

# **Fraternity & Sorority Affairs Handbook 2019 - 2020**



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**FRATERNITY AND  
SORORITY AFFAIRS**

# Campus Resources

## **Student Conduct and Administration**

405-744-5470

Student.Conduct@okstate.edu

<https://studentconduct.okstate.edu>

## **Student Counseling Center**

405-744-5472 (M-F 8am-5pm)

405-744-6523 (After 5pm & Weekends)

<https://ucs.okstate.edu/>

## **OSU Victim Advocates**

405-564-2129 (M-F 8am-5pm)

405-624-3020 (After 5pm & weekends)

<https://iis2many.okstate.edu/>

## **University Health Services**

405-744-7665 (M-F 8am-5pm)

<https://uhs.okstate.edu/>

## **OSU Police Department**

405-744-6523

## **Stillwater Police Department**

405-372-4171

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# I. FRATERNITY & SORORITY STATEMENT OF RELATIONSHIP

## The Responsibility of Oklahoma State University:

At Oklahoma State University, undergraduate fraternity and sorority organizations and their respective student governing councils (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council) are established and operate at the formal invitation and continued recognition of the University. The Student Code of Conduct: Student Rights and Responsibilities Governing Student Behavior acknowledges fraternities and sororities both as *Recognized Student Organizations* and as *Living Groups* (for those that operate chapter housing for members).

As such, they are afforded the same benefits as all other recognized student organizations which can be found in the Student Organizations Handbook and Code of Conduct at <https://studentconduct.okstate.edu/code>.

Additionally, the University:

1. Supports and values self-governance of all student organizations included but not limited to freedom of speech, assembly and association protected by the Constitution of the United States of America.
2. Provides and supports an Office of Fraternity & Sorority Affairs sufficient to advise, program, and administer the on-going development and operation of the fraternity/sorority community.
3. Provides the opportunity for new students to engage in student involvement and activities throughout the academic year.
4. Provides access to University resources.
5. Supports the privilege and opportunity to house freshmen students in University-approved housing.

6. Supports the right to process a hold on a student's records for non-payment of contractual obligations to his/her chapter.
7. Recognizes the value of governance provided by fraternity/sorority governing bodies and trade associations as well as the right of national/international fraternities to govern

their collegiate organizations. However, in case of conflict among policies, the policies of Oklahoma State University will take precedence.

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## The Responsibility of the Office of Fraternity & Sorority Affairs

The University believes that self-directed activities of students can be facilitated and enhanced through stable and guiding relationships with qualified and experienced professional personnel of the University. Therefore, the Office of Fraternity & Sorority Affairs personnel are responsible to advise the self-directed activities of the governing councils of the fraternity/sorority community, including Interfraternity, Multicultural Greek, National Pan-Hellenic, and Panhellenic Councils. The role of such advisement includes coordinating, training, guiding, counseling, supporting and assisting the councils to function effectively within the frameworks of the University, governing bodies and trade associations and best practices.

The Office of Fraternity & Sorority Affairs commits to:

1. Providing advisement to all council standing committees, including but not limited to, scholarship, risk management & mitigation, new member education, social, service, recruitment and others that may be deemed necessary by the councils and/or the University.
2. In collaboration with Student Conduct Education and Administration, providing advisement, training and guidance to each respective Council Judicial Board, as well as adjudication through Judicial Boards or Student Organization Conduct when University or Council policies have been violated.
3. Providing advisement to major University-wide Greek programs which include Greek Show Productions, Junior Greek Life, Order of

- Omega, Greek Discovery Day, and the Greek 100.
4. Serving as a positive resource and advocate for advice and guidance for chapter leadership through fostering and building relationships with active and new members, alumni/alumnae, parents, and/or campus stakeholders.
  5. Communicating effectively to inter/national fraternities/sororities whose collegiate chapters are recognized by the University any concerns, recommendations, and/or remediation of chapter problems.
  6. Facilitating Council Officer, Chapter Leader, Chapter Advisor, House Director and leadership development and risk management training to enhance chapter growth, development, and community expectations.
  7. Collecting and maintaining records/data for evaluation, assessment of fraternity/sorority community, and/or student involvement and academic records which comply with FERPA and/or OSU policy.
  8. Recommending and developing policies to collegiate councils and the University.
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## The Responsibilities of the Student Governing Greek Councils

