

Greek Affairs Chapter Administrative Guide

Greek Affairs Administrative Policies and Procedures

01. Greek Affairs Policy on Maintaining Accurate Chapter Rosters

Each chapter will maintain a current and accurate roster with the Dean of Students office through Greek Affairs. Greek Affairs staff will provide each chapter with a current roster according to their records for verification at least twice per semester, once before and once after the majority of chapters have completed all necessary documents for new members. At least once a semester Greek Affairs staff will verify chapter rosters as compared to each chapter's national membership records. The procedures below provide guidelines on the process for updating chapter rosters.

Procedures for Chapter Rosters

- 01.01 Updates will be completed to chapter rosters each semester.
- 01.02 Greek Affairs staff will provide chapter presidents with a copy of the most current roster on file, including an instruction and explanation sheet.
- 01.03 Chapters will submit the revised roster with all supporting documentation by the requested deadlines published on the instruction sheet.
- 01.04 For each member that is being added to the roster or deleted from the roster, chapter presidents will complete the roster addition/deletion form ensuring accurate information is provided and all forms are signed by the chapter president and the faculty/staff or alumni advisor.
- 01.05 Final updates should be turned in to the Greek Affairs office no later than 5:00 pm on the 15th day of November and the 15th day of April each year. Updates occurring after these dates will not be reflected on the chapter's official semester grade report.

02. Greek Affairs Policy on Grade Reports

Greek Affairs staff will provide chapters with an official chapter and Greek Community grade report each semester. The official chapter grade report will

include the number of hours completed for the current semester, the semester grade point average, and the Texas State University grade point average for each member listed on the chapter's roster as it stands on the published semester deadline. (See the Greek Affairs Policy on Maintaining Accurate Chapter Rosters for these deadlines.) The Greek Community grade report will provide the overall average GPA for each chapter at Texas State University as well as the following University wide and Greek community wide averages: A) All Undergraduate Student GPA; B) All Female Undergraduate Student GPA; C) All Male Undergraduate Student GPA; D) All Greek Member GPA; E) All Sorority Member GPA; and F) All Fraternity Member GPA. Grade reports will be made available only to the follow: Chapter President, Chapter Academic Chair, Chapter Advisor, Faculty/Staff Advisor, and the chapter's National office.

03. Greek Affairs Policy and Procedures on Chapter Officer Changes

All chapters are required to submit officer updates after elections of chapter officers or any time a chapter officer is replaced. A minimum overall GPA of 2.25 is required to hold a chapter position. Officers not meeting this requirement will need additional documentation with approval from their faculty/staff advisor. Individual chapters may have higher GPA requirements to hold a position within their own organizations that students must adhere to. Greek Affairs staff will provide chapters with appropriate resources for chapters to notify staff of changes in their officers. The following are the procedures for officer change notification.

Procedures for Chapter Officer Updates

- 03.01 After chapter officer elections, a chapter officer will complete the online officer update form located on the Greek Affairs website to notify Greek Affairs staff.
- 03.02 The chapter officer completing the form will need the name, phone number, email, and student ID for each chapter officer to complete the form.
- 03.03 When only one or two chapter officers change, the individual officer update form can be completed.
- 03.04 Should a chapter officer fall below a 2.25 overall GPA during their term, a letter from their faculty staff advisor stating the officer is

allowed to continue in their position will be required. The letter or email will be turned into the Greek Affairs office, who will process the information and provide copies of the approval letters to Student Involvement @LBJ Student Center.

- 03.05 When elections are completed for all or a majority of the chapter officers, a new Student Organization Annual Registration form is required in addition to the office update form. Greek Affairs staff will be able to provide the most current registration forms to the chapter. Once completed, the annual registration forms are submitted to the Greek Affairs Office. Staff will process the forms, update officer information, and file the documents with Student Involvement @LBJ Student Center.

04. Greek Affairs Policy for Chapter Event Registration

All fraternities and sororities overseen by Greek Affairs will be required to register organizational events with the Greek Affairs office. Greek Affairs staff will provide chapters with the necessary documents and resources required to register events. Events **without** alcohol must be registered with the Greek Affairs office **NO LATER** than 5 business days prior to the event. Events **with** alcohol must be registered with the Greek Affairs office **NO LATER** than 10 business days prior to the event. All recruitment events, must be non-alcohol and designated as recruitment related when registering the event. Registration forms will be reviewed by the Assistant Dean of Students who will notify chapters if events have been approved.

Procedures for Registering Chapter Events

- 04.01 Chapters will register all events with the Greek Affairs office. Forms for event registration are located on the Greek Affairs website, under Administrative forms on the Resource and forms page.
- 04.02 Chapter activities will be considered events if they meet one or more of the conditions listed under SA/PPS No. 09 Fraternity and Sorority Use of Alcohol at Social Events, section 02 Definitions or if they meet the conditions outlined in SA/PPS No. 05.07 Greek Affairs Policy, section 06.05 (d).

