

FRATERNITY & SORORITY LIFE

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UC MERCED OFFICE OF STUDENT INVOLVEMENT

Fraternity & Sorority Life Handbook

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Background

In Spring of 2006, with a charge from the Vice Chancellor for Student Affairs, the Task Force on Greek Life at UC Merced thoroughly reviewed data related to fraternity/sorority membership among college students. In addition to examining the roots of fraternal organizations and what trends currently exist among members related to academic performance, drinking habits, and community service, the Task Force determined students interest in joining Greek-letter organizations at UC Merced.

As a result of their research, the Task Force recommended that the University move forward with the development of a fraternity and sorority community, with consideration of the following parameters:

- Strongly reaffirm the core focus of the learning culture at UC Merced and the mission to create a campus community of scholars.
- Clarify guidelines and expectations for fraternities and sororities, which include responsibility for the behavior of individual members and ensure that these are reflected in an annual review process.
- Create policies that address substance use and abuse and mandate the attendance to and development of chapter-sponsored educational programs.
- Establish and implement an annual certification process for individual chapters, which will serve as a condition of continued chapter operation.
- Allocate University resources to promote leadership development and to encourage fraternity/sorority organizations to adhere to both their core values and the collective values embraced by the Fraternity and Sorority Council and Professional Fraternity Council.
- Establish guidelines to review potential fraternity and sorority organizations and limit colonization to inter/national organizations that meet University expectations.

Upon approval of the Task Force's recommendations, Fraternity and Sorority Life was developed as a unit of the **Office of Student Life** (OSL), now called **Office of Student Involvement** (OSI). The OSI inspires and empowers UC Merced students to become transformational leaders of positive social change worldwide.

The purpose of **Fraternity & Sorority Life** (FSL) is to:

- Strengthen the SCHOLARSHIP of our members,
- Promote FRIENDSHIP within our campus community,
- Develop LEADERSHIP,
- Engage with the campus, Merced, and global community through SERVICE and PHILANTHROPY,
- Inspire a commitment to SOCIAL JUSTICE and the achievement of positive social change,
- and, to support the mission and goals of the University of California, Merced.

Fraternity and Sorority Life supports the active and alumni members of the UC Merced fraternity and sorority community and provides staff, events, and resources to achieve this purpose and help the chapter leadership fulfill their organizational missions.

The Fraternity & Sorority Life Handbook is designed to assist student leaders and fraternity/sorority advisors in becoming acquainted with policies and procedures that apply to fraternity/sorority organizations. The handbook also aims to provide resources on campus and online to promote positive development and success.

The Office of Student Involvement shall review this document on an annual basis and initiate revisions to meet the university's needs and/or professional standards of Fraternity and Sorority Life, as well as University policies and legislative updates.

In 2015, in an effort to expand the support of professional fraternity organizations, all Greek-letter professional organizations that are affiliated with the Professional Fraternity Association (PFA) were added to the FSL umbrella. Professional Fraternity Organizations follow FSL policies and practices.

Relationship of the University and Fraternity/Sorority Organizations

I. Definition of Fraternity/Sorority Organization

- a. A “fraternity/sorority organization” is defined as an inter/nationally affiliated organization, which attains official University recognition through the University expansion process, annually registers and meets the requirements of a Registered Campus Organization, and completes the annual recognition agreement for Fraternity and Sorority organizations.
- b. Each fraternity/sorority organization must be a member of, and in good standing of one of, the following umbrella organizations:
 - i. National Association of Latino Fraternal Organizations, Inc. (NALFO)
 - ii. National Pan-Hellenic Council (NPHC)
 - iii. National Panhellenic Conference (NPC)
 - iv. North-American Interfraternity Conference (NIC)
 - v. National APIA Panhellenic Association (NAPA)
 - vi. National Multicultural Greek Council (NMGC)
- c. Exceptions to Section I, B may be granted for a multicultural or special interest fraternity/sorority organizations that is not affiliated with the umbrella organization, but is part of a local, national or international organization with appropriate insurance coverage and support (see Requirements for Fraternity/Sorority Organizations for requirements). The Vice Chancellor of Student Affairs grants exceptions through the expansion process.

