THE UNIVERSITY OF TEXAS AT ARLINGTON

FRATERNITY & SORORITY LIFE
# TABLE OF CONTENTS

## INTRODUCTION

### OFFICE OF F&SL PRIORITIES

- Community Relations
- Community Growth & Retention
- Community Training & Prevention
- Member Development

### F&SL OUTREACH & RESOURCES

- Communication
- F&SL Programming Board
- Fraternity & Sorority Alumni Council (FSAC)

## UTA FRATERNITY & SORORITY LIFE POLICIES

### 1: ORGANIZATION RECOGNITION

- A. Relationship Statement & F&SL Minimum Standards
- B. Loss of Recognition

### 2: F&SL POTENTIAL MEMBER/MEMBER ENROLLMENT

### 3: TRAINING AND EDUCATION

- A. F&SL Annual Compliance – All F&SL Members and Advisors
- B. Ongoing Training – Organization and Council Officers
- C. Advisor Certification

### 5: RECRUITMENT AND POTENTIAL/NEW MEMBER EDUCATION

- A. Council Recruitment Planning
- B. Recruitment of New Members
- C. Summer Recruitment
- D. Potential Member/Interests Requirements
- E. New Member Education/Intake
- F. Disclosure
- G. Violation of F&SL Recruitment and Potential/New Member Education Policy

### 6: HAZING

- A. UTA Hazing Policy
- B. Hazing Amnesty Policy
- C. Reporting Hazing

### 7: ALCOHOL MISCONDUCT & ILLEGAL DRUG POSSESSION AND/OR USE

- A. UTA Alcohol Misconduct Policy
- B. Alcohol Amnesty Policy
- C. UTA Illegal Drug Possession and/or Use Policy
- D. Reporting Alcohol Misconduct or Illegal Drug Possession and/or Use
- E. Counseling and Treatment Programs

### 8: AUXILIARY GROUPS

### 9: ORGANIZATION ACTIVITIES & EVENTS

### 10: F&SL EVENTS AND ACTIVITIES WITH ALCOHOL

- A. Rules
- B. Instructions
- C. Implications for Non-Compliance

### 11: ORGANIZATION EXPANSION/RETURN

### 12: ORGANIZATION FACILITIES ON UTA PROPERTY

- A. Facility Management
- B. Fire and Life Safety Training
# Table of Contents

**C. SUBSTANCE AND ALCOHOL-FREE ORGANIZATION FACILITIES**  
20

**F&SL STANDARDS COMMITTEE OUTCOMES GUIDE**  
29

**RECRUITMENT AND NEW MEMBER EDUCATION PLAN**  
33

**ORGANIZATION RESPONSIBILITY AND PROCESS**  
33

**POTENTIAL/NEW MEMBER (PNM) RESPONSIBILITY AND PROCESS**  
33

**FS&L RECRUITMENT AND NEW MEMBER EDUCATION POLICY**  
34

A. COUNCIL RECRUITMENT PLANNING  
34

B. RECRUITMENT OF NEW MEMBERS  
34

C. SUMMER RECRUITMENT  
35

D. POTENTIAL MEMBER/INTERESTS REQUIREMENTS  
35

E. NEW MEMBER EDUCATION/INTAKE  
35

F. DISCLOSURE  
35

G. VIOLATION OF F&SL RECRUITMENT AND POTENTIAL/NEW MEMBER EDUCATION POLICY  
35

**CAMPUS AND STATE OF TEXAS POLICY**  
37

Hazing Policy  
37

Hazing Amnesty Policy  
37

Alcohol Amnesty Policy  
37

**HOW TO REPORT HAZING OR ACTIVITIES THAT MAY VIOLATE POLICY?**  
37

**RECRUITMENT AND NEW MEMBER EDUCATION PLAN TEMPLATE**  
38

**F&SL ORGANIZATION STANDARDS PROGRAM**  
43

**F&SL COMMUNITY PRIORITIES**  
43

**EXPECTATION AND PARTICIPATION**  
43

**SUBMISSION INSTRUCTIONS**  
43

**ORGANIZATION RECOGNITION**  
44

**TOP ORGANIZATION OF THE YEAR AWARD**  
44

**OFFICE OF F&SL ANNUAL AWARDS**  
50

**INDIVIDUAL AWARDS**  
50

**ORGANIZATION AWARDS**  
51

**EVENT/ACTIVITY PLANNING GUIDE**  
53

**WHAT CONSTITUTES AN EVENT**  
53

**HOW TO REGISTER AN EVENT**  
54

**HOW TO REGISTER AN EVENT WITH ALCOHOL**  
54

**RISK REDUCTION AND MANAGEMENT PLAN**  
54

**F&SL ORGANIZATION EVENT/ACTIVITY REVIEW FLOW CHART**  
55

**ADDITIONAL RESOURCES TO HELP IN EVENT/ACTIVITY PLANNING**  
56

**EVENT DETAILS**  
56

**PLANNING A THIRD-PARTY VENDOR EVENT**  
59

**BUILDING A GUEST LIST**  
59

**MANAGING THE EVENT**  
60

**ORGANIZATION EXPANSION/RETURN PROCESS**  
65

**STATEMENT ON EXPANSIONS AND ORGANIZATION RETURN**  
65

**PROCESS TO (RE)ESTABLISH A FRATERNITY OR SORORITY AT UTA**  
65

**INTEREST GROUPS**  
66

**FRATERNITY/SORORITY CHARTERING**  
66

**APPENDIX**  
68
INTRODUCTION
The University of Texas at Arlington (UTA) believes that fraternities and sororities are an integral part of the community and provide an opportunity for the development of lifelong friendship, academic support, leadership development, and engaging in philanthropy and community service. Fraternities and sororities represent a feeling of true acceptance. A sense that you really belong. The encouragement of people who genuinely care. The connection to something that will last way beyond your college years. Fraternities and sororities at The University of Texas at Arlington empower students to fulfill their potential. We are focused on empowering real UTA students to prepare for their real careers, their real life, and their very real potential. We want you to meet our people, to understand our purpose, and to hear our stories of the way our organizations have embraced us and empowered us.

The mission of the University of Texas at Arlington states that we are “committed to the promotion of lifelong learning through academic and continuing education programs and to the formation of good citizenship through community service-learning programs. The diverse student body shares a wide range of cultural values and the University community fosters unity of purpose and cultivates mutual respect.” In support of the University’s mission, the Office of Fraternity & Sorority Life (herein referred to as Office of F&SL) seeks to maintain a positive relationship with the University through positive interactions and collaborations with colleagues.

PURPOSE OF THE F&SL HANDBOOK
This handbook provides policies, procedures, and processes for members of the fraternity and sorority community, their organizations, and volunteers. The Fraternity and Sorority Life (F&SL) Handbook is used in conjunction with the Student Organization Handbook, The University of Texas at Arlington Handbook of Operating Procedures, and any additional University policies and procedures.

The F&SL Handbook is a document written and reviewed in collaboration with the F&SL governing councils, F&SL organizations, and with the Office of F&SL staff. The handbook review committee, comprised of students and alumni, reviews the F&SL Handbook on an annual basis to ensure that it reflects national standards, best practices and contains current information.

FRATERNITY & SORORITY LIFE COMMUNITY PILLARS
Fraternity & Sorority Life has a core set of values that are Pillars of the Fraternity & Sorority Life community at UTA.

- **Lifelong Friendship** – Joining a fraternity or sorority is the beginning of a new experience with new friends and the creation of a home away from home. By joining a fraternal organization, members become part of a larger national organization and find that they have friends and connections all over the world.