- 04.03 Chapters should review SA/PPS No. 09 Fraternity and Sorority Use of Alcohol at Social Events, which can be found on the Greek Affairs Resources and Forms/Policies page. Chapters should also review FIPG guidelines (located on the Greek Affairs website under Chapter Resources) and your inter/national organizations' risk management policies when planning events to ensure appropriate risk management procedures are followed.
- 04.04 Events without alcohol must be registered with the Greek Affairs office **at least 5 business days prior** to the event. Once the event is approved by the Assistant Dean of Students, the organization must provide a complete guest list to Greek Affairs staff **at least 1 business day** prior to the event.
- 04.05 Events with alcohol must be registered with the Greek Affairs office at least **10 business days prior** to the event. Once the event is approved by the Assistant Dean of Students, the organization must provide a complete guest list to Greek Affairs staff **at least 1 business day** prior to the event.
- 04.06 Chapters that do not meet these published deadlines may not receive approval for the registered event.
- 04.07 Events designated as recruitment events, must not have alcohol present during the event. Guest lists are not required for recruitment events, however a sign in sheet will be required to be submitted to Greek Affairs staff **within 5 business days after** the event. (A scanned copy of the sign in sheet can be emailed to greek_affairs@txstate.edu or hard copy can be turned into the Greek Affairs office.) Refer to your council's constitution, by-laws, or recruitment procedures for additional requirements.
- 04.08 Events designated as community service, philanthropy, or educational programming should be registered. Guest lists are not required for these events, however a list of participants will be required when chapters document the community service hours, philanthropy event, or educational program. See Greek Affairs Policy on Reporting Civic Engagement Events and Programs.

05. Greek Affairs Policy on Reporting of Civic Engagement Events and Programs

05.01 Definitions

05.01.1 Civic Engagement – encompasses your participation in activities of personal and public concern that are both individually life enriching and socially beneficial to the community. Examples as defined by the Student Involvement @LBJ office include community service (such as Bobcat Build), support of public interest (such as voter registration drives), and advocacy (such as becoming an Ally of Texas State and participating in social justice workshops).

05.01.2 Community Service – is the act of directly engaging with the community in a hands-on volunteering opportunity benefiting a community, institution, or population's cause(s) or issue(s) without monetary compensation. Examples as defined by the Student Involvement @LBJ office include participating in Bobcat Build, reading to children, or cleaning a park.

05.01.3 Philanthropy is considered the act of collecting goods or raising monetary funds to be donated towards a cause, organization, or charity. Examples as defined by the Student Involvement @LBJ office include hosting an event where funds raised will be donated to a humanitarian organization or charity, collecting school supplies for area schools, and food or clothing drives.

05.02 All Fraternities and Sororities will need to submit their civic engagement activities on iCAT throughout the semester. This allows the Greek Affairs office and Student Involvement @LBJ to track the amount of hours and funds raised for civic engagement through student organizations on campus.

05.03 Chapters should designate one executive officer to be in charge of submitting hours and funds raised for civic engagement activities through iCAT for chapter events. Chapters are also encouraged to have members submit their own community service hours through iCAT individually. Once verified by the outside organization, these activities will appear on students' co-curricular transcripts and

demonstrate the chapter's involvement on campus. Greek Affairs staff will be able to provide chapter presidents with a report for individuals in their chapters who have had civic engagement activities verified by an outside entity.

- 05.04 To submit civic engagement activities for you or your chapter:
 - 05.04.1 Log onto iCAT <https://mako.sa.txstate.edu/secusers/login>
 - 05.04.2 Select new self-reported activity
 - 05.04.3 In the iCAT Learning Dimensions pull down options, select civic engagement.
 - 05.04.4 Select your Fraternity or Sorority from the Student Organization List.
 - 05.04.5 Be sure to include the name of the event or activity along with contact information from the organization you worked with, donated to, or volunteered for. (Please see the civic engagement verification form if the organization you are working with will be unable to verify your participation with them via email.)
 - 05.04.6 In the description section, please include if this was an individual or chapter event, list the type of civic engagement (community service, philanthropy, educational program, public interest, or advocacy), number of chapter members who attended, and a description of the event itself.
 - 05.04.7 Include the total number of hours members participated in the activity or dollars raised for a philanthropy event. Please estimate the dollar value of any goods collected and donated as part of a philanthropy event.
 - 05.04.8 Examples:
 - 05.04.8.1 In some cases events will have both a philanthropy and community service component. For instance, if a chapter holds an event or booth to collect goods to be donated to a charity, the hours spent manning a collection location will count towards community service and the goods will count towards philanthropy.

05.04.8.2 Hours spent shopping for goods; planning or coordinating a community service/philanthropy event; or hours spent attending an organization's or your own philanthropy events will not count towards community service.

05.04.9 Upcoming changes to this submission form

05.04.9.1 Drop down selection for Individual or Chapter Event will be added

05.04.9.2 Drop down selection for type of civic engagement will be added

05.04.9.3 The ability to attach a document including a list of members who have attended the event or a verification form will be added. In the mean time you may turn these into or email them to the Greek Affairs office at greek_affairs@txstate.edu.

05.05 Contact the Greek Affairs office should you have questions on what hours or events qualify for civic engagement submissions.

Add Self Reported Activity

In order for co-curricular activities to appear on your iCat page, they must be verified. Please complete the form below to submit your information for an iCat activity. Once you save the record, a work flow will be sent to the contact email for approval.

Activity Name	<input type="text"/>	Student Organization	<input type="text" value="(If Applicable, choose one)"/>
Start Date	<input type="text"/>	Verification Organization	<input type="text"/>
End Date	<input type="text"/>	Verification Email	<input type="text"/>
iCAT Learning Dimension	<input type="text" value="Civic Engagement"/>	Verification Contact Name	<input type="text"/>
Description	<input type="text"/>	Verification Phone	<input type="text"/>
		Hours worked	<input type="text"/>
		Dollars Raised/Donated	<input type="text"/>