II. Relationship of the University and Fraternity/Sorority Organizations

- a. UC Merced seeks to officially recognize and assist fraternity/sorority organizations whose purpose and practices are and remain consistent with those of the university and its Principles of Community. (See Appendix A for the UC Merced’s Principles of Community.)
- b. The Vice Chancellor of Student Affairs will confer official university recognition. The Office of Student Involvement will serve as the sponsoring university unit for all recognized fraternity/sorority organizations at UC Merced.
- c. The University delegates authority to the Office of Student Involvement, specifically the Fraternity/Sorority Advisor(s), to develop and set the operating principles and guidelines for the fraternity and sorority community.
- d. The Fraternity/Sorority Advisor will advise the on-campus umbrella groups, the Fraternity and Sorority Council, the Professional Fraternity Council, and the honor society, Order of Omega.
- e. Both the Fraternity and Sorority Council (FSC) and the Professional Fraternity Council (PFC) includes an Executive Board and a delegate from each organization and will serve as the unifying structures for the fraternity and sorority community. The University requires that all recognized social colonies and chapters be members of the FSC and all recognized professional fraternities be members of the PFC.
- f. Fraternity/Sorority Organizations must register for and maintain on-campus recognition as a Registered Campus Organization annually through the Office of Student Involvement.
- g. Fraternity/Sorority Organizations will inform and work in collaboration with the Fraternity/Sorority Advisor when considering housing or long-term meeting facilities to ensure inter/national and university requirements and standards are met.
- h. Fraternity/sorority organizations will provide information on officers, members, new members advisors, anti-hazing statements, academic release statements, inter/national constitution and bylaws, local bylaws, articles of incorporation, insurance coverage, financial costs and other required reports to the Fraternity/Sorority Advisor at the beginning of each semester, when requested, and upon request for audit or investigative purposes.
- i. The Fraternity/Sorority Advisor will provide support through program development in all areas related to the growth and enhancement of any fraternity/sorority organization.

- j. The Fraternity/Sorority Advisor will notify the inter/national organization of any disciplinary action imposed on a colony or chapter recognized by the university. Inter/national organizations will notify the Fraternity/Sorority Advisor of any disciplinary action imposed upon colonies or chapters. Every effort shall be made by the University and the inter/national organization to coordinate disciplinary actions, as appropriate.

Requirements for Fraternity/Sorority Organizations

In order to ensure values congruence between the actions of the fraternity/sorority organizations, the standards of the inter/national organizations and the University's Principles of Community and Code of Student Conduct, a series of policies have been created for UC Merced's recognized fraternities and sororities.

The following are requirements for fraternity/sorority organizations to maintain recognition at UC Merced. Failure to uphold the requirements of this section, or any of the stated expectations in this handbook, will result in an Office of Student Involvement administrative review of the colony/chapter's University recognition status.

I. General Operations

- a. Fraternity/Sorority organizations must act in accordance with their inter/national policies and procedures, as well as all University policies and campus regulations.
- b. Fraternity/sorority organizations are required to maintained recognition as a Registered Campus Organization, which includes completing all "Expectations of Recognition" requirements.
 - i. If requirements are not met, the organization will need to complete all remaining requirements and pay a \$25 fee paid to the Office of Student Involvement. All checks should be made out to "UC Regents".
- c. Chapters will have to pay semester dues to their respective councils, FSC or PFC, required by council bylaws.
- d. Chapter Presidents or Vice Presidents must meet with FSL Advisor on a monthly basis.
- e. Chapters must align all chapter programming and activities with fraternity and sorority values and the pillars embraced by the Fraternity and Sorority community at UC Merced (Friendship, Scholarship, Leadership, Service, and Commitment to Social Justice).
- f. Chapter presidents or their designee must attend each Presidents Roundtable hosted by their respective council, FSC or PFC.
- g. Colony and chapter officers, ideally the President and Treasurer, are expected to complete RCO training at the beginning of their elected term.
- h. Fraternity/sorority organizations are required to be in good standing with their respective council, appropriate inter/national organization, and applicable umbrella organization.
- i. Each fraternity/sorority organization must have a chapter advisor and a faculty/staff advisor. Contact information (phone and email) must be updated during annual recognition and anytime when there is an advisor change.
- j. Fraternity/sorority organizations must file the appropriate recognition paperwork and reports with the Office of Student Involvement through CatLife or as asked by FSL Advisor. Documents include, but are not limited to:
 - i. Membership roster
 1. Fall semester roster due by Fall semester week 12
 2. Spring semester roster due by Spring semester week 12
 - ii. Officer roster
 - iii. Advisory Board roster
 - iv. Semester calendar
 1. Fall semester calendar due by Spring semester week 12
 2. Spring semester calendar due by Fall semester week 12

- v. Proof of Insurance for \$1,000,000 liability coverage, with “The Regents of the University of California” named as additionally insured.
- vi. Organization Constitution and Bylaws
- vii. Completion of annual recognition process and sign the Memorandum of Understanding for FSL Chapter Recognition
- viii. Chapter new member education program and timeline of education period.
- ix. FSL Annual Report
- x. Miscellaneous documents, as requested by the Office of Student Involvement for administrative, investigative, and audit purposes, including but not limited to Campus Recognized Fraternity and Sorority Transparency Act reporting.
- k. All chapters must agree to adhere to all University Non-Discrimination policies as defined in the Student Handbook. Chapters defined as a social fraternity or sorority are able to operate as single-sex organizations as defined by Title IX and may not include “sex” as part of their non-discrimination policy.
- l. All chapters must submit information as required by the “Campus-recognized Sorority and Fraternity Transparency Act” to the Office of Student Involvement annually, by July 1st.
- m. Failure to meet any of the requirements will result in loss of privileges and/or exclusion of activities.

II. General Operation Recommendations

- a. Demonstrate commitment to community service by all members of the chapter. Chapters are encouraged to support and/or participate in other chapter’s/organization’s philanthropy and community service events.
- b. Demonstrate commitment to social justice by all members of the chapter. Chapters are encouraged to support and/or attend campus cultural celebrations or events and other chapter’s/organization’s Step-Owt or Probate or Showcase events, if open to the public.
- c. Demonstrate commitment to campus spirit and traditions by all members of the chapter. Chapters are encouraged to support and/or participate in campus athletic and student involvement events.
- d. Demonstrate commitment to campus relations by all members of the chapter. Chapters are encouraged to co-host meet and greet activities and/or events with at least one RCO.
- e. Demonstrate commitment to accessibility by all members of the chapter. Chapters are encouraged to create and provide accommodations and/or resources for chapter members and event/program attendees.
- f. All chapters may utilize CatLife Service Hour Tracking to report community service.

III. Membership Recruitment Eligibility and Expectations

- a. Recruitment will occur twice a year, through the following two processes:
 - i. Fall Recruitment
 - 1. Only open to returning or transfer students
 - 2. It is not required for all chapters to participate.
 - ii. Spring Recruitment
 - 1. Open to first year, returning, or transfer students
 - 2. It is required for all chapters to participate.
- b. Recruitment Dates will be set in collaboration between FSC and PFC leadership and the FSL office.
- c. All Potential New Members must be registered for recruitment in order to receive a bid for membership from a chapter. Failure to register may result in ineligibility to receive a bid.
 - i. All students must agree to release their grades for the entirety of their membership in a chapter, which is completed as part of registration.
- d. Potential New Members must have earned a minimum 12 units as a full-time student in a college/university after high school graduation, be currently enrolled in a minimum of 12 units, earned a minimum 2.5 GPA in college/university, and be in good standing with the university to be eligible for membership in a colony or chapter.
 - i. Students on academic warning or probation are not eligible until they are longer on academic warning or probation status.

- ii. Transfer students must submit a copy of their university/college transcript to the FSL office in order to verify their eligibility.
 - 1. If the individual attended multiple previous institutions, copies of all transfer transcripts must be submitted. GPA shared with chapters will be based on a combination of all transcripts.
- iii. Following the completion of a student's first semester at UC Merced, any transfer credits will not be included in determining eligibility. Eligibility will be based on GPA completed at UC Merced.
- e. The New Member education process must be completed within 8 weeks of the established final day of recruitment (set as defined in II. b. above). The new member education period will include all activities involved in education, initiation week, and initiation of new members into the organization. The FSL office sets dates New Member Education must be completed by and distributes those dates to chapter leadership along with the announcement of recruitment dates finalized in conjunction with FSC and PFC leadership.
 - i. Spring break, in addition to the weekends at the beginning and end of spring break, will not be counted toward the 8-week education period. If the education period ends during spring break, the education period will end the weekend following the end of spring break.
 - 1. During spring break, chapters will not plan any activities related to new member education, unless approved by the FSL office.
 - ii. Chapter new member Presentations, Step-Owt, Probates, etc. will not count towards the 8 week requirement as long as these events are not part of the requirements for initiation of the organization. Chapters must demonstrate this through their new member program that these programs are not requirements of their new members or chapter expectations.
- f. Each fraternity/sorority organization must maintain a collegiate membership of 10 or more members. Chapters who do not maintain this requirement will have their chapter advisor and headquarters notified in order to assist the chapter with creating a plan of action to support the sustainability of the chapter.
- g. No fraternity/sorority organization shall sponsor an auxiliary organization or activity, which indicates membership of any kind in their group (e.g. "little sisters," "big brothers," etc.). Only full membership as an active member, new member or alumnus/a member shall be offered.
 - i. "Big/little brother and sister" relationships between different Greek organizations will not be permitted.
- h. The following policies will be a requirement of all FSL organizations for recruitment activities/events:
 - i. All recruitment events must take place during the finalized recruitment dates, which are finalized in collaboration between the PFC and FSC and chapters with guidance from and announced by the FSL office. Announcement of recruitment dates will take place on the following timeline:
 - 1. Fall Informal Recruitment - Set and announced by the end of April
 - 2. Spring Formal Recruitment - Set and announced by the end of September
 - ii. All recruitment events must take place on the main UC Merced Campus. Off-campus recruitment events are not permitted.
 - iii. All recruitment event scheduling will be approved by the FSL office. Timeline for submission of schedules, dates, times, and locations of events will be communicated to chapters. All room reservations will be made on a first come, first serve basis and will be contingent on room availability.
 - iv. Chapters are responsible for the cleaning and rearranging of any rooms that they utilize for recruitment. Any costs associated with cleaning and rearranging of the rooms will be passed onto chapters.
 - 1. Use of glitter of any kind, hay, sequins, confetti will not be permitted, this includes but not limited to crafts, makeup, clothing, signs, etc.