The Interfraternity, Multicultural Greek, National Pan-Hellenic and Panhellenic Councils are responsible for serving as the governing bodies for the fraternity/sorority community and its member chapters. These collegiate councils are expected to establish and communicate policy, rules, regulations, and programmatic efforts, within established policies of their governing bodies and trade associations, that outline agreements, expectations, and standards to member chapters).

These Collegiate Councils commit to:

1. Be responsible for developing policies that meet the basic elements of organizational socialization by providing a set of rules and principles that outline expected values, norms, standards, and behaviors including but not limited to scholarship, risk management, membership/recruitment, new member education, and community building.
2. Promote self-governance and be responsible for supporting and enforcing duly adopted policies, rules and regulations that uphold

- University and national organization expectations which promote risk mitigation, safety, and community accountability, including peer-led Judicial Boards.
3. Be knowledgeable of and adhere to their respective constitutions, by-laws, and policies, as well as University policies and the respective council's guidelines; and communicate to member chapters through their collegial council representatives.
  4. Develop a working relationship with the member chapters and cross-council collaboration that promotes fraternity/sorority unity.
  5. Provide leadership and promotion of the guiding principles of the fraternity/sorority affairs program which include scholarship, brotherhood/sisterhood, service and philanthropy, leadership development, and social responsibility.
  6. Developing and support regular lines of communication with staff in the Office of Fraternity & Sorority Affairs and other University offices and personnel as deemed appropriate.
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## The Responsibilities of Collegiate Fraternity/Sorority Chapters

Inter/national fraternities and sororities are invited at the pleasure of the University. To be recognized by the University, fraternity/sorority chapters must adhere to obligations of all recognized student organizations which can be found in the Student Organization Rights and Responsibility Handbook at <https://studentconduct.okstate.edu/code>.

Additionally, Fraternity & Sorority Chapters commit to:

1. Abide by any and all University and council policies, including but not limited to, the Student Code of Conduct, Student Organization Handbook and Code of Conduct, all applicable international/national organization policies, and local, state, and federal laws.

2. Be responsible for holding individual member(s) accountable when violations of the University, Council, and/or local, state, or federal laws occur. In addition, chapters are expected to cooperate fully in all University and Council conduct processes.
3. Hold membership, recognized, and/or endorsed by an inter/national trade association, governing body, and/or umbrella organization specific to the field of social fraternities & sororities. The associate organization seeking charter, must hold membership in the appropriate collegiate governing council at the University.
4. Protect Title IX single-sex organization status through recruitment while also assuring recruitment is inclusive of all students. Each chapter must adopt procedures of recruitment and established membership criteria that will encourage opportunities for mutual selection.
5. Educate membership to the ideals, values, and rituals of the organization and exhibit those ideals through individual and group behavior and programming.
6. Participate and strive to excel in annual community standards report and attend all mandated Fraternity & Sorority Affairs and University Programs.
7. Maintain and keep up-to-date student organization re-registration, membership rolls, chapter officer and advisor contact updates via Campus Link. Chapters are expected to have a minimum of seven active members in their organization to be in good standing.
8. Protect the health and safety of membership through programming, education, and member/chapter accountability.
9. Chapters that provide housing are required to be alcohol & substance free while also developing emergency procedures, fire safety, building, and health inspections which align with City of Stillwater codes. Chapters must employ a live-in house director continually throughout the academic year.
10. Chapter housing facilities are responsible to maintain their property and present an environment that supports scholarship and chapter development and respecting others property in the Greek Neighborhood.



# The Responsibilities of Fraternity/Sorority Alumnae/Alumni and Advisors

Chapters are responsible to have an alumnae/alumni advisor. Fraternity/Sorority alumnae/alumni should establish and maintain an advisory board to enhance the quality of operation and activity of the collegiate organization.

