be held to the Student Code of Conduct during organizational or personal travel. If there are alleged violations of Student Code of Conduct, your organization and individuals will likely be charged.

Note to Advisors: Traveling with a Fraternity/Sorority may not be considered part of your job description. Faculty/Staff and alumni advisors are not required to participate in travel with their organization, if you choose to, it is suggested that you request annual leave (FGCU staff members) appropriately with your employer.

To submit a request for Organization Travel, complete the appropriate Travel Planning Form located in Eaglelink and provide all of the required information

\*\**Please note: Forms for In-State and Domestic travel must be submitted to OFSL a* *minimum of 2 weeks prior to the departure date.*

**Types of Travel**

* In-State Travel (outside of Lee/Collier County) – Example: Trips to Disneyworld, Camping, Formals, or Campus Visits
* Domestic Travel (outside of Florida but within the United States – Example: Conventions, Formals, etc.)
* University-Sponsored Travel – Example: Council-specific conferences (i.e. AFLV, etc.)
* International Travel – Service Based Trips ONLY

Council Conference Travel

All students traveling to a council-sponsored conference will travel with the group and at least one council advisor.

The Student Code of Conduct applies to all students traveling to Conferences.

Any student who commits to attend a conference and fails to attend without proper notice will be responsible for the cost of attending the conference.

Council Executive Board Retreats

* Local Retreats
	+ All members of the Executive Board are expected to attend any Council Executive Board Retreats
	+ The council advisor will attend all council retreats, unless other arrangements are made in advance.
* Retreats involving Travel (Any Retreats that are not held on campus or in the vicinity of campus (10 miles) )
	+ All members of the Executive Board are expected to attend any Council Executive Board Retreats
	+ All members of the Executive Board are expected to travel with the group in the transportation provided by the council.
	+ The council advisor will attend all council retreats, unless other arrangements are made in advance.
	+ The Student Code of Conduct applies to all students traveling on Executive Board Retreats

**International Travel**

Any fraternity or sorority that is interested in traveling internationally must complete the Intent to Travel Internationally form and meet with an OFSL staff member at least six (6) months prior to the intended travel dates. Organization Leadership as well as the Trip Leaders should attend this meeting. International Travel must include a service-based experience for all participants.

International travel requires two Trip Leaders for the experience. Trip leaders must consist of FGCU staff or faculty. It is preferred that at least one Trip Leader have international travel experience and be fluent in the native language of the destination, if applicable. This initial meeting will allow the Organization to review the RSO International Travel Application packet and to set up a timeline for proper preparation for the trip.

*\*Important note for Faculty/Staff Trip Leaders and/or Advisors: Traveling with a Student Organization is not considered an official University duty. Please gain permission from your current supervisor before agreeing to accompany a group on an International Travel Experience.*

If interested in traveling internationally, please contact a Fraternity and Sorority Life staff member to arrange a meeting to go over the requirements for International Travel.

If paperwork is not submitted in time the group will not be permitted to travel. All late fees and cancelation fees will be the responsibility of the organization.

Traveling without submitting the proper paperwork may result in the organization being declared inactive with the OFSL and may be referred to the Office of Student Conduct.

**Insurance**

Florida Gulf Coast University does not provide insurance for Fraternities & Sororities. Registered Fraternities & Sororities are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property will be covered by the personal insurance of the participants.

Students participating in events or travel are encouraged to maintain their own adequate levels of health/medical insurance. Students should be asked to sign the following forms, dependent upon the nature of the trip:

[Field Trip Liability Release and Emergency Data Form](https://www2.fgcu.edu/generalcounsel/files/forms/Form_FieldTripLiabilityReleaseEmergDataForm_ada.pdf)

[General Release Waiver of Liability and Authorization for EMT](https://www2.fgcu.edu/generalcounsel/files/forms/General_Release_Authorization_for_EMT_NonNotarized_ada.pdf)

[General Release and Assumption of Risk Waiver](https://www2.fgcu.edu/generalcounsel/files/forms/Assumption_of_the_Risk_Inherently_Dangerous_Activity_02_01_10_ada.pdf)

In addition, if the organization contracts to receive services from a third party, the organization must confirm that the third party has sufficient insurance. A copy of the vendor’s insurance policy must be included.