- v. Fraternity/sorority colonies and chapters will not utilize trademarks, symbols or logos, or sponsorship from any business or organization, regardless of organizational access, in support of recruitment activities or events.
 - 1. This includes donation of products, promotional materials, etc.
 - 2. Permission for use of trademarks, symbols or logos from philanthropic organizations must be given in the letter of support from the philanthropic organization included in event submission through CatLife.
 - 3. Chapters that wish to change the words of popular songs as part of recruitment activities may do so, if state and federal copyright laws are followed. Chapters are responsible for any consequences associated with the use of copyrighted songs/lyrics, should there be any.

IV. Academic and Conduct Standards

- a. Fraternity/sorority colonies and chapters are required to maintain a minimum group grade point average (GPA) of 2.5 per semester.
 - i. Below 2.5 semester results in creating an annual academic plan for the chapter members and must be reviewed by the FSL Advisor. Failure to meet said plan will result in loss of privileges and/or exclusion of activities.
- b. Fraternity & Sorority Council and Professional Fraternity Council officers must maintain the minimum GPA as defined in the FSC/PFC Constitution and Bylaws, which will not be below a 2.5 GPA.
- c. Fraternity/sorority organizations will not program during the last week of instruction each semester to respect the academic priorities of members and the campus community. This week will be referred to as “No Programming Week.”
 - i. The only exception to this policy will be chapter meetings, exec meetings, and academic support focused events.

V. Campus and Community Involvement

- a. All chapter events, meetings, and programs (on and off campus) must be registered with the Office of Student Involvement at least three weeks prior to the event date through the CatLife website.
- b. Events that involve food for sale or food to be served to the general public require a Temporary Food Permit. Members of fraternity/sorority organizations who will prepare and/or serve food must complete food training and submit a request for a food permit to receive a Temporary Food Permit. <https://ehs.ucmerced.edu/content/home>
- c. All fundraising activities must comply with all policies and procedures outlined by the Office of Student Involvement, including completion of Requests for Fundraising, Income Reports and Verification of Donation.
- d. Each fraternity/sorority must participate in at least one community service event per semester.
- e. Fraternity/sorority organizations are expected to participate in events and programs sponsored by Fraternity & Sorority Life and their respective council.
- f. Each fraternity/sorority organization is encouraged to co-sponsor with and attend the events of other Registered Campus Organizations that are not members of the fraternity and sorority community.

VI. Community Service

- a. Each fraternity/sorority must participate in at least one community service event per semester with 80% participation of chapter membership or at least 80% of the chapter membership must participate in a community service event per semester
 - i. Chapters are encouraged to establish community service requirements for their chapter membership. Additionally, chapter requirements for community service may be higher than the FSL minimum.
- b. All chapters will utilize CatLife Service Hour Tracking to report community service.
- c. Service hours that are eligible to report via CatLife Service Hour Tracking are defined in Appendix B: Community Service and Philanthropy and are approved by the Civic Engagement Office.

VII. Fundraising

- a. Prohibited
 - i. Raffles
 - 1. Organizations and their members are prohibited from conducting raffles. Fundraisers are considered raffles when organizations are exchanging opportunities to win a larger prize for a monetary fee or price of a ticket.
- b. Allowed
 - i. Opportunity Drawings
 - 1. Conversely, “opportunity drawings” are alternatives to raffles that do not include any monetary involvement for a chance to win a prize.

Risk Management Policies

Fraternity/sorority organizations at UC Merced will adhere to all policies set for by the Vice Chancellor for Student Affairs, Associate Vice Chancellor for Student Affairs, Office of Student Involvement, Fraternity & Sorority Council, Professional Fraternity Councils, and others established by the University and UC Office of the President. Examples of such policies are outlined below.

Individuals who violate the following rules, policies and procedures may void protection for themselves under their organization’s insurance program. An individual’s actions may jeopardize other members, other entities, and others named as insured by the inter/national organization’s liability and risk management policies. Individuals involved become personally liable and are responsible for their own legal fees and representation should they choose to engage legal representation.