- **Philanthropy and Community Service** – In the fraternity and sorority community at UTA, we encourage more than just making new friends within one’s organization. Getting involved on and off campus allows members to engage with their community and give back to those around them.

- **Leadership and Career Development** – UTA offers many opportunities for students to become involved. Participation in a fraternity or sorority provides members opportunities to develop leadership and interpersonal skills on campus and within one’s own organization, skills which employers and advanced degree programs look for in their applicants.

- **Academic Support** – Fraternities and sororities provide members an opportunity to earn academic awards, recognition, and scholarships. Each organization offers academic support programs that could require study hours, offer tutoring sessions with other members, or mentoring opportunities.

OFFICE OF F&SL PRIORITIES

**Community Relations**
In partnership with organizations, governing councils, and F&SL Programming Board, the Office of F&SL staff will create programming to bring together the F&SL community to engage in personal development and social programming to build community across organizations and councils.
Community Growth & Retention
The Office of F&SL Staff will work collaboratively with the four (4) governing councils and industry experts to develop a marketing plan that highlights the benefits of fraternity and sorority life within the student experience. This plan will be developed to promote organization activity through various communication channels for students, families, alumni, and the greater community.

Community Training & Prevention
The community will utilize training and prevention education to supplement members’ knowledge of UTA policies, organization operations, and standards. Moreover, training will address student safety topics (alcohol tobacco and drug prevention, hazing prevention, sexual misconduct prevention, mental health, bias prevention, and bystander intervention) using evidence-based strategies.

Training should be grounded in the UTA Principles of Community and seek to enhance a student’s knowledge on a broad range of topics. In support of organizations, councils, advisors, and other campus partners the Office of F&SL will assist in developing training topics to ensure member’s needs are met. There will also be an emphasis to actively market campus resources to the F&SL community, advisors, alumni, and parents to meet the needs of stakeholders.

Member Development
The Office of F&SL will develop a comprehensive member development plan to engage and develop members throughout their membership experience in a fraternity or sorority at UTA. This plan will be grounded in the Social Change Model of Leadership and provide students with the knowledge, skills, and abilities to enact social change in their communities.

F&SL OUTREACH & RESOURCES

Communication
The Office of F&SL will utilize email and Microsoft Teams as the official means of communication with organizations leaders, faculty/staff advisors, organization advisors, registered F&SL alumni, and (inter)national staff members regarding information within the UTA fraternity and sorority community.

- Organization leaders are responsible for ensuring their contact information is up to date for organizations leaders, faculty/staff advisors, organization advisors, registered F&SL alumni, and (inter)national staff members
- Organizations leaders, faculty/staff advisors, organization advisors, registered F&SL alumni, and (inter)national staff members are responsible for any information communicated from the Office of F&SL
- Organization leaders will be responsible for organization file management in their Microsoft Teams channel, this includes, but is not limited to, roster management, recruitment and new member education paperwork, and risk management policy uploads.

In addition, the Office of F&SL will facilitate:
- Monthly organization coaching meetings with organization presidents or their designee.
- Monthly President’s Council meetings to ensure organization presidents have access to Office of F&SL announcements and community development.
- Advisor Roundtable meetings for both faculty/staff advisors and organization advisors
- Communication to all members through the “All Things F&SL” newsletter, content will focus on Office of F&SL information, member development, and campus resources. Newsletters will be sent to all F&SL members and advisors.
- The Office of F&SL will facilitate communication and engagement opportunities at the start and closing of each academic year, and as needed with regional and (inter)national volunteers and headquarters staff members.
- The Office of F&SL will work with the Alumni Development office to partner in outreaching to UTA F&SL alumni, at least once a semester.

F&SL Programming Board
Each governing council will nominate representatives to serve on the F&SL Programming Board. The board’s main goal is to
advocate for all current and future F&SL members, promote all F&SL events, encourage Fraternity and Sorority pride in letters, and cultivate inclusivity and diversity amongst the community. The F&SL Programming Board will focus on community building, growth, branding, and facilitating Relay for Life on the UTA campus.

**Fraternity & Sorority Alumni Council (FSAC)**
The F&SL Alumni Council (FSAC) reports to the Vice President for Student Affairs on broad matters of policy, planning and administration related to the F&SL community. The FSAC will assist with communication between the university and active members and alumni members of the F&SL community. Members of the FSAC serve at the pleasure of the VPSA. Membership on the council will rotate every 2 years and will include a representative(s) of all governing councils. Nominations and recommendations for membership will be allowed. Alumni nominated to serve on the council will be appointed by the VPSA.

The FSAC will convene no less than 2 times each semester. The FSAC will collaborate with the UTA Alumni office to enhance F&SL alumni engagement and support.
FRATERNITY & SORORITY LIFE

POLICIES
UTA FRATERNITY & SORORITY LIFE POLICIES

1: ORGANIZATION RECOGNITION
The University of Texas at Arlington recognizes social fraternities and sororities that are nationally and/or regionally recognized organizations. Professional, academic, or discipline (service) Greek-letter organizations are considered Registered Student Organizations and do not fall under the Office of Fraternity & Sorority Life.

Definition: UTA defines a social Greek-letter organization as an organization that exists to promote fraternal relationships and personal development; requirement for membership is not limited to a specific field of study, class year, or grade attainment beyond the typical grade requirement; members are not permitted to hold membership in other identified social fraternities or sororities at the University; the organization is affiliated with a(n) (inter)national organization; and the (inter)national organization has tax-exempt status under Section 501(a) of the Internal Revenue Code.

A. Relationship Statement & F&SL Minimum Standards
The University of Texas at Arlington acknowledges that Fraternity and Sorority organizations and the University are separate entities, each with independent legal status. UTA is committed to a mutually supportive relationship with social fraternities and sororities and desires to maintain that relationship through mutually accepted commitments and obligations presented in the policies and procedures for each of the four governing councils and through mutually accepted standards and procedures through the Standards of Excellence Program.

Each organization must meet the Organization Minimum Standards as outlined in this handbook, each semester. Organizations not meeting the expectations will be subject to appropriate reviews and interventions by the F&SL Standards Committee and/or Office of F&SL Staff. Organizations not meeting Minimum Standards for three consecutive academic years could be at risk of losing recognition.

<table>
<thead>
<tr>
<th>F&amp;SL Minimum Standards</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Semester Grade Point Average</strong>&lt;br&gt;The organization maintained at least a 2.50 semester grade point average for all members and new members for the Spring and Fall semesters.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Advisor Requirement</strong>&lt;br&gt;The organization maintained a faculty/staff advisor for the Fall and Spring semester.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Semester Roster Update</strong>&lt;br&gt;The organization submitted all roster updates via the organization’s Microsoft Teams Channel by the designated dates for the fall and spring semesters:</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>Annual Risk Management Acknowledgement Form in MavOrgs</strong>&lt;br&gt;The organization completed its Annual Risk Management Acknowledgement Form submission by the required date set forth by Student Organizations. The form must include the following information to be complete:&lt;br&gt;- Organization’s Risk Management Policies and Procedures (PDF file)&lt;br&gt;- Organization’s Risk Mitigation Plan (PDF file)&lt;br&gt;- Organization’s Auxiliary Groups Policy (PDF file)&lt;br&gt;Acknowledgement from each member noting their responsibility to operate within their policies, procedures, as well as guidelines of the risk mitigation plan (MUST utilize FSL PDF template in plan)</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>Recruitment and New Member Education Policy</strong>&lt;br&gt;The organization followed the Recruitment and New Member Education Policy in both Fall and Spring. See page 13 of the F&amp;SL Handbook for full information regarding this Minimum Standard.</td>
</tr>
</tbody>
</table>
### Potential New Member Education

The organization had all potential new members complete the following requirements during their first semester of membership:
- Before the established deadline
- Complete the F&SL Potential New Member Risk Management training.

### New Member Convocation

The organization had all new members attend the New Member Convocation in the semester in which they joined.

### Officer Training

All Organization officers completed Officer Training for the Fall and Spring semester.

### Emerging Leader Program

Two members from the organization completed the Emerging Leaders Program, organizations under ten members on their roster are required to have one member complete the program.

### Fraternity and Sorority Life Recruitment Training

All new members and recruitment chairs are required.

### Additional Minimum Standards for Organizations with Facilities on Campus

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 11 | Semester Housing Update Form  
Organizations completed the Housing Update Form in their Organization Channel in Microsoft Teams by the designated dates for fall, spring, and summer semesters: Sept 7, Feb 1, and June 7. |
| 12 | Environmental Health & Safety (EH&S) Facility Inspections  
The organization participated in EH&S facility inspections and any additional EH&S trainings and education. |

### B. Loss of Recognition

Organizations losing recognition due to organizational conduct will follow their outlined letter from the Institution or their Inter/National Organization.

### 2: F&SL POTENTIAL MEMBER/MEMBER ENROLLMENT

Potential members/interests, new members, and active members engaged in seeking membership or engaged in organization activities must be an enrolled UTA student and listed on the current organization roster. The Office of F&SL does not require members to be enrolled full time at the institution nor does it limit membership to undergraduate students, nor does it make any distinction between online or in-person course enrollment.

Potential members/interests, new members, and active members engaged in seeking membership or engaged in organization activities over the summer semesters must have been enrolled in the previous spring semester and be enrolled in the fall semester.

### 3: ORGANIZATION PROFILES

The Office of F&SL, in alignment with TX Education Code Chapter 51.936, Subchapter Z, has created Organization Profiles housed on the Office of F&SL website containing information and data on each organization. The Organization Profiles include the following data related to the organization: number of members, number of new members, academic performance, community services hours, philanthropy efforts, awards/recognition, and required conduct violations and corresponding sanctions.

### 4: TRAINING AND EDUCATION
A. Family Educational Rights and Privacy Act
To release student information to chapters each student will sign a FERPA (Family Educational Rights and Privacy Act) waiver to release their academic and student conduct records to their national/regional organization.

B. Ongoing Training – Organization and Council Officers
Training for organization and council leaders will be scheduled throughout each semester and will include, yet not be limited to recruitment, marketing, risk reduction, event planning, organization standards, UTA code of conduct, and applicable policies and procedures. The training will be offered through various platforms which will encompass both in person and online training.

Organization Presidents and council officers receive ongoing education throughout the academic year through Officer Training, President’s Council meetings, Organization Coaching meetings, council hosted training opportunities and Council Officer training.

C. Advisor Training
Advisor Roundtable meetings will be held each semester for advisors. All advisors are encouraged to attend the roundtables.

5: RECRUITMENT AND POTENTIAL/NEW MEMBER EDUCATION

A. Council Recruitment Planning
In cooperation with the Office of F&SL, each council will work to develop recruitment plans that are organized in a manner that promote student safety and the positive values of fraternity and sorority life.

Recruitment plans must be unique to each council and will:
- Address risk management issues commonly associated with recruitment events or new member events such as alcohol, hazing, and servitude.
- Include a comprehensive marketing plan and implementation strategy that highlights the many benefits for students to associate with the fraternal community.
- Develop guidelines and support for open recruitment, formal recruitment, and ongoing recruitment efforts for each governing council in alignment with UTA and national policies.

B. Recruitment of New Members
An organization may not market or host any recruitment and/or potential/new member events/activities/programs until they have received written confirmation of completed Recruitment and New Member Education requirements by a F&SL staff member.

To provide adequate time for processing and review, designated organization leaders and advisor should meet with a F&SL staff member at least three (3) business days prior to the desired start date of marketing or hosting of events/activities/programs.

Note: additional restrictions may apply at the discretion of each governing council.

Recruitment & New Member Education requirements includes the following:

- **Recruitment and New Member Education – Intent Form.** Intent form must be submitted by the designated date each semester.
- **Recruitment and New Member Education Plan.** Organizations must submit the completed plan using the template provided for review and signature to their advisors, (inter)national office or designated regional volunteers, and the Office of F&SL. The plan includes details of the recruitment, new member education, initiation, and post-initiation potential/new member activities. The plan must be uploaded in the organization’s Teams channel prior to meeting with F&SL staff. The plan must demonstrate how it aligns with the UTA Principles of Community, Office of F&SL policies, and the new member education requirements of the regional/(inter)national organization.
Documents to be included with the plan are:

- All (inter)national and/or regional paperwork that requires a signature from Office of F&SL staff
- A copy of all marketing materials that will be shared in print, on social media, and created as apparel.
- New Member Education/Membership Intake Process, Policies, and Curriculum

The completed plan must have all signatures required: organization president, officer responsible for recruitment, officer responsible for educating new members, an advisor, and (inter)national office or designated regional volunteers.

**Meeting with F&SL Staff.** Organizations must meet with a F&SL staff member to discuss the submitted Recruitment and New Member Intent Form and Plan. Required attendees include organization president, officer responsible for recruitment, officer responsible for educating new members, and an advisor. To schedule a meeting, please [click here](#).

Written confirmation of completed requirements will be provided following the meeting or following any edits or corrections needed. For more information regarding the Recruitment and New Member Education requirements, please see Section 3 of this Handbook.

If any dates and times need to be changed on the calendars of events, organization members must notify in writing through the organization’s Microsoft Teams channel no less than two (2) business days prior to the new event time. Please make sure the tag your organization coach.

**C. Summer Recruitment**

If supported by the organization’s council, the fraternity or sorority may host recruitment and new member education during the summer and must follow the requirements outlined in subsection 5.C of this policy section.

**D. Potential Member/Interests Requirements**

A potential new member (PNM) is defined as a student who potentially may receive a bid, invitation, and/or application to join a fraternity or sorority. For a PNM to be considered eligible for membership in any fraternity or sorority, they must be an enrolled student at UTA.

After receiving an invitation for membership, new members are required to attend a F&SL New Member Convocation program in the semester in which they joined and complete the Hazing Module by the specified due date.

**E. New Member Education/Intake**

The new member education process must not last longer than six (6) weeks. 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.

**F. Disclosure**

All documents supplied to the Office of F&SL staff are kept confidential from all students and/or student leaders. They may be shared with university officials and organization staff as needed.

**G. Violation of F&SL Recruitment and Potential/New Member Education Policy**

Violations of the potential/new member education process could result in a referral to the F&SL Standards Committee and/or the Office of Community Standards.

- Violations include the follow, but are not limited to:
  - Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, late paperwork, failure to submit paper, etc.)
  - Holding new membership education/intake without following the F&SL Recruitment and Potential/New Member Education Policy set forth by the Office of Fraternity & Sorority Life.
H. UTA Hazing Policy
According to the University of Texas at Arlington's Handbook of Operating Policies (SL-SC-PO-01: section II, sub-section E.1.i) defines hazing as follows:

Engages in any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any university student organization, group, or team whose members are or include students at an educational institution. The term hazing includes, but is not limited to any type of physical brutality, physical activity, activity involving consumption of food, liquid, drugs, or alcohol, activity that intimidates or threatens the student, or any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Texas Education Code Section 51.936.

Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Knowingly failing to report hazing can subject one to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Hazing in state educational institutions is prohibited by State law (Texas Education Code Section 51.936 and Sections 37.151 - 37.157). In an effort to encourage reporting of hazing, UTA may grant immunity from student or employee disciplinary action to a person who, in good faith, voluntarily reports specific incidents of hazing prior to being contacted concerning the incident or being included in the institution's investigation of the incident. This immunity does not extend to the person's own violation of hazing.

Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. According to the law, a person can commit a hazing offense not only by engaging in a hazing related activity, but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report firsthand information that a hazing incident is planned or has occurred in writing to the Vice President for Student Affairs or Dean of Students office. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

I. Hazing Amnesty Policy
According to Senate Bill 38, made effective September 1, 2019, Amnesty can be provided to any person who voluntarily reports a specific hazing incident if they report the incident before being contacted by the institution or otherwise being included in the investigation as well as they cooperate with the institution throughout the process. However, this does not apply for those that reports a hazing act they have committed or reports in bad faith.

J. Reporting Hazing
Any student, advisor, or alumni/alumnae can report any activity that they feel violates university, local, or state policy by using the F&SL Reporting Form. Anyone utilizing the form can report anonymously.

7: ALCOHOL MISCONDUCT & ILLEGAL DRUG POSSESSION AND/OR USE

A. UTA Alcohol Misconduct Policy
According to the University of Texas at Arlington's Handbook of Operating Policies (SL-SC-PO-01: section II, sub-section E.1.k), alcohol misconduct is defined as:
unauthorized use or possession of any intoxicating beverage including, but not limited to, minor in possession, minor in the presence, public intoxication, allowing minors access, driving under the influence or while intoxicated, or any violation of UTA’s alcohol policies

B. Alcohol Amnesty Policy
The University, in support of the Texas Alcoholic Beverage Commission amnesty policy, affords amnesty to a minor seeking aid in a medical emergency if the minor (1) requested emergency medical assistance in response to the possible alcohol overdose of the minor or another person; (2) was the first person to make a request for medical assistance under Subdivision (1); and (3) if the minor requested emergency medical assistance for the possible alcohol overdose of another person: (A) remained on the scene until the medical assistance arrived; and (B) cooperated with medical assistance and law enforcement personnel.

C. UTA Illegal Drug Possession and/or Use Policy
According to the University of Texas at Arlington's Handbook of Operating Policies (SL-SC-PO-01: section II, sub-section E.1.j), alcohol misconduct is defined as:

use, manufacture, possession, sale, or distribution of any illegal drug or narcotic, or the possession and/or use of paraphernalia associated with an illegal drug, or the use of any substance (e.g., nitrous oxide, glue, paint, etc.) in a manner other than prescribed or directed with the intent to alter a student’s mental state

D. Reporting Alcohol Misconduct or Illegal Drug Possession and/or Use
Any student, advisor, or alumni/alumnae can report any activity that they feel violates university, local, or state policy by using the F&SL Reporting Form. Anyone utilizing the form can report anonymously.

E. Counseling and Treatment Programs
Assistance is available to all members of the campus community through the National Alcohol and Drug Abuse Hotline at 800-252-6465, Alcoholics Anonymous at 817-861-8100, Al-Anon at 1-888-425-2666, the North Texas Addiction Counseling and Education Organization at 817-795-8278, the Texas Department of State Health Services at 817-264-4500, and the Recovery Resource Council at 817-332-6329. In addition, services are available specifically for UTA students via Drug and Alcohol Counseling and Referral Services through UTA Health Services at 817-272-2771 and the UTA Center for Students in Recovery.

8: AUXILIARY GROUPS
In alignment with national standards and best practices, organizations within the F&SL community will have and enforce a policy prohibiting cross-organizational auxiliary groups (i.e., “little sisters/brothers”) associated with their organizations. Organizations that support or sponsor auxiliary groups, or are alleged to support or sponsor auxiliary groups, may be subject to interim suspension while the allegation is reviewed and adjudicated.

9: ORGANIZATION ACTIVITIES & EVENTS
Per the Student Organizations Handbook (Section V), it is recommended that all official events and activities - both on and off-campus – be registered. However, organizations must register events that fall within the following instances:

<table>
<thead>
<tr>
<th>Activities that require registration approval</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve a room or space on campus</td>
<td>3 class days in advance</td>
</tr>
<tr>
<td>Present a guest speaker/performer</td>
<td>5 class days in advance</td>
</tr>
</tbody>
</table>
### Instructions on how to register your organization’s activities

Instructions on how to register your organization’s activities can be found in the Student Organization Office or online at [uta.edu/studentorganizations](http://uta.edu/studentorganizations).

For events and activities with alcohol or other high-risk factors (i.e., large attendance, contact sports, money handling, travel, etc.), the organization must participate in a Pre-Event meeting with a staff member from the Office of F&SL. Once the event is approved in MavOrgs, the organization will receive communication via email to schedule their Pre-Event meeting.

### A. Rules

As events with alcohol pose a higher risk to organizations, the below rules and requirements are outlined to assist organizations in managing risk in their events and activities:

1. **The organization, members and guests must comply with all federal, state, and local laws.** No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.

2. **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 organizational premises or at any activity or event sponsored or endorsed by the organization.

3. **Fraternity and Sorority’s may host or attend a BYOB function as long as they are following state and (inter)national requirements.**

4. **Common sources of alcohol (kegs/party punch), including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited** (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

5. **Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests** (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).

6. **An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.**

7. **An organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor.** However, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an organization event.

8. **Attendance by non-members at any event where alcohol is present must be by invitation only.** Organizations must utilize a guest list system.

9. **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 organizational premises or host venue.**

10. **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.

11. 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.

B. Implications for Non-Compliance
Organizations who fail to comply with the rules and instructions outlined above will be referred to the F&SL Standards Committee and/or the Office of Community Standards as appropriate.

11: ORGANIZATION EXPANSION/RETURN
The Office of F&SL 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 F&SL encourages this growth as it is seen as a positive tool in strengthening the fraternity and sorority community.

All fraternities and sororities wishing to expand/return to UTA must follow the Organization Expansion/Return guidelines, the Vice President for Student Affairs will ultimately approve all requests.

12: ORGANIZATION FACILITIES ON UTA PROPERTY
UTA recognizes facilities on university property, organizations with facilities are on campus are recognized through a lease agreement with the institution. All facilities must adhere to city of Arlington Single Family Residential Code Compliance.

In addition, organizations are responsible for:
- Maintain the lawn, front lawns cannot have grass over five (5) inches in length
- Routinely checking the fencing structure and repairing any broken fence boards
- Contacting the Office of F&SL when there are concerns and/or broken lights, call boxes, parking issues, etc...

A. Facility Management
Organizations must submit a roster of all individuals living in organization facilities by the first day of classes each fall, spring, and summer semester in which the organization facility is open to residents.
Each organization must identify an alumni advisory board member that will serve as the Organization Housing Compliance Officer and provide their contact information to the Office of F&SL by the established date each semester.
The role of the Organization Housing Compliance Officer will be to ensure all UTA, organization, governing council and (inter)national policies and procedures are followed. The Organization Housing Compliance Officer will work closely with the Organization’s House Manager to ensure compliance is achieved. Organization Housing Compliance Officers will be required to attend annual training with the Office of F&SL which will include, yet not be limited to, training on UTA Principles of Community, the no alcohol and substance housing policy, hazing prevention, and fire and life safety standards and policies. This training will be held within the first 6 weeks of each semester.

B. Fire and Life Safety Training
Each organization with an organization facility on campus will identify an Organization Fire Marshall (OFM) and participate in ongoing fire and life safety training with the University’s EH&S Office and the State Fire Marshal’s Office each semester. The OFM will be responsible for attending scheduled training sessions and submitting property inspection reports to the Office of F&SL.

All members living in the organization facility will be required to attend fire and life safety training offered each spring and fall semester.
FRATERNITY & SORORITY LIFE

F&SL STANDARDS PROCESS
<table>
<thead>
<tr>
<th>Alleged Organization Violation</th>
<th>Potential Outcomes First Level Offense</th>
<th>Potential Outcomes Second Level Offense</th>
<th>Potential Outcomes Third Level Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct Reflecting Poorly on F&amp;SL</td>
<td>• Warning</td>
<td>• Educational Outcome</td>
<td>• 4-6 months Organization Probation*</td>
</tr>
<tr>
<td>Violation of F&amp;SL Event Policy</td>
<td>• Warning</td>
<td>• Educational Outcome</td>
<td>• 4-6 months Organization Probation*</td>
</tr>
<tr>
<td>Violation of F&amp;SL Policies</td>
<td>• Warning</td>
<td>• Educational Outcome</td>
<td>• 4-6 months Organization Probation*</td>
</tr>
<tr>
<td>Violation of F&amp;SL BYOB Policy</td>
<td>• Educational Outcome</td>
<td>• 1-2 months Organization Probation*</td>
<td>• 8-12 months Organization Probation*</td>
</tr>
<tr>
<td>Organization failed to submit assigned outcomes by due date</td>
<td>• Must still complete outcomes</td>
<td>• 1-2 months Organization Probation*</td>
<td>• 4-6 months Organization Probation*</td>
</tr>
<tr>
<td>The organization allegedly violated the F&amp;SL Auxiliary Group policy. - Per the F&amp;SL Handbook, the organization may be subject to interim suspension while the allegation is reviewed and adjudicated.</td>
<td>• Warning</td>
<td>• Educational Outcome</td>
<td>• 4-6 months Organization Probation*</td>
</tr>
<tr>
<td>Alcohol or drugs were present during any event or activity related to new member activities.</td>
<td>• Educational Outcome</td>
<td>• 2-4 months Organization Probation*</td>
<td>• 8-12 months Organization Probation*</td>
</tr>
<tr>
<td>Organization had alcohol and/or other drugs present in the organization facility.</td>
<td>• Pending HQ policy; referral to Community Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Standard not Achieved by the Organization</strong></td>
<td><strong>Potential Outcomes First Level Offense</strong></td>
<td><strong>Potential Outcomes Second Level Offense</strong></td>
<td><strong>Potential Outcomes Third Level Offense</strong></td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>------------------------------------------</td>
<td>------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Organization did not maintain a 2.5 GPA for the Fall and/or Spring semester</td>
<td>Organization will submit a scholarship plan by the third week of school</td>
<td>Organization will not be able to participate as an organization in FSL events such as Intramurals</td>
<td>Required meeting with HQ regarding a chapter management plan</td>
</tr>
<tr>
<td>Organization did not maintain both a faculty/staff advisor.</td>
<td>Organization will be marked as inactive until state requirement has been met</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization did not submit all roster updates via Microsoft Teams by the designated dates for Fall and/or Spring semester</td>
<td>Members are not recognized by the university and any privileges associated with that including Intramurals, Awards, Travel, Funding, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization did not complete their Annual Risk Management Acknowledgement Form Submission before they are permitted to host meetings, activities, events, and/or programs. This includes their risk management policies and procedures, auxiliary groups policy, risk mitigation plan, and acknowledgement from each member noting their responsibility to operate within the guidelines of their policies, procedures, and plan.</td>
<td><strong>Warning</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Organization failed to follow the Recruitment and New Member Education Policy, which includes not following paperwork filing instructions, not meeting with a staff member to review Recruitment/New Member Education plan, and not complying with written organization’s plan and/or University Policy | **Notice**  
**Warning**  
**Meeting with Organization Coach** | **Educational Outcome: review “Recruitment and New Member Education Policy”** | **Educational Outcome**  
**1-2 months Organization Probation** |
<table>
<thead>
<tr>
<th></th>
<th><strong>Organizations New Members attended New Member Convocation</strong></th>
<th>• Educational Outcome</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td><strong>Organization Officers failed to attend Officer Training in the Fall and Spring semesters</strong></td>
<td>• Missing officers complete alternate training</td>
<td>• Missing officers complete alternate training</td>
<td>• Missing officers complete alternate training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Warning</td>
<td>• Educational outcome</td>
<td>• 1-2 months Organization Probation*</td>
</tr>
<tr>
<td>7</td>
<td><strong>Organization members failed to attend F&amp;SL Minimum Standards Event or Program at 75% attendance in Fall and/or Spring semesters</strong></td>
<td>• Warning</td>
<td>• Educational Outcome</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Organization failed to complete the Housing Update Form by the designated dates for fall, spring, and summer semesters.</strong></td>
<td>• Warning</td>
<td>• Must complete housing update by assigned deadline</td>
<td>• 1-2 months Organization Probation*</td>
</tr>
<tr>
<td>9</td>
<td><strong>Organization members living in the facility failed to attend All F&amp;SL Resident Meeting in the fall and spring semesters</strong></td>
<td>• Missing officers complete alternate training</td>
<td>• Missing officers complete alternate training</td>
<td>• Missing officers complete alternate training</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>• Warning</td>
<td>• Educational outcome</td>
<td>• 1-2 months Organization Probation*</td>
</tr>
</tbody>
</table>

*Probation means that organizations must avoid any further violations for a specified period to avoid additional and/or more severe disciplinary action.*
FRATERNITY & SORORITY LIFE

RECRUITMENT AND NEW MEMBER EDUCATION PLAN
RECRUITMENT AND NEW MEMBER EDUCATION PLAN

The Office of Fraternity & Sorority Life supports the growth and retention of all active fraternity/sorority organizations at The University of Texas at Arlington. To best support the planning and management of recruitment and new member education, we work in partnership with organization officers, advisors, and regional/international organizations to facilitate a new member experience focused on fostering belonging and student safety. This document provides details on the responsibilities and process for organizations and those that wish to pursue membership, as well as reviews campus policies and best practices.

ORGANIZATION RESPONSIBILITY AND PROCESS

POTENTIAL/NEW MEMBER (PNM) RESPONSIBILITY AND PROCESS

Last day for new member events/activities (education, initiation, retreats, presentations, etc.): The Sunday of Thanksgiving break

FS&L RECRUITMENT AND NEW MEMBER EDUCATION POLICY

A. Council Recruitment Planning
In cooperation with the Office of F&SL, each council will work to develop recruitment plans that are organized in a manner that promote student safety and the positive values of fraternity and sorority life. Recruitment plans must be unique to each council and will:

- Address risk management issues commonly associated with recruitment events or new member events such as alcohol, hazing, and servitude.
- Include a comprehensive marketing plan and implementation strategy that highlights the many benefits for students to associate with the fraternal community.
- Develop guidelines and support for open recruitment, formal recruitment, and ongoing recruitment efforts for each governing council in alignment with UTA and national policies.

B. Recruitment of New Members
An organization may not market or host any recruitment and/or potential/new member events/activities/programs until they have received written confirmation of completed Recruitment and New Member Education requirements. Recruitment & New Member Education requirements includes the following:
• **Recruitment and New Member Education – Intent Form.** Intent form must be submitted by the designated date each semester.

• **Recruitment and New Member Education Plan.** Organizations must submit the completed plan using the template provided for review and signature to their advisors, (inter)national office or designated regional volunteers, and the Office of F&SL. The plan includes details of the recruitment, new member education, initiation, and post-initiation potential/new member activities. The plan must be uploaded in the organization’s Teams channel prior to meeting with F&SL staff. The plan must demonstrate how it aligns with the UTA Principles of Community, Office of F&SL policies, and the new member education requirements of the regional/(inter)national organization.
  - Documents to be included with the plan are:
    - All (inter)national and/or regional paperwork that requires a signature from Office of F&SL staff.
    - New Member Education/Membership Intake Process Policies/Curriculum
  - The completed plan must have all signatures required: organization president, officer responsible for recruitment, officer responsible for educating new members, an advisor, and (inter)national office or designated regional volunteers.

• **Meeting with F&SL Staff.** Organizations may meet with a F&SL staff member to discuss the submitted Recruitment and New Member Intent Form and Plan. Suggested attendees include organization president, officer responsible for recruitment, officer responsible for educating new members, and an advisor. To schedule a meeting, please click here.

Written confirmation of completed requirements will be provided following the meeting or following any edits or corrections needed. For more information regarding the Recruitment and New Member Education requirements, please see Section 3 of the Handbook.

C. Summer Recruitment
If supported by the organization’s council and National HQ, the fraternity or sorority may host recruitment and new member education during the summer and must follow the requirements outlined in subsection 5.C of this policy section.

D. Potential Member/Interests Requirements
A potential new member (PNM) is defined as a student who potentially may receive a bid, invitation, and/or application to join a fraternity or sorority. For a PNM to be considered eligible for membership in any fraternity or sorority, they must be an enrolled student at UTA.

After receiving an invitation for membership, new members are required to attend a F&SL New Member Convocation program in the semester in which they joined and complete their Hazing Module.

E. New Member Education/Intake
The new member education process **must not last longer than six (6) weeks**. 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.

F. Disclosure
All documents supplied to the Office of F&SL staff are kept confidential from all students and/or student leaders. They may be shared with university officials and organization staff as needed.

G. Violation of F&SL Recruitment and Potential/New Member Education Policy
Violations of the potential/new member education process could result in a referral to the F&SL Standards Committee and/or the Office of Community Standards.
  - Violations include the follow, but are not limited to:
  - Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original
signatures, incomplete paperwork, late paperwork, failure to submit paper, etc.)

- Holding new membership education/intake without conforming to the F&SL Recruitment and Potential/New Member Education Policy set forth by the Office of Fraternity & Sorority Life.
- Hazing: Any violations of the Texas state law and The University of Texas at Arlington policy.
- Potential new members not completing required education (e.g., interest meeting, online modules).
- New members not completing required education (e.g., new member convocation).

**CAMPUS AND STATE OF TEXAS POLICY**

**Hazing Policy**
The University of Texas at Arlington's *Handbook of Operating Procedures* defines hazing as follows:

*Engages in any intentional, knowing, or reckless act, occurring on or off campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any university student organization, group, or team whose members are or include students at an educational institution.*

The term hazing includes, but is not limited to any type of physical brutality, physical activity, activity involving consumption of food, liquid, drugs, or alcohol, activity that intimidates or threatens the student, or any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Texas Education Code Section 51.936.

*Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Knowingly failing to report hazing can subject one to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.*

Hazing in state educational institutions is prohibited by State law (Texas Education Code Section 51.936 and Sections 37.151 - 37.157). In an effort to encourage reporting of hazing, UTA may grant immunity from student or employee disciplinary action to a person who, in good faith, voluntarily reports specific incidents of hazing prior to being contacted concerning the incident or being included in the institution’s investigation of the incident. This immunity does not extend to the person’s own violation of hazing.

Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses.

According to the law, a person can commit a hazing offense not only by engaging in a hazing-related activity but also by soliciting, directing, encouraging, aiding, or attempting to aid another in hazing; intentionally, knowingly, or recklessly allowing hazing to occur, or by failing to report firsthand information that a hazing incident is planned or has happened in writing to the Vice President for Student Affairs or Dean of Students office. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

**Hazing Amnesty Policy**
According to Senate Bill 38, made effective September 1, 2019, Amnesty can be provided to any person who voluntarily reports a specific hazing incident if they report the incident before being contacted by the institution or otherwise being included in the investigation as well as they cooperate with the institution throughout the process. However, this does not apply to those that report a hazing act they have committed or reports in bad faith.

**Alcohol Amnesty Policy**
The University, in support of the Texas Alcoholic Beverage Commission amnesty policy, affords Amnesty to a minor seeking
aid in a medical emergency if the minor (1) requested emergency medical assistance in response to the possible alcohol overdose of the minor or another person; (2) was the first person to request medical assistance under Subdivision (1); and (3) if the minor requested emergency medical assistance for the possible alcohol overdose of another person: (A) remained on the scene until the medical help arrived; and (B) cooperated with medical assistance and law enforcement personnel.

**How to Report Hazing or Activities That May Violate Policy?**
Any student, advisor, or alumni/alumna can report any activity that they feel violates University, local, or state policy using the F&SL Reporting Form. Anyone utilizing the form can report anonymously.

**Recruitment and New Member Education Plan**

**IMPORTANT:** To provide adequate time for processing and review of at least three (3) business days prior to the desired start date of hosting of events/activities/programs.

These forms MUST be typed, fully filled out, and submitted via your Organization’s Teams channel to be considered for approval; no handwritten forms will be accepted.

---

**Organization Name:**

**Semester/Year**

<table>
<thead>
<tr>
<th>President Name:</th>
<th>Email:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intake/Recruitment Chair Name:</td>
<td>Email:</td>
<td>Phone:</td>
</tr>
<tr>
<td>New Member Educator Name:</td>
<td>Email:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

**Do you intend to recruit for the semester?**

- [ ] No, I do not plan to recruit nor have new members join this semester.
  - [ ] If not, please check off no, and submit this document with advisor signature confirmation.
- [ ] Yes, I do plan to recruit and have new members join this semester.
  - [ ] If so, please fill out the dates requested below for review and signatures.

**Recruitment & Potential/New Member Education Process Date**

<table>
<thead>
<tr>
<th>What date will the organization begin recruitment events for the semester?</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the organization required applications from potential members, what date are they due?</td>
</tr>
<tr>
<td>What date(s) will the organization issue bid/invitations of membership?</td>
</tr>
<tr>
<td>What date will new members begin their new member processes? <em>(Note that process can not extend longer than 6 weeks)</em></td>
</tr>
</tbody>
</table>
What date will new members end their process for the semester?  
(Note that all processes and presentations must be complete by the Sunday of Thanksgiving break)

What date will your New Member Presentation be for the semester? Include time and location, if possible?  
(Note that all processes and presentations must be complete by the Sunday of Thanksgiving break)

Recruitment and New Member Education Plan Acknowledgement – Chapter Leaders

By signing, I certify that I have reviewed all of the materials accompanying this document and all University and Office of Fraternity & Sorority Life policies and procedures, and other relevant information from my (inter)national organization regarding recruitment and education processes of potential/new members. I acknowledge that the materials as provided align with my (inter)national organization policies and the Office of Fraternity & Sorority Life and University policies. I will educate my chapter on the regulations of the recruitment and potential/new member education process. I will keep the Office of Fraternity & Sorority Life informed of my chapter's new member activities.

Yvonne Dominguez

<table>
<thead>
<tr>
<th>Signature of Organization President</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>D'Angelo Gillespie</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Organization Intake/Recruitment Coordinator</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Fisher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Organization New Member Educator</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recruitment and New Member Education Acknowledgement – Chapter Support

As a volunteer or headquarter staff member, I acknowledge that this Recruitment and New Member Education Information Form and accompanying materials as provided align with the organization's mission and policies. I support the organization moving forward in Recruitment and New Member Education during the semester indicated at The University of Texas at Arlington.

Amanda Perez

<table>
<thead>
<tr>
<th>Signature of Alumni Advisor</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kittle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Regional or (Inter)National Representative</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FRATERNITY & SORORITY LIFE

ORGANIZATION STANDARDS PROGRAM & ANNUAL AWARDS
F&SL ORGANIZATION STANDARDS PROGRAM
The Office of Fraternity & Sorority Life at UTA strives to offer a program that promotes student success and development through the fraternal experience. While many of our organizations provide such an experience, the Organization Standards program will assist in developing achievable benchmarks and priorities to assure a vision of excellence for the future of the fraternity/sorority community at UTA.

The objectives & expectations will be reviewed on an annual basis to assure they are aligned with current trends and best practices while also meeting the needs and challenges of the current UT Arlington fraternity & sorority community.

F&SL COMMUNITY PRIORITIES
- **Community Growth & Retention** - The Office of F&SL Staff will work collaboratively with the four (4) governing councils and industry experts to develop a marketing plan that highlights the benefits of fraternity and sorority life within the student experience. This plan will be developed to promote organization activity through various communication channels for students, families, alumni, and the greater community.
- **Community Relations** - In partnership with organizations, governing councils, and F&SL Programming Board, the Office of F&SL staff will create programming to bring together the F&SL community to engage in personal development and social programming to build community across organizations and councils.
- **Community Training & Prevention** - The community will utilize training and prevention education to supplement members’ knowledge of UTA policies, organization operations, and standards. Moreover, training will address student safety topics (alcohol tobacco and drug prevention, hazing prevention, sexual misconduct prevention, mental health, bias prevention, and bystander intervention) using evidence-based strategies. Training should be grounded in the UTA Principles of Community and seek to enhance a student’s knowledge on a broad range of topics. In support of organizations, councils, advisors, and other campus partners the Office of F&SL will assist in developing training topics to ensure member’s needs are met. There will also be an emphasis to actively market campus resources to the F&SL community, advisors, alumni, and parents to meet the needs of stakeholders.
- **Member Development** - The Office of F&SL will develop a comprehensive member development plan to engage and develop members throughout their membership experience in a fraternity or sorority at UTA. This plan will be grounded in the Social Change Model of Leadership and provide students with the knowledge, skills, and abilities to enact social change in their communities.

EXPECTATION AND PARTICIPATION
Each organization must achieve **all Minimum Standards objectives**, as well as **60% of Honorable Standards objectives** to move forward with the **Organization Standards of Excellence level objectives**. The Organization Standards of Excellence objectives are based our F&SL Community Priorities. Each objective has a rubric in addition, organizations will receive an overall status of “Bronze, Silver, or Gold” based on total accumulated points.

SUBMISSION INSTRUCTIONS
To ensure a successful submission of your Organization Standards packet, please ensure your organization complies with the following instructions:
- **Submissions will be due by a specified date each spring semester.** Late submissions will not be considered.
- **Packets will only be accepted if submitted using the provided template.** The Organization Standards packet template will be found in your Microsoft Teams channel.
- **Submissions will only be considered for activities that took place between a specified date.**
  - Please note that if your Founders’ Day falls after the deadline for the submission, you may submit your celebration in the packet. However, no other philanthropy, service, alumni events/activities/programs, etc. hosted during the Founders’ Day week celebrations after the due date may be submitted to fulfill other objectives in the Organization Standards program.
- **Do not submit previously submitted activities.** This will cause your application to be disqualified.
- **All supporting screenshots, pictures, links, etc. must be submitted in the packet.** Separate files will not be accepted.
- **Read the questions thoroughly.** Submissions that do not follow instructions will be disqualified.
ORGANIZATION RECOGNITION
The Office of Fraternity and Sorority Life will evaluate organizations each academic year on the criteria outlined and the overall organization evaluation will be presented on the F&SL website at https://www.uta.edu/student-affairs/fsl/our-community.

Recognition Level Points Breakdown:

<table>
<thead>
<tr>
<th>Bronze Organization</th>
<th>Silver Organization</th>
<th>Gold Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-19 Points</td>
<td>20-29 points</td>
<td>30-40 Point</td>
</tr>
</tbody>
</table>

Additionally, each organization will receive an individual report and community report. It is our hope that these reports will assist the organization in on-going improvement to obtain and maintain a status of excellence in each of the priorities of the community.

<table>
<thead>
<tr>
<th>Recognition Levels</th>
<th>Organizations will receive:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Organization</td>
<td>• Recognition at F&amp;SL Awards Ceremony</td>
</tr>
<tr>
<td></td>
<td>• Letter of recognition sent to Headquarters regarding organization standing</td>
</tr>
<tr>
<td></td>
<td>• Paid registration for one additional member to the F&amp;SL Emerging Leaders Institute by the Office of Fraternity and Sorority Life</td>
</tr>
<tr>
<td></td>
<td>• $100 organization programming grant provided by the Office of Fraternity and Sorority Life</td>
</tr>
<tr>
<td>Silver Organization</td>
<td>• Recognition at F&amp;SL Awards Ceremony</td>
</tr>
<tr>
<td></td>
<td>• Letter of recognition sent to Headquarters regarding organization standing</td>
</tr>
<tr>
<td></td>
<td>• Two member registrations for the Follett Student Leadership Center’s Leadership Retreat or Institute by the Office of Fraternity and Sorority Life</td>
</tr>
<tr>
<td>Bronze Organization</td>
<td>• Recognition at F&amp;SL Awards Ceremony</td>
</tr>
<tr>
<td></td>
<td>• Letter of recognition sent to Headquarters regarding organization standing</td>
</tr>
</tbody>
</table>

TOP ORGANIZATION OF THE YEAR AWARD
The three highest scoring organizations in the Standards of Excellence objectives will be eligible to interview to be recognized as Top Organization of the Year. Top Organization winners will receive a monetary award, the Top Organization of the Year trophy, and a featured Shorthorn ad, in addition to the recognition actions in their respective scoring level.

Organizations that have been found responsible and received disciplinary sanctions within the academic year from their council, the F&SL Office, Office of Community Standards, or their regional/(inter)national organization are not eligible for the Top Organization of the Year recognition.
Organization Standards of Excellence

40 Points Possible

Top 3 scoring organizations will be eligible to interview for the Top Organization Award

Gold
Scored 30 to 40 Points

Silver
Scored 20 to 29 Points

Bronze
Scored 10 to 19 Points

Honorable Standards
60% of the criteria must be achieved to move upward to Standards of Excellence

Minimum Standards
All criteria must be achieved to move upward to Honorable Standards
### F&SL Minimum Standards

Minimum Standards are the basic expectations that all active social fraternities and sororities must meet to remain in good standing with the Office of Fraternity and Sorority Life. Organizations that do not meet all Minimum Standards will be referred to the F&SL Standards Committee for review. Organizations not meeting Minimum Standards for three consecutive academic years could be at risk of losing recognition. Minimum Standards are found in the policy section of the F&SL Handbook.

All criteria are required to move to the Honorable Standards level.

### F&SL Honorable Standards 2022-2023

Honorable Standards are standards that all organizations should aim to achieve. These are things that will enhance the fraternal experience and promotes engagement within the F&SL and UTA community. Organizations must achieve 60% of the criteria to move forward to the Standards of Excellence level and to be considered for the Top Organization Award.

Honorable Standards criteria should be achieved with a simple "Yes" or "No".

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The organization president or designee attended monthly Fraternity and Sorority Life President Council Meetings between April 2022 and April 4, 2023.</td>
</tr>
<tr>
<td>2</td>
<td>An organization alumni advisor attended four of six (4 of 6) Advisor Roundtables offered monthly between April 12, 2022 and April 4, 2023.</td>
</tr>
<tr>
<td>3</td>
<td>Organization sent at least one (1) member to the Fall 2022 Leadership Retreat hosted by Follett Student Leadership Center.</td>
</tr>
<tr>
<td>4</td>
<td>In the Spring 2023 semester, at least 50% of organization members participated in The Big Event.</td>
</tr>
<tr>
<td>5</td>
<td>All members completed an average of 10 documented service hours during both the Fall 2022 and Spring 2023 semester.</td>
</tr>
<tr>
<td>6</td>
<td>The Organization President submitted an organization Care Plan and met with their organization coach during Fall 2022 to review and establish a plan to assist members.</td>
</tr>
<tr>
<td>7</td>
<td>The organization conducted or participated in an event - focused on an area of risk - meeting the needs of their organization Care Plan, in coordination with their organization coach.</td>
</tr>
<tr>
<td>8</td>
<td>The organization conducted or participated in an event - focused on diversity, equity, and inclusion - meeting the needs of their organization Care Plan, in coordination with their organization coach.</td>
</tr>
<tr>
<td>9</td>
<td>The organization maintained a grade point average above the All-University Average in both in the Spring 2022 and Fall 2022 semesters.</td>
</tr>
<tr>
<td>10</td>
<td>The organization maintained 90%-member retention based on the number of &quot;DIS&quot; statuses processed during the Spring 2023 and Fall 2022 semesters.</td>
</tr>
</tbody>
</table>

Must achieve 60% of the criteria before moving to the Standards of Excellence level.
F&SL Standards of Excellence 2022-2023

Standards of Excellence are additional standards that all organizations should aim to achieve. These are things that make an organization stand out and allow for opportunities for additional engagement and exposure.

There are three (3) designations within the Standards of Excellence level (Bronze, Silver, and Gold). Below are the points needed to achieve each designation.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Points Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bronze</td>
<td>10 to 19</td>
</tr>
<tr>
<td>Silver</td>
<td>20 to 29</td>
</tr>
<tr>
<td>Gold</td>
<td>30 to 40</td>
</tr>
</tbody>
</table>

Only organizations that reach the “Gold” designation are eligible for the Top Organization Award. Organizations that have been found responsible and received disciplinary sanctions during the current academic year from their council, the Fraternity & Sorority Life Standards Committee, the Office of Community Standards, or their regional/(inter)national organization are not eligible for the Top Organization of the Year recognition.

Standards of Excellence criteria should be achieved with a simple "Yes" or "No", which will indicate the number of points received.

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| 1        | Community Relations  
Organization attended or hosted philanthropy project(s)  
- 1 point: 1 philanthropy project  
- 2 points: 2 philanthropy projects  
- 3 points: 3 philanthropy projects |
| 2        | Community Relations  
Organization attended or hosted community service project(s)  
- 1 point: 1 community service project  
- 2 points: 2 community service projects  
- 3 points: 3 community service projects |
| 3        | Community Relations  
Organization communicated specifically to alumni/alumnae throughout the academic year via a newsletter or a formal communication avenue (e.g., organization updates, engagement opportunities, upcoming events, etc.) initiated by the organization  
- 1 point: one newsletter/formal communication created and sent  
- 2 points: two newsletters/formal communication created and sent  
- 3 points: three newsletters/formal communication created and sent |
| 4        | Community Relations  
Organization promoted alumni engagement by hosting, participating, or attending an activity, event, or program with alumni/alumnae  
- 1 point: 1 activity, event, or program  
- 2 points: 2 activities, events, or programs  
- 3 points: 3 activities, events, or programs |
| 5        | Community Relations  
Organization (co)hosted Founders’ Day Celebration  
- 1 point: co(hosted) a Founders’ Day Celebration |
| 6 | Community Relations | Organization engaged faculty through activity, event, program, etc.  
|   |                     | • 1 point: 1 facilitated faculty engagement  
|   |                     | • 2 points: 2 facilitated faculty engagements |
| 7 | Community Relations | Organization enhanced their F&SL community relations through event or activity support  
|   |                     | • 1 point: attend and participate in an event or activity hosted by another social fraternity/sorority  
|   |                     | • 2 points: cohost an event or activity with another organization within the organization's council  
|   |                     | • 3 points: cohost an event or activity with another organization outside of the organization's council |
| 8 | Community Relations | Organization enhanced their university visibility and relations through event or activity support  
|   |                     | • 1 point: attend and participate in an event or activity hosted by a non-F&SL organization or department on campus  
|   |                     | • 2 points: host an event or activity open to all UTA students  
|   |                     | • 3 points: cohost an event or activity with a non-F&SL organization or department on campus |
| 9 | Community Growth & Retention | Organization facilitated an internal organization retreat that focuses on building relationships, leadership development, and other interpersonal skills  
|   |                     | • 1 point: facilitated an internal organization retreat  
|   |                     | • 2 points: worked with organization coach to develop an agenda for the internal organization retreat |
| 10 | Community Growth & Retention | Organization has outlined a year-round organization branding plan for purposes of demonstrating the organization's goals and values, as well as the promotion of organization's operations and events  
|   |                     | • 1 point: organization has a social media presence (have at least one (1) organization social media account)  
|   |                     | • 2 points: organization has a social media presence that is current and updated with posts regularly (posting at least twice a month)  
|   |                     | • 3 points: organization has a social media presence that is current and updated with posts regularly (posting at least twice a month) and the organization has utilized council or campus resources to better promote their events (i.e., Shorthorn ads, printed flyers, alternative posting outside of social media, etc.) |
| 11 | Community Growth & Retention | Organization hosted programs/workshops focused on building member's confidence and skills around recruiting new members.  
|   |                     | • 1 point: 1 recruitment skills program/workshop  
|   |                     | • 2 points: 2 recruitment skills programs/workshops  
|   |                     | • 3 points: 3 recruitment skills programs/workshops |
| 12 | Community Training & Prevention | Organization conducted a facilitated officer transition on at least an annual basis  
|   |                     | • 1 point: conduct a facilitated officer transition  
|   |                     | • 2 points: worked with organization coach to develop an agenda for the facilitated officer transition |
13 Community Training & Prevention

**Organization hosted program(s) promoting academic support**
(i.e., time management, campus academic resources, study skills, note taking strategies, faculty guest speaker, etc.).
- **1 point**: 1 activity, event, or program
- **2 points**: 2 activities, events, or programs
- **3 points**: 3 activities, events, or programs

14 Community Training & Prevention

**Organization hosted program(s) focusing on career preparation**
(i.e., resume workshop, alumni career panel, interview skills, professional attire, etc.).
- **1 point**: 1 activity, event, or program
- **2 points**: 2 activities, events, or programs
- **3 points**: 3 activities, events, or programs

15 Member Development

**Organization participated in leadership development hosted by the organization’s (inter)national organization**
(locally, statewide, regionally, and or (inter)national)
- **1 point**: Attendance of 2-3-organization members
- **2 points**: Attendance of 4-5-organization members
- **3 points**: Attendance of 6-organization members

**OFFICE OF F&SL ANNUAL AWARDS**

Individual organization members may apply for any/all awards on behalf of their organization, individual members, alumni, and advisors. In addition, anyone may nominate individuals for individual awards regardless of organization affiliation.

Each organization can have more than one member for each individual member award by submitting multiple nomination forms. Organization members are unable to self-nominate. If interested in self-nominating, members should consider the Kent Gardner Scholarship.

All members and organizations must be in good standing with the local, national organization and the University to be eligible for awards.

Organizations that have received disciplinary sanctions during the current academic year from their council, the Fraternity & Sorority Life Standards Committee, the Office of Community Standards, or their regional/(inter)national organization are not eligible for the Top Organization of the Year recognition.

**Individual Awards**

**Emerging Leