

UNION COLLEGE

Recognition Policy for Fraternities and Sororities

This policy constitutes the College's procedure for the conferral or withdrawal of recognition of fraternities and sororities. It applies to all social fraternities and sororities, whether residential or non-residential. This Recognition Policy may be amended, rescinded or superseded at any time by action of the President or his/her designee. Benefits and privileges extended to recognized fraternities and sororities under this, or any other College policy, are subject to the availability of College resources for the purposes specified and do not constitute entitlements.

The VP for Student Affairs/Dean of Students or designee may adopt additional standards, operating principles and procedures not inconsistent herewith, as deemed necessary or appropriate to facilitate the implementation of this Recognition Policy.

DEFINITIONS:

NPC (National Panhellenic Conference): an umbrella organization for 26 inter/national women's fraternities and sororities that exists to promote the values of and to serve as an advocate for its member groups in collaboration with those members, campuses and communities (www.npcwomen.org)

NPHC (National Pan-Hellenic Council): is composed of 9 historically African-American International Greek letter sororities and fraternities whose purpose is to promote interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions (www.nphchq.org)

NIC (North-American Interfraternity Conference): consisting of 64 member fraternal organizations, a body that advocates the needs of its member fraternities through enrichment of the fraternity experience; advancement and growth of the fraternity community; and enhancement of the educational mission of the host institutions (www.nicindy.org)

NALFO (National Association of Latino Fraternal Organizations, Inc.): an umbrella council for the 26 member Latino Greek Letter Organizations whose purpose is to promote and foster positive interfraternal relations, communication, and development of all Latino Fraternal organizations through mutual respect, leadership, honesty, professionalism and education (www.nalfo.org)

RECOGNITION: the formal process by which Union College agrees that a fraternity or sorority may function on the campus, enroll members from the undergraduate body through rush/recruitment/intake activities, and identify its chapter with the College.

For the purpose of this recognition policy, the terms "fraternity" and "sorority" are used to designate a Greek organization. The organizations reviewed for recognition under this policy have all the following characteristics:

(A) They are entitled to single-sex membership under the provisions of Section 86.14 of regulations promulgated under Title IX of the U. S. Education Act Amendments of 1972.

(B) They are entitled to be subjectively selective in their membership within the limits stated under Number 1 of said policy.

(C) They are legal corporations external to the College. In all cases, their chapter corporations, alumni corporations, and inter/national Greek organizations are incorporated separately from the College.

Note: The College is not legally responsible or liable for the acts of those organizations.

1999 Trustee Resolution on Membership in Unrecognized Fraternal and Social Organizations

No student may rush, pledge, perpetuate, engage in initiation activities, or be a member of a fraternal or social organization not recognized by the College. Anyone engaging in those activities, either as a member, recruiter, or potential pledge, will be suspended for a minimum of one year and may be subject to additional penalties that could include expulsion.

A fraternal or social organization shall be covered by this rule only if its leadership and/or a significant number of its members are Union College students. Any student who is uncertain about the legitimacy of any group is encouraged to inquire in either the Student Activities or the Dean of Students Office.

Membership Policy

Beginning with the Class of 2005, the College instituted a “Sophomore Rush” process for all Greek letter organizations. Simply stated, student may not apply for membership in Fraternities and Sororities until their sophomore year. No First-year students (freshmen) are allowed to participate in “Rush” or any Pledging or Membership Intake activities organized or sponsored by any College recognized Greek Organizations as defined in the Greek Handbook, and/or by the respective governing councils’ guidelines.

Rationale for Recognition Policy:

The Recognition Policy enables the College to maintain a record of Greek organizations. This record facilitates communication between the College and the Greek organizations and their members and permits the College to identify readily those Greek organizations, which are entitled to the benefits of recognition. The policy is further supported by the following assumptions:

- (A) Fraternities and sororities are an integral part of the educational environment at Union and are expected to support the mission and educational values of Union College.
- (B) The College is concerned about student welfare outside the classroom and within the college residential units inhabited by the Greek organizations.
- (C) All national fraternities and sororities are required by their parent organizations to be recognized by the College.
- (D) Mutual responsibility is needed between the College and the fraternities and sororities. Fraternities and sororities, by way of recognition, are accountable to the College.