I. Hazing

- a. Fraternity and Sorority Life supports and actively promotes a culture of positive support and development within the fraternity and sorority community, absent the need for hazing.
- b. Fraternity/sorority colonies and chapters will understand and abide by all the California Codes, Educational Code Section 48900 and Penal Code Section 245.6, as well as all inter/national organization and University policies related to hazing. Specific University policies can be found in VI. Pertinent University Polices of this section.
- c. All chapters and members will participate in required programming, as defined in a Appendix C: FSL Required Programming

II. Alcohol and Drugs

- a. FSL supports and actively promotes a fraternity and sorority community environment that encourages healthy life choices, supports peer accountability, and connecting students with appropriate resources on and off campus healthy life choices.
- b. Fraternity/sorority colonies and chapters will understand and abide by all inter/national policies, applicable umbrella organization policies and all University policies and procedures regarding the use of alcohol and drugs during fraternity/sorority functions.
- c. No fraternity/sorority colonies or chapters will use or serve alcohol or drugs at any recruitment activity or event.
- d. Fraternity/sorority colonies and chapters will not distribute promotional clothing, specialty items or other consumer items, which utilize a university trademark, symbol or logo in combination with an alcoholic beverage or drug trademark, symbol or logo, regardless of whether such promotional items are free or for sale, or if the trademark, symbol or logo is similar, alluding to, or represent alcoholic beverages or drugs.
- e. Fraternity/sorority colonies and chapters will not produce advertisements where alcohol or drugs are mentioned or alluded to.

- f. The use of mock drinking games, mock tails, or activities related to drinking, where non-alcoholic beverages or other items are substituted for alcohol beverages are not encouraged by FSL without specific educational value being demonstrated. Any chapter wishing to utilize these activities for programming will meet with the Health Promotions Coordinator to discuss the education components of the proposed program.
- g. The production, possession, distribution, sale and/or use of any illegal drugs or controlled substances at any fraternity/sorority event, activity or meeting are prohibited. Fraternity and sorority colonies and chapters are responsible for knowledge and observance of state and federal laws, University regulations and inter/national organizations policies regarding drug and other substance abuse.
- h. All chapters and members will participate in required programming, as defined in Appendix C: FSL Required Programming

III. Sexual Violence and Harassment

- a. Fraternity and Sorority Life supports and actively promotes a culture free from sexual assault, dating/domestic violence, stalking, and harassment. FSL promotes bystander intervention, community responsibility, and the dismantling of rape culture.
- b. Fraternity/sorority colonies and chapters will understand and abide by all inter/national policies, applicable umbrella organization policies and all University policies and procedures regarding sexual assault, dating/domestic violence, stalking, and harassment. University policies can be found in section VI. Pertinent University Polices of this section.
- c. All allegations or instances regarding sexual violence and harassment will be forwarded to the Office of Student Rights and Responsibilities.
- d. All chapters and members will participate in required programming, as defined in Appendix C: FSL Required Programming

IV. Insurance Coverage

- a. Each fraternity/sorority organization is required to understand and abide by their inter/national insurance coverage. Proof of Coverage is required to be submitted to the Fraternity/Sorority Advisor annually, or as it expires. The University requires a minimum of \$1,000,000 liability coverage, with "The Regents of the University of California" named as additionally insured.
 - i. PFC organizations are not required to have their own insurance policies, as they are covered under the university insurance. PFC organizations must follow all university rule, policies, and regulations related to risk management, as well as the Code of Student Conduct.

V. Required Programming Expectations

- a. All FSL chapters are required to complete programming in the following area annually:
 - i. Interpersonal and Gender-Based Violence Prevention
 - ii. Hazing Prevention
 - iii. Alcohol and Drug Awareness
 - iv. Inclusivity and Diversity
- b. Office of Student Involvement have collaborated with campus partners to provide programs and workshops for fraternity and sorority students around the above topics.
- c. These programs may be supplemented through each organization's inter/national board/headquarters programs or workshops.
 - i. In order to seek approval to have their requirement supplemented/waived chapter officers must submit a copy of the presentation, program outline, and attendance list to the FSL Advisor.
 - 1. FSL Advisor has the authority to accept/deny the supplemented program
- d. Failure to complete all four trainings within an academic year (Fall-Spring) will result in sanctions that include, but are not limited to, loss of ability to host events and inactive chapter status.
- e. Details regarding requirements can be found in Appendix C: FSL Required Programming

VI. Pertinent University Policies

- a. University of California, Policies Related to Campus Activities, Organizations, and Students 100.00 Student Conduct
- b. University of California, Policies Related to Campus Activities, Organizations, and Students 100.00 Grounds for Discipline.
- c. University of California, Merced Student Handbook has these specific polices outlined, including but not limited to the following codes:
 - i. 600.00 Administration of Student Conduct
 - ii. 700.00 Policies Applying to Campus Activities, Organizations and Students, specifically the following policies
 1. 702.06 Unauthorized Entry, Use or Possession
 2. 702.07 Violations of Policies, Regulations, or Rules regarding university owned facilities
 3. 702.08 Assault, Threat of Violence, or Conduct Threatening Health or Safety
 4. 702.09 Sexual Harassment/Sexual Violence (Also see UC Policy on Sexual Harassment and Sexual Violence)
 5. 702.12 Hazing
 6. 702.17 Possession, use or Distribution of Controlled Substances
 7. 702.18 Possession, use or Distribution of Alcohol in Violation of Policy

University Administrative Review

Failure to uphold the requirements and expectations in this handbook may result in the review by the Office of Student Involvement of colony or chapter's University recognition status.

I. Reporting an Incident

- a. Complaining parties are encouraged to personally contact the President of the fraternity/sorority organization to seek resolution. The Fraternity/Sorority Advisor can provide names and contact information for organization presidents. If the complaint is of serious nature (potential violation of University policies, state or federal law), the complaining party should go directly to the Coordinator for Fraternity and Sorority Life (FSL).
- b. If the fraternity/sorority organization fails to resolve the issue to the satisfaction of the complaining party, if the issue is serious or if a recurring nature or if the issue involves several fraternity/sorority organizations, a written statement from the complaining parties should be sent to the Coordinator for FSL.
- c. Chapter advisors will be included on correspondences related to chapter specific complaints. Individual member student conduct violations not related to the chapter will follow reporting as defined by FERPA.

II. Incident Report Review

- a. Procedures are initiated when the Office of Student Involvement receives a written report giving details of the alleged incident. The FSL Advisor will review the report and determine the appropriate course(s) of action in consultation with the Office of Student Rights and Responsibilities (OSRR). Possible responses include:
 - i. Dismissal of the complaint for lack of evidence
 - ii. Mediation
 1. Mediation will be recommended in a situation where it is believed that facilitated direct communication between two or more parties (not including the University) may be sufficient to resolve the complaint.
 2. The Coordinator for FSL or Office of Student Rights and Responsibilities (OSRR) will serve as mediator and coordinate the logistics of the mediation, including: party notification, scheduling, coordinating the mediation itself and providing a follow up report for each colony/chapter and the Office of Student Conduct.
 3. Mediation will not be recommended when a complaint concerns only one colony/chapter or in situations that are serious enough in nature to bypass the mediation process as determined in conjunction between the Coordinator for FSL and the Office of Student Rights and Responsibilities (OSRR).
 - iii. Inquiry and Informal Resolution
 1. Inquiry and informal resolution will be recommended in a situation involving a single colony/chapter where it is believed that a formal meeting between the Coordinator for FSL and the chapter leadership will resolve the situation or concern through mutual discovery and agreement. This will include lower level violations, complaints, or sanctioning.
 - a. Chapter Advisor will be invited to attend these meetings.
 2. Prior to the meeting, the Coordinator for FSL will conduct an inquiry by contacting and gathering information from individual(s) named in the initial report submitted to the Coordinator for FSL and/or the Office of Student Conduct.
 3. Following the meeting, the Office of Student Involvement will issue a resolution summary letter outlining the inquiry findings and expectations and/or sanctions the colony/chapter must meet to resolve the matter.

4. If the colony/chapter disagrees with the findings or fails to meet the documented sanction(s) or expectation(s), the matter will be referred as an appeal to the Office of Student Rights and Responsibilities (OSRR) for review. If the colony/chapter disagrees with the findings, they will submit a written appeal to the Office of Student Rights and Responsibilities (OSRR) within 7 calendar days of the receipt of the resolution summary letter.
- iv. Office of Student Rights and Responsibilities (OSRR)
 1. Complaints will be referred to the Office of Student Rights and Responsibilities when cases are especially egregious. The OSRR Office oversees the student disciplinary system for reports of suspected misconduct, both academic and nonacademic, for both individuals and organizations.
 2. For more detail regarding this process, please refer to UC Merced's Student Handbook, 600.00 – Administration of Student Conduct

III. Sanctions

- a. Disciplinary sanctions and administrative actions may be imposed separately or in combination. Potential sanctions include, but are not limited to:
 - i. Censure or warning
 - ii. Exclusion from Areas of Campus or Official University Functions
 - iii. Disciplinary Probation
 - iv. Loss of Privileges and Exclusion from Activities
 - v. Restitution
 - vi. Special Assignments
 - vii. Loss of University Recognition

IV. Grounds for Appeal (pulled from the UC Merced Student Handbook 607.20)

- a. The appeal must be in writing, and may request that the decision be overruled or the sanction amended, on the following grounds:
 - i. The decision lacks substantial basis in fact to support the findings.
 1. On appeal, the appellant has the burden of proving that there is no substantial evidence to support the decision. It is not enough to assert that the hearing panel made an incorrect decision on the issue of whether a preponderance of evidence supports the finding of violation.
 - ii. There is incongruity between the proposed sanction and findings.
 - iii. There has been unfairness in the hearing proceedings.
 - iv. There is newly discovered important evidence not known at the time of the hearing or decision.
- b. Additional information regarding the appeal process can be found in the Student Handbook 607.00.

V. Communication with Inter/National Headquarters

- a. Fraternity and Sorority Life staff at UC Merced is committed to building and maintaining partnership with inter/national headquarters of all fraternity and sorority organizations. Partnership will include but not limited to communication about chapter conduct code, policy violation, and concerns regarding chapter operations, but also will include communication about accomplishments of the chapter. Partnership will also include the coordination of resources and services for maintaining successful chapter and leadership.
- b. In instances where a chapter violates the student conduct code, policies pertaining to FSL chapters, or is not maintaining recognition agreement requirements, FSL will first contact the chapter advisor to begin coordinating conduct/review procedures as defined above. Chapter inter/national headquarters will be included when conduct violations result in chapter being sent to the Office of Student Involvement for review.
- c. Sanctions for chapters could include support/sanctions created in collaboration with the inter/national headquarters. Any support/sanctions created in collaboration with an inter/national

headquarters will require updates to be sent to the Coordinator for FSL and/or OSRR regarding the completion of the support/sanctions.

FSL Handbook Review Committee

The purpose of this committee will be to review the FSL Handbook on an annual basis, vote on potential changes, and submit a recommended copy of the revised FSL Handbook to the Director of Student Involvement for approval.

Committee Membership

I. Timeline

- a. The review of the FSL Handbook will take place during spring semester annually at a timeline designated by the FSL office.

II. Committee Membership

- a. Invitations to membership on the committee will be extended to the following:
 - i. One representative per active FSL chapter (assigned by the chapter)
 - ii. All chapter faculty and alumni advisors
 - iii. All current and incoming PFC and FSC Executive Board members
 - iv. All Order of Omega Executive Board Members
 - v. FSL Staff (professional and student staff)
 - vi. Other faculty and staff as designated by the Office of Student Involvement
- b. The FSL Advisor will chair the committee.

III. Committee Task

- a. The committee will be tasked with reviewing recommendations from the following groups:
 - i. FSL Office and Office of Student Involvement
 - ii. FSC and PFC officers
 - iii. Chapters
 - iv. Community Members
- b. Recommended changes must be submitted in writing and include the specific policy cited, suggested change, and an explanation of the change. These will be submitted to the committee chair.

Appendix A: UC Merced Principles of Community

The University of California, Merced, is a public, land-grant institution created to serve the communities of the San Joaquin Valley, the State of California, the nation and the world through excellence in education, research and public service.

These principles reflect our ongoing efforts to increase access and inclusion and to create a community that nurtures lifelong learning and growth for all of its members. We encourage every member of the UC Merced community to join us in our collective pursuit of these principles:

- We recognize and celebrate the identities, values and beliefs of our community.
- We affirm the inherent dignity and value of every person while cultivating a campus climate rooted in mutual respect and compassion.
- We uphold the right to freedom of expression and encourage a culture of dialogue, understanding and civility in all interactions.
- We seek to create a campus where a rich tapestry of ideas is shared, collaboration is embraced, and innovation is promoted.
- We pursue excellence in teaching and learning through contributions from all community members fostering a culture of open exchange.
- We promote opportunities for active participation and leadership in our communities.
- We champion civic engagement, environmental stewardship, research and teaching that connect theory and practice to learning and doing. We take pride in building, sustaining and sharing a culture that is founded on these principles of unity and respect.

The UC Merced Principles of Community were developed by the Chancellor's Advisory Council for Campus Climate, Culture and Inclusion in collaboration with the campus community. These principles were issued on March 25, 2014.

Appendix B: Community Service and Philanthropy

Community Service and Philanthropy: Understanding the Difference, How to Record it, and making it COUNT!

Direct **community service** is characterized by *action* (hands-on service) that meets a community-identified need for the benefit of underserved individuals, groups, or organizations and projects focused on issues that benefit the common good. Community service improves the quality of life for community residents and helps to solve public problems related to such issues as: child care, youth development, literacy, education, social services, health and wellness, safety, transportation, crime prevention, recreation, rural development, or neighborhood and community improvement.

All COMMUNITY SERVICE hours can be recorded in your CatLife profile or your organization's CatLife account. Only community service hours can be recorded as CatLife Service Hours. (See below for philanthropy hours.)

Philanthropy/Fund Raising generally refers to activities related to securing donations to benefit and support an organization, group or agency that is dedicated to helping those in need (i.e. St. Jude's, American Cancer Society, Red Cross, etc.). For example, participating in a walk-a-thon, dance-thon, collecting donations, or selling tickets to raise funds for the Red Cross to aid flood victims, are philanthropic activities.

PLEASE DO NOT record your philanthropy/fund raising hours and/or your organizational service hours in CatLife as it will invalidate all posted service hours!

Philanthropy/fund raising and organization service hours must be captured by your organization through other means of your choice.

Examples of Philanthropy and fundraising activities:

- Pancake breakfast to benefit Amnesty International
- Participating in Relay for Life to raise funds for The American Cancer Society.

Example of organization service hours:

- Tabling or fundraising for your club.

Both community service and philanthropy are excellent opportunities to positively impact the community and beyond. For the sake of "tracking" or "capturing" service hours, however, they are tracked or counted differently, so please be sure to enter them appropriately.

If you are not sure, PLEASE ASK!! If you have any questions, please feel free to contact Vernetta Doty or Andrea Tafolla at communityservice@ucmerced.edu or FSL@ucmerced.edu.

Appendix C: FSL Required Programming

Purpose

Fraternity and Sorority Life at UC Merced commits to enhancing the collegiate experience through leadership, scholarship, service and social development. The FSL Required Programming tracks aims to fulfill this mission by encouraging participation, dialogue, and education around critical topics facing fraternity and sorority life on an international scale within the fraternal movement. These programs will aim to educate members around the following topics:

- Interpersonal and Gender-based Violence
- Alcohol and Other Drugs
- Hazing
- Inclusivity/Diversity

Plan

- Chapters are required to complete these four programs annually with a minimum of **90%** of all members present annually.
 - CARE, Health Promotion, Office of Student Involvement, and Office of Social Justice Initiatives and Identity Programs are campus partners who can provide workshops or programs for our fraternities and sororities.
- Chapters are eligible to waive their program requirement if their national headquarters provides a training or workshop for their members to attend. The chapter must submit a copy of the presentation, program outline, and attendance list to the FSL Advisor. It is up to the FSL Advisor's discretion to approve or deny the program being waived.
- All chapters can review their completion of their requirements on [this webpage](#).

Requesting Programs

- Chapters can request these programs on [this form](#). This link will continue to stay live throughout the entire academic year.

The specific required programming areas are be found on the next two pages.

Interpersonal and Gender-based Violence Programming

Purpose

The purpose of having sexual violence programming requirement is to promote awareness, knowledge, and support for survivors of sexual violence.

Learning Outcomes:

- Know how to identify situations in which sexual violence may occur
- Know how to safely intervene in situations where consent has not or cannot be given
- Know how to create an environment in which sexual violence is unacceptable
- Know on- and off- campus confidential and reporting resources available to survivors of sexual violence.

Chapter/Member Requirements:

- All new members must attend New Member Conference and attend the Interpersonal and Gender-based Violence Program session.
- All chapters must have an Interpersonal and Gender-based Violence program or workshop presented with 90% (see table above) of their chapter in attendance annually.

Hazing Prevention Programming

Purpose

The purpose of having hazing prevention programs is to promote the health and welfare of undergraduate students, to support peer accountability, and foster a positive experience in Fraternity and Sorority Life at UC Merced.

Learning Outcomes:

- Know what hazing is and how to identify when it is happening
- Know what to do when hazing occurs
- Know how to create an environment in which hazing is unacceptable
- Know on- and off- campus confidential and reporting resources available

Chapter/Member Requirements:

- All new members must attend New Member Conference and attend the Hazing Prevention Program session.
- All new members must sign the Hazing Prevention Pledge during Hazing Prevention Week
- All chapters must have a Hazing Prevention program or workshop presented with 90% of their chapter in attendance annually.
- Chapter leadership (President, New Member Education Chair, and Risk Management Chair or Proxy) must attend the RCO Risk Management Training during fall semester.
- Chapter must actively participate in National Hazing Prevention Week Programming

[Continued on next page]

Alcohol Awareness Programming

Purpose

The purpose of having alcohol awareness programs is to provide Fraternity and Sorority students with the information and skills necessary to make healthy life choices, to create a campus and FSL community environment that encourages such choices, to support peer accountability, and to connect students with appropriate resources on and off campus.

Learning Outcomes:

- Reduce high risk drinking and maintain current university trends
- Increase awareness of current university trends
- Reduce the number of students who become high risk drinkers
- Increase knowledge of safe party practices

Chapter/Member Requirements:

- All new members must attend New Member Conference and attend the Alcohol Awareness Program
- All chapters must have an annual alcohol and other drugs program with 90% of their chapter in attendance.
 - This could include having members complete the Alcohol EDU online program or a workshop like ASTP.
- Chapters will work in collaboration with the Health Promotions programs when planning alcohol educational programs. All programs must be in alignment with department/program philosophies.

Inclusivity/Diversity Programming

Purpose

The purpose of having Inclusivity/Diversity programming is to cultivate and develop an inclusive environment within the FSL, campus, and global community where students are aware of local, national and global issues and are equipped and prepared to thrive in a diverse global society.

Learning Outcomes:

- Increase awareness and understanding of social justice topics within the fraternity and sorority community
- Increase dialogues regarding social justice topics that relate to the fraternity and sorority community
- Educate fraternity and sorority life students about topics related to healthy masculinity, cultural competence, intersectionality, and current issues effecting the FSL community

Chapter/Member Requirements:

- All new members must attend New Member Conference and attend the Inclusivity/Diversity Program session.
- All chapters must have an annual inclusivity/diversity program with 90% of their chapter in attendance
 - These events topics can be tailored to chapter needs, see FSL advisors for details.
- Chapters will work in collaboration with the Office of Social Justice Initiatives and Identity Program planning educational programs related to inclusivity/diversity. All programs must be in alignment with department/program philosophies.