Fraternity/Sorority Advisors commit to:

1. Be knowledgeable of all University, Council, and inter/national policies that govern their respective organization for which they serve.
2. Serve the chapter in a visible advisory role by regularly attending executive/chapter meetings and/or events; advise chapter on issues including but not limited to: recruitment, social, service, risk management, membership development, and chapter finances.

All chapters that maintain housing in any form for undergraduate members shall form a housing corporation. That housing corporation shall include alumni membership, be incorporated under the laws of the State of Oklahoma, and conduct the business of providing acceptable housing for undergraduate students. Housing corporations operating residential facilities for OSU students will seek full membership in the Greek Neighborhood Association of Stillwater, OK. Full membership includes paying the standard rate of dues, attending all meetings of the Association, and being active in participation and support.

All chapters will administer some form of alcohol abuse and misuse education for their alumni members that will include current alcohol policies of the appropriate governing council and the University.

# II.

## F&SA EVENT GUIDELINES

An event for the purpose of fraternities and sororities at Oklahoma State University, is a gathering of people that includes any or all of the following elements. Chapters should utilize these guidelines and complete the online Fraternity & Sorority Affairs Event Registration Form for all chapter-sponsored and hosted events.

### Definition

1. Is sponsored, planned, or promoted by an organization;
2. Occurs on the organization property, on-campus and/or off-campus;
3. Has a significant number of the organization's members present;
4. Is funded in any way by the organization;
5. Is actively or passively endorsed by members of the organization;
6. Is discussed in any form at the organization's meeting, social media, and/or GroupMe.
7. Is publicized in written form, electronic form or by word of mouth as the organization's event;
8. Could be construed as the organization's event by a reasonable person.

### Examples of Events

- Any event that fits into the above definition of an event
- Recruitment Events

- Bid Day/Signing Day Events/New Member Presentations
- Date parties/Coke Dates
- Chapter Mixers
- Events/Closed parties at an off-campus location
- Formal/Semi-Formal
- Philanthropic Events
- Tailgates
- Any event open to the University, OSU, and/or fraternity/sorority community.

### General Guidelines

Any event as identified must be registered online and comply with the following guidelines:

1. Complete the Fraternity & Sorority Affairs Event Registration Form in its entirety in OSU Campus Link with a minimum of:
  - Events with alcohol- Submit a minimum of 7 days prior to the event;
  - Events without alcohol- Submit a minimum of 2 days prior to the event;
    - a. Any event registration form that is submitted late will result in automatically assessed late fee of \$50 per day.
    - b. Failure to register an event with alcohol which the chapter hosts, could result in a \$500 fine and referral to the respective council judicial board and/or Student Conduct.

2. If more than one chapter is hosting the event, all chapters are responsible for registering the event. **NOTE:** No more than (4) chapters can co-host an event together and cannot exceed 3:1 maximum member to guest ratio.
  3. If alcohol is present at the event, all organizations must follow all guidelines set forth within the Student Organization Alcohol Policy, inter/national policy, state, local, and federal law.
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## III.

# STUDENT ORGANIZATION ALCOHOL POLICY

- The organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- The organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
- No alcoholic beverages may be purchased through or with organization funds or funds pooled by members or guests (admission fees, cover fees, collecting funds through digital apps, etc.).
- Common sources of alcohol, including bulk quantities and kegs, which are not being served by a licensed and insured third party vendor, are prohibited. Open parties are prohibited. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the host venue.
- Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/

little” events or activities, “family” events or activities and any ritual or ceremony.

- When alcohol is present at an organization event, non-alcoholic beverages and food must be provided to all guests for free.
- When alcohol is present the organization must provide transportation to and from the event.
- When alcohol is present the organization must have trained sober monitors present and address risk management concerns. There shall be one monitor for every twenty-five guests. Sober monitors must be equally distributed through all membership classes.
- When alcohol is present the organization must stop serving alcohol during the last 45 minutes of the event.
- No organization may co-sponsor an event with an alcohol distributor or bar (bar defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a bar as defined above for purposes of fundraising.