Recognized fraternities and sororities enjoy benefits and privileges associated with their affiliation with Union College. It is understood that fraternities and sororities shall not use the name of the College for any purpose other than chapter identification. Any further use of the College’s name shall require the prior approval of the Dean of Students or designee. In no event shall any fraternity or sorority use the College’s name or tax identification number or hold itself out in such manner as to suggest that it is synonymous with, or authorized to act on behalf of, Union or that its action are in any way approved, sponsored or endorsed by Union without prior approval. Violations of this may result in withdrawal of recognition.

Each fraternity or sorority seeking to gain or maintain recognition must have a collective responsibility for the behavior of members when in their chapter house or when acting as a group outside the chapter house. If a group does not have housing, members have collective responsibility when involved in activities on and off campus.

This policy constitutes Union’s procedure for conferring said recognition of social fraternities and sororities. It is expected, as the fraternity and sorority system expands, that this policy will be reviewed and adapted accordingly.

There are three levels of recognition available to fraternities and sororities at Union College—Provisional, Full, and Probationary (see Maintaining Recognition section). Listed below are descriptions and conditions of each level of recognition.

PROVISIONAL RECOGNITION: Provisional recognition is given to an organization which seeks to become a fully recognized fraternity or sorority at Union College by the VP for Student Affairs/Dean of Students or designee, and the respective governing council. Provisional recognition, once given, is good for a period of one (1) calendar year, defined as twelve (12) months from the date of recognition. If, at the end of that year, an organization has not met the criteria to become a fully recognized Greek organization, a decision will be made by the VP for Student Affairs/Dean of Students or designee, in consultation with the respective governing council, to extend provisional recognition or rescind recognition all together. In order to request Provisional Recognition, an organization must fill out a Provisional Recognition Request application (including the information listed below) and file it with the VP for Student Affairs/Dean of Students or designee. A request for Provisional Recognition by a group submitting an incomplete application will not be considered until such time as the application is complete.

The following information must be supplied either within or attached to the Provisional Recognition Application.

- A petition for provisional recognition signed by the undergraduate interests
 - A minimum of 3 undergraduate students who have reached sophomore status
 - All membership must consist of undergraduate Union College students only
- A demonstrated alumni base in the Capital District area from which active and involved advisors will be able to be drawn (who shall not be members of the College community)
- an Inter/National organization who has declared, in writing, an interest in affiliating with the group of students seeking membership
 - The Inter/National organization must be affiliated and in good standing with one of the umbrella organizations defined at the beginning of this document.
- relevant information (as stated in application)
- a statement of purpose/principles
- organization goals/standards
- bylaws and constitution
- an Inter/National Risk Management Policy
- an acceptable set of rules of conduct by the national organization
- A detailed chapter development plan. This plan will include:
 - proposed new member education plans,
 - organization advertisement and publicity plans,
 - recruitment dates,
 - recruitment methods,
 - Inter/National and local advisor involvement,
 - and any conferences, leadership opportunities, community service or campus activities that are planned.
- If applicable, the support from the appropriate governing council (i.e. IFC, Panhellenic). If, at the current time, an appropriate governing council does not exist and all other conditions have been met, the VP for Student Affairs/Dean of Students or designee and the students interested in joining the group will meet to discuss alternatives.

Once granted provisional recognition, the following conditions must be met throughout the provisional period for a group to be considered for full recognition.

- Regular meetings with the appropriate fraternity/sorority advisor (i.e. Panhellenic Advisor, IFC Advisor).
- A demonstrated ability to recruit and sustain membership on campus.
 - a minimum of 5 undergraduate Union College students who have reached sophomore status
- Compliance with all College policies and procedures as outlined in the Student Handbook and with all Inter/National rules and regulations, along with all local, state, and federal laws.
- Campus/community involvement including, but not limited to, educational programming, community service, and philanthropy events.
- Active participation in, support from, and operation within the guidelines of the appropriate council, if applicable.
- Uninterrupted and on-going affiliation and involvement with the Inter/National Organization.

Please note that each student group seeking recognition at Union will be treated on an individual basis. The list above is not exhaustive and additional conditions may be added from time to time. Every effort will be made to provide advance notice of additional conditions.

While on provisional recognition, an organization may:

- Reserve rooms for meetings through the appropriate fraternity/sorority advisor (i.e. Panhellenic Advisor, IFC Advisor).
- Advertise the organization in accordance with policy.
- Recruit members within set guidelines.
- Co-sponsor campus events and programs with a fully recognized organization/club or campus department.
- Participate in the educational, social, and athletic program and activities of the College which are provided for fraternal organizations.
- Have voting rights on the appropriate governing council (but members can not hold officer positions).
- Identify the chapter with Union and use the College's name along with, but not in place of, identification of the sponsoring body.

FULL RECOGNITION: Full recognition is conferred upon a fraternity/sorority that: (i) meets the standards and criteria set forth by the VP for Student Affairs/Dean of Students or designee throughout its provisional recognition period; and (ii) files a completed application for such recognition with the VP for Student Affairs/Dean of Students or designee prior to the expiration of the provisional period. This application requires:

- an updated statement of purpose/principles
- organization goals/standards
- bylaws and constitution
- a current membership roster
- an officer listing
- an activities report which includes all campus and community involvement through the provisional recognition period
- a contact list of local advisors
- Those groups with housing must maintain comprehensive general liability insurance in the minimum amount of \$1,000,000.00 (one million dollars) of primary liability coverage (each occurrence), with general aggregate coverage of at least \$2,000,000.00 (total). Such liability

insurance shall include Union College, its officers, employees and agents, as an additional named insured and shall be written with an insurance carrier acceptable to the college. A certificate of such insurance shall be forwarded to the College as evidence of such coverage, and the College must receive notice of any change, cancellation, or renewal of the policy. The insurance shall be considered primary over any and all collectable insurance that the College may have available.

Final determination of whether or not full recognition is given to the organization will be made by the VP for Student Affairs/Dean of Students or designee based on the above required information and whether the provisional recognition requirements were met.

Benefits of Full Recognition:

- Chapters are granted the ability to apply for on-campus housing through the SAC (Student Affairs Committee) process
- Access to and use of College facilities for official functions
- Co-sponsor campus events and programs with organizations with Provisional Recognition
- Hold an officer position within the appropriate governing body
- Ability for inclusion as a Recognized Organization in all published materials (i.e. college website, "All About U", Garnet Yearbook, etc.)
- Advertise the organization in accordance with College policy.
- Recruit members within set guidelines.

EXPANSION FOR NPC WOMEN'S FRATERNITIES (in addition to college policies):

When all NPC chapters are over or close to total, or a need arises as determined by the Panhellenic Advisor and the Panhellenic Council, consideration will be given to adding another chapter.

Such a chapter shall be organized through colonization by an NPC fraternity. NPC guidelines should be followed as closely as possible when establishing a new chapter. The College reserves the right to override an NPC rule, which is in conflict with a decision made by Union College officials.

All new chapters seeking recognition must provide proof of insurance to the VP for Student Affairs/Dean of Students or designee prior to colonization.

All expansion activities, including colonization and subsequent conferral of recognition, must be approved by the VP for Student Affairs/Dean of Students or designee.

MAINTAINING RECOGNITION:

Full Recognition will be maintained by chapters remaining in "good standing" as evaluated by being in compliance with the criteria and standards established by the VP for Student Affairs/Dean of Students or designee. Should it be determined that a chapter is not in good standing, their recognition can be revoked or they can be put on Probationary Recognition for a period of time not to exceed one calendar year.

Full recognition may be revoked by the Institution's Officials for a chapter's failure to comply with College and/or Inter/National rules, regulations, and policies. If a group is accused of violating the Student Conduct Code, the VP for Student Affairs/Dean of Students or designee may halt all activities of the group until the judicial process is complete. It is possible that a chapter will lose all recognition,

at which point it will cease to exist at Union College either permanently or for a determined period of time.