**Section 11: Expansion**

**Expansion Policy**

As a commitment to positive growth within the fraternity and sorority community, fraternity and sorority headquarters can apply to be a recognized organization at Florida Gulf Coast University. All organizations must complete the FGCU expansion process in its entirety in order to be considered a recognized fraternity or sorority at FGCU. The university recognizes that the expansion process for social fraternities and sororities must involve several parties:

* Inter/National Fraternities or Sororities
* FSL Governing Councils
* Greek Life Expansion Committee
* Designated Student Success & Enrollment Management Staff (i.e. Vice President, Associate Vice President, Dean of Students and/or Office of Fraternity & Sorority Life staff)

The Expansion/Extension process will comply with the University’s regulation ([FGCU-PR4.009](https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_4_009_SocialFratSororities_06152010_ada.pdf)) on Social Fraternities and Sororities, the Greek Life Expansion Committee by-laws, as well as the constitution and by-laws of the Greek governing council looking to expand.

The expansion process, whenever possible, will take into consideration the interests of all parties. However, the Office of Fraternity and Sorority Life reserves the right to deny recognition to any group that does not follow the expansion/extension procedures in its entirety.

The expansion procedures will be administered by the Fraternity and Sorority Life staff in conjunction with the appropriate FSL governing council and the Greek Life Expansion Committee.

**The university approved expansion procedure is defined below:**

* A recognized Greek governing council (IFC, MGC, NPHC, and PHA) must follow the expansion process outlined in their respective constitution/bylaws to officially open for expansion/extension.
* A call for expansion applications will be sent out to inter/national fraternal organization(s) and must be submitted back to the OFSL by the given deadline.
* The expansion application will be reviewed by the respective council and if approved, a presentation date is set up with the organization(s).
* The organization(s) will present to the Greek Life Expansion Committee and other designated University officials.
* After their presentation, the organization(s) must receive a recommendation by the GLEC )to expand at FGCU.
* If a recommendation in favor is received, it is sent to the respective council.
* The organization must then receive a recommendation to colonize at FGCU by the governing council.
* If a recommendation in favor is received, it is sent to the Office of Fraternity & Sorority Life and forwarded up to the Assistant Vice President of Campus Life/Dean of Students.
* The organization must receive approval to colonize from the senior administrators within Student Success & Enrollment Management.
* If approval is received, an official letter from a designated staff member within Student Success and Enrollment Management will be forwarded to the national organization with a University approved timeline for colonization.
* Expanding organizations must stay within the timeline and adhere to the conditions given to them upon written agreement from the University. Failure to do so may result in the offer to expand and be recognized being retracted. If changes need to be made to the timeline, the national headquarters must contact the Director of Fraternity & Sorority Life for any approved adjustments.

**Section 12: Manual Review Process**

**Manual Review Process**

All aspects of this policy manual will be subject to review at least every five years and may be amended, expanded, or withdrawn as deemed necessary and appropriate by the Office of Fraternity & Sorority Life.

Any FSL Governing Council may propose amendments to specific content in this FSL manual by following the process below:

* No later than 30 days before the last day of classes, the FSL Governing Council president must notify an OFSL staff member in writing stating that the respective council would like to submit an amendment to the FSL manual.
* No later than the last day of Spring classes, the FSL Governing Council president must submit an amendment proposal that embraces only one subject and matter directly connected to that subject.
* The amendment proposal must include a detailed and thorough reasoning on why the amendment is being proposed and its benefit to the FSL community
* The amendment proposal must have the support of the council delegates by the passing of a 2/3 vote.
* Proof of this vote must be documented in the council meeting minutes and submitted with the amendment proposal to an OFSL staff member.

No amendments will be made to FSL policies that are in compliance with federal, state, and local laws, University regulations and/or the Student Code of Conduct.

The OFSL staff will review all proposed amendments during the FSL manual review process or summer following the request and approve or deny all amendment proposals. At the completion of the FSL manual review, the FSL staff will provide the FSL Governing Council with a reasoning for the approval or denial of the amendment, no later than the first day of fall classes.

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