However, an organization may rent or use a room or area in a bar as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

- No organization may co-sponsor, co-finance, attend, or participate in an event at which alcohol is purchased by any of the host organizations.
- The organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games. Alcoholic beverages must
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (restaurant, caterer, etc.) and follow the third-party vendor guidelines; or
  - b. Brought by individual members and guests through a bring your own beverage (BYOB) system and follow the BYOB guidelines.

# Third Party Vendor Guidelines

The vendor must:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license to sell on the premises where the function is to be held.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider including off premise liquor liability coverage and non-owned and hired coverage, insure the student organization hiring the vendor.
3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
  - a. Checking identification card upon entry;
  - b. Not serving minors;
  - c. Not serving individuals who appear to be intoxicated;
  - d. Maintaining absolute control of all alcoholic containers present;
  - e. Collecting all remaining alcohol at the end of a function (no excess alcohol—opened or unopened—is to be given, sold or furnished to the organization);
  - f. Removing all alcohol from the premises.

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# Bring Your Own Beverage Guidelines

1. Individuals of legal drinking age may bring six individually, pre-packaged, standard drink size beverages for personal consumption. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited at any event. Any beverage combined with caffeine such as Four Lokos are prohibited. See information about standard drink size and common beverages below 15% ABV.

## Commonly Below 15% ABV

- Beer (except craft beers, which are often above 15% ABV)
- Wine (most standard red or white wines)
- Champagne, Prosecco, Asti, Cava
- Malt Beverages (i.e. Bacardi Silver, Mike’s Hard Lemonade, Zima, Smirnoff Ice, etc.)

- Cider (Angry Orchard, Stella Artois, Woodchuck, etc.)
  - Hard Seltzer (White Claw, Truly, Spiked Seltzer, Barefoot Spritzer, etc.)
  - Pre-Mixed items (Bud Light Ritas, Skinny Girl Margarita, ELS Iced Coffee/ Iced Chocolate, etc.)
2. Individuals of legal drinking age that choose to bring an alcoholic beverage for personal use must drop off their beverages upon entering the event. Their beverages shall be clearly marked with their name.
  3. When alcohol is dropped off to the assigned distributors the individual's identification must be checked for legal age to drink and then provided a non-adjustable wristband.
  4. Alcohol must be contained in one central location and should only be accessed by assigned distributors. The alcohol should not be accessed by guests.
  5. Distributors of the alcohol shall be of legal drinking age and sober during the entire event. Distributors must be trained and can not be sober monitors. There should be 1 trained distributor per 50 attendees that are of legal drinking age.
  6. When individuals would like to consume one of the beverages they brought, they will need to visit the assigned distributor and show their wristband. The assigned distributor should mark their wristband with an X signifying the accumulated number of drinks provided.
  7. Only one beverage may be acquired at a time.
  8. Left-over alcohol can be picked up only by the individual that brought the alcohol at the end of the event.
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# IV.

## F&SA HOMECOMING POLICY

### Pairing

Chapters are not allow to either give bribes to, or accept bribes from, eligible homecoming pairing during the pairing process.

1. A bribe is to be defined as the persuasion to act in one's favor, showing specialty through providing gifts, including but not limited to: money, food, exclusive events, alcohol, or anything of value whether be tangible or not.
2. All OSU fraternities and sororities will comply with the Alumni Association's definition of eligibility.
3. The pairing process is to be defined as any period of time that a chapter is not paired for Homecoming.

### Fireups

1. Homecoming Fireups are to be defined as including but not limited to the enticing, promoting, or disruption of any homecoming pairs.
2. All fraternities and sororities will refrain from purchasing alcohol with chapter funds or with individual chapter member funds.

### Pomping

1. Chapters are not allowed to require their members (both active and new member) to complete more than 12 pomping hours per week.
2. Freshman Follies cast members and directors are exempt from any required pomping hours for the duration of the chapter's participation in Freshman Follies.
3. Freshman Follies Steering members shall have required hours reduced by at least (3) hours each week to account for time dedicated towards Freshman Follies.
4. Council Officers shall have required hours reduced by at least (2) hours each week to account for time dedicated towards their Executive Council role.
5. No activities involving new members (i.e. within first semester of membership and/or thereafter; either as a class or as individuals) may occur between the hours of 12:01 a.m. and 6:00 a.m., Monday through Friday. (3. F&SA Hazing Policy).