LOSS OF RECOGNITION/PROBATIONARY RECOGNITION: A chapter's recognition can be revoked or the chapter can be put on Probationary Recognition for various reasons including, but not limited to, the following:

- if the chapter receives a one year SAC (Student Affairs Committee) review, if applicable;
- if the membership numbers fall below the minimum of three (3) undergraduate students;
- if a chapter is found to be recruiting from a population other than Union College undergraduate students of at least sophomore status;
- not complying with College rules, regulations, and policies;
- not complying with the terms of all contractual agreement with the College;
- failure to update and maintain required documentation with the VP for Student Affairs/Dean of Students or designee, including:
 - officer contact information
 - membership rosters
 - lists of potential new members
 - insurance policies
 - constitutions and bylaws
 - detailed chapter development plans;
- not active in appropriate governing council;
- failure to maintain positive and proactive campus/community involvement including, but not limited to, educational programming, community service, and philanthropy events;
- failure to comply with the Rules of Public Order, adopted by the Union College Board of Trustees, and, in particular, the provision prohibiting any action which recklessly or intentionally endangers anyone's mental or physical health or involves the forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with the Chapter. This provision shall be deemed to be part of the Chapter's bylaws;
- failure to comply with generally accepted standards of neighborliness, including exterior neatness of the premises, the avoidance of unreasonable noise levels, and compliance with related local laws;
- for fraternities and sororities occupying college owned facilities, failure to maintain premises in conditions satisfactory to the College and in compliance with SAC (Student Affairs Council) regulations;
- for fraternities and sororities occupying facilities not owned by the College, failure to have certification to the College that there exists a house association (which shall sign such certification) which has assumed full responsibility for the physical condition of the facility and compliance with all applicable local codes, regulations, and standards for issuance of a Certificate of Occupancy. Additionally, failure of an officer of the house association and the chapter president to certify that an annual safety inspection has been performed by an organization or person satisfactory to the College and that all violations have been corrected or are in the process of being corrected. Local authorities having jurisdiction include, but are not limited to, the Schenectady Fire Department and Building Inspector.

Probationary Recognition will last for a period of time not to exceed one calendar year. At the end of the prescribed Probationary Recognition Period, the decision will either be made to extend probation, to revoke all recognition, or to grant the chapter Full Recognition status. A chapter that has been placed on Probationary Recognition will have to meet all the criteria listed above for chapters seeking Full Recognition in addition to any sanctions in order to be considered for Full Recognition.

Provisional Recognition Application

VP for Student Affairs/Dean of Students or designee

Provisional recognition is given to an organization which seeks to become a fully recognized fraternity or sorority at Union College by the VP for Student Affairs/Dean of Students or designee. Provisional recognition, once given, is good for a period of one calendar year. In order to petition the VP for Student Affairs/Dean of Students or designee for Provisional Recognition, please fill out this application completely.

1. Name of Organization: _____

2. Inter/National Advisor Contact Information: _____

3. Local Advisor Contact Information: _____

4. Undergraduate Interests:

Name	ID Number	Phone Number	E-Mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(attach additional sheets if necessary)

5. Please explain how the Union College community is in need of and will benefit from the recognition of your organization.

6. Please state the purpose of your organization and the standards you intend to uphold on the Union College campus.

7. Please share any additional information or documentation that you feel is relevant to your petition for Provisional Recognition.

In addition, please attach the following documents:

- a petition for provisional recognition signed by the undergraduate interests
- a letter from the Inter/National organization stating the desire to affiliate with the undergraduates
- an Inter/National Risk Management Policy
- A detailed chapter development plan. This plan will include proposed new member education plans, organization advertisement and publicity plans, recruitment dates, recruitment methods, Inter/National and local advisor involvement, and any conferences, leadership opportunities, community service or campus activities that are planned.
- a statement of purpose/principles
- organization goals/standards
- bylaws and constitution