Chapters must comply with the regulations set forth by the Alumni Association regarding donated materials.

Failure of a chapter to comply with these regulations will result in referral through the respective Council Judicial Board process.

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## V. F&SA EXPANSION POLICY

The OSU Office of Fraternity & Sorority Affairs and Division of Student Affairs supports all council and organization expansions as determined by each specific governing council. When governing councils determine there is a need for expansion the Office of Fraternity and Sorority Affairs encourages this growth as it is seen as a positive tool in strengthening the fraternity and sorority community. The purpose of expansion procedures set forth by each governing council is to ensure expansion of fraternity and sorority organizations occurs in a manner, which positively reflects the values and mission of the Office of Fraternity & Affairs, Division of Student Affairs & Oklahoma State University.

All (Inter) National fraternities and sororities seeking to expand re-establish, and/or charter at OSU shall be required to follow council specific policies and procedures. The support of new organizations will be considered and determined by the need of each council. All fraternities and

sororities wishing to expand at OSU must be recognized as a student organization through the Office of Leadership & Campus Life as well as by one of the four governing councils (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council).

“Title IX” prohibits discrimination on the basis of sex in educational institutions. Please take special note of the following:

- All single-sex organizations/fraternities and sororities as recognized by Title IX criteria, and formed and operating not for professional or honorary purposes, must be a member of one of the four governing councils (IFC, MGC, NPHC, or PH) and the Office of Fraternity & Sorority Affairs to remain active and recognized OSU student organization.
- All fraternity and sorority organizations must be recognized by their corresponding governing council, the Office of Fraternity &



Sorority Affairs and Leadership & Campus Life in order to be considered in good standing with the University. All interested organization should review council expansion policies as well as the Student Organization Rights & Responsibility Handbook before moving forward in the expansion process.

3. If the council is at the point of accepting organizations, follow the council's expansion policy.

4. The Vice President of Student Affairs will make the final approval of all organization expansions.

The following is an abbreviated representation of the steps to follow in establishing a fraternity or sorority at OSU:

5. If approved, the organization will then work with the council advisor and council leadership to become a recognized student organization.

1. Review the council expansion documents on the Fraternity and Sorority Affairs website and all governing community policies including OSU Relationship Statement included in this document.

6. The council advisor and council leadership will also assist with any needs as the organization begins to recruit new members.

2. Make an appointment with the Office of Fraternity & Sorority Affairs and/or Council President, if possible.

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## VI. HAZING POLICY

The Oklahoma State University Student Code of Conduct defines hazing as follows:

**Hazing:** *Engaging in any action or activity that causes or is likely to cause physical or mental*

*discomfort or distress, that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group*

*or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. State law classifies hazing as a crime, Title 21 Oklahoma Statutes Section 1190 (Student Code of Conduct: Student Rights & Responsibilities Governing Behavior, Section 2.25).*

The OSU Fraternity & Sorority Affairs has developed the following guidelines to further clarify the University's policy against hazing and to help guide the actions of its members to promote a safe and positive fraternity/sorority experience, which aligns with organization and University values. Within each fraternity and sorority at Oklahoma State University, it is expected that the following shall include and but not be limited to new members (i.e. within the first semester of membership and/or thereafter):

1. No activities shall be required of a new member during his/her classes or assigned laboratory time.
2. No acts of personal servitude shall be required of any member of the organization.
3. No activities involving new members (either as a class or as individuals) may occur between the hours of 12:01 a.m. and 6:00 a.m., Monday through Friday. **NOTE:** Examples of this requirement include, but are not limited to: all forms of house cleanings, Homecoming pumping hours, community service hours, any activity that may entail a sign-up sheet, etc.
4. No activities shall be sponsored, required, or otherwise encouraged, which will intentionally endanger the safety of any members of the organization.
5. No malicious or offensive physical contact or excessive exercise of new members, by members or alumni, and vice versa, shall be permitted. This shall include paddling, pushing, shoving, wrestling and/or sock wrestling, calisthenics, or any other form of abusive, excessive, or offensive physical action or assault.
6. No controlled substances (drugs, alcohol, etc.) will be illegally provided for, suggested to, or forced upon any organizational member at any time or place.
7. No psychological hazing. Psychological hazing shall be defined as follows:
  - any act or situation which is likely to cause a new member or a member to be the object of amusement, ridicule, and/or demeaning behavior or
  - any act or situation which is likely to cause a new member or member to be unreasonably humiliated or shamed, or
  - any act or situation which is likely to cause extreme psychological harm or strain to a new member or a member
8. Pre-initiation and initiation activities must conform to all standards included in this code, as well as to all standards established by the respective inter/national organization.

9. If organization and/or members of the OSU community witness or suspect hazing activity, it is the responsibility and duty to report to assure the safety of our Cowboy Family. Report an incident at

<https://studentconduct.okstate.edu/report>.

### What does hazing look like?

#### Adapted from HazingPrevention.org

Some definitions of hazing vary but all have common factors:

- Power differential between those in a group and those who want to join a group, or between upperclassmen members of a group.
- Intentional initiation rite, practice or 'tradition' involved.
- Willingness to participate does not absolve responsibility for either party.

#### Some Examples of Hazing:

- Forced activities for new members to 'prove' their worth to join.
- Forced or required consumption of alcohol, drug, and or any food/beverage.
- Required to endure hardships such as sleep deprivation, menial tasks, physical labor/servitude, etc.
- Activities and/or behavior that could be humiliating and/or isolation.

- Beating, paddling, and/or other acts of physical abuse.
- Requirements for new members to perform acts or tasks, which active members are not, required to do.
- Any illegal activities such as requirement to steal or vandalize as part of a scavenger hunt.

#### Is this hazing?

- Would I feel comfortable participating in this activity in my parents were watching?
- Would we/I get in trouble if an administrator walked by and saw us?
- Am I being asked to keep these activities secret?
- Am I doing anything illegal?
- Does participation in this activity violate my values or those of this organization?
- Is this causing emotional and/or physical distress or stress to myself and/or others?
- Am I going to be able to get a job if I have to put a criminal offense of hazing on my application?

# VII.

## ASSISTANCE PROGRAM FOR OUTSTANDING ACCOUNTS

The Oklahoma State University Statement of *Student Rights and Responsibilities Governing Student Behavior* states, “The University expects its students...to fulfill contractual obligations...” In keeping with this expectation, students who are affiliated with fraternities or sororities recognized by Oklahoma State University are expected to fulfill their financial contractual obligations to their respective chapters.

As a service to its recognized fraternities and sororities, Oklahoma State University will assist with the collection of chapter related past due accounts owed by members, by processing a hold on a student’s enrollment for non-payment of contractual obligations to his/her fraternity/sorority. An effective hold means that a student will not be permitted to re-enroll until either the past due account is paid or acceptable arrangements are made with the house corporation/alumni board to clear the account. The following procedures are established, and must be followed, for participation in this service.

1. Fraternity/sorority members and new affiliates must sign a “Statement of Financial Responsibility” with their chapter, granting

permission for Oklahoma State University to place a hold on their enrollment for non-payment of chapter related bills. The “Statement of Financial Responsibility” may be part of the existing house contract or a separate document. (Attached is an example of the Statement of Financial Responsibilities required.)

2. The fraternity/sorority requesting a hold must have shown due diligence in collecting the outstanding bills before submitting a list of students with outstanding balances for whom holds are requested. This should include its own withholding of privileges and services to the delinquent member. A request for a hold must be submitted to the Office of Fraternity & Sorority Affairs, and must include the following:

- name of student and student I.D. number,
- address of student (local and permanent),
- amount indebted to the chapter,
- date the bill was originally due,
- what the bill was for (i.e., room/board),

- a complete description of the steps which have been taken to collect the outstanding debt, and
- a copy of the house contract and Statement of Financial Responsibility signed by the student.

All correspondence from the fraternity/sorority must be typed and submitted to the Office of Fraternity & Sorority Affairs by the deadlines established below. The request must be signed by the Chapter President and the Chief Financial Officer of the house corporation/alumni board if this agency is responsible for the collection of accounts owed to the Chapter.

3. Upon receipt of this information the Office of Fraternity & Sorority Affairs will review for compliance. If satisfied, the Office will send a notice of the impending hold to the student, instructing that he/she has ten (10) working days from the date of the notice to show evidence that arrangements have been made for payment of the account, or file an appeal challenging the validity of the outstanding account. Unless the account is cleared, or an appeal filed, within this ten day period, a hold will be initiated by the Office of Fraternity & Sorority Affairs. Any appeal shall be made in writing to the Director of Fraternity & Sorority Affairs, and be reviewed by the Student Union Director or designee.

4. Immediately upon receipt of payment, or other satisfactory arrangements, the Chapter President and the Chief Financial Officers of the house corporation/alumni board president must notify the Office of Fraternity & Sorority Affairs the hold can be removed.

5. A hold will be placed only for past due accounts, for which a member has formally contracted with his/her respective chapter. It is not the intent of this program to place holds on student enrollment for Party Pics, party favors, T-shirts, etc.

6. This service will be available to each fraternity and sorority a maximum of twice per year, once during the Fall and Spring semesters.

7. Any fraternity/sorority which fails to follow these procedures may lose the right to use this service in the future.

# VIII.

## OSU FRATERNITY/SORORITY COMMUNITY STANDARDS

### Purpose

The purpose of the Oklahoma State University Fraternity/Sorority Community standards is to assure the continual improvement, management, and quality of fraternity and sorority community at Oklahoma State University. The Office of Fraternity & Sorority Affairs has implemented the following recognition and standards program to assist chapters to strive for excellence not only on campus, but also beyond. The program will serve as a self-evaluation for the fraternity and sorority chapters, providing a framework for activities and successes to be documented, as well as share the story of our community.

### Community Standards Outline

The Oklahoma State Fraternity/Sorority Community Standards program will evaluate all fraternities and sororities on campus using the following criteria:

1. Academics
2. Campus Involvement
3. Chapter Management
4. College & Community Relations
5. Membership Development

### Submission

Chapters should complete each of the Oklahoma State Fraternity/Sorority Community Standards sections online. Read each item carefully, answering each question fully and attaching any necessary documentation to support. Some areas may not need to be submitted, as the information will be verified by the Office of Fraternity & Sorority Affairs as identified on the scoring rubric. The chapter's online submission will be completed each calendar year (January-December). Instructions for submission can be found at [gogreek.okstate.edu](http://gogreek.okstate.edu).

### Results

The Oklahoma State University Fraternity/Sorority Community Standards program will be evaluated by the Office of Fraternity & Sorority Affairs staff in conjunction with the members of the Order of Omega Honor Society. Each chapter will be graded on a 100-point scale.

The scoring scales is as follows:

**Gold Status:** 90 – 100

**Silver Status:** 80 – 89

**Bronze Status:** 70 – 79

**To be placed on Action Plan with Office of  
Fraternity & Sorority Affairs:** 0 – 69

Fraternalities who achieve Gold status will be recognized at the annual Greek Awards program while all who receive a mark of distinction of either Bronze, Silver, or Gold will be recognized through any publication the Office of Fraternity & Sorority Affairs provides in addition to the Council booklets which are created each year for prospective students. All chapter statuses will be provided to the chapter leadership, advisors, Headquarter staff, and campus administrators. The Oklahoma State University Fraternity/Sorority Community Standards program is not intended as a competition among Greek lettered organizations but as a proactive and motivational recognition program.

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***Fraternity &  
Sorority Affairs***

**Student Union 211J**

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**[gogreek.okstate.edu](http://gogreek.okstate.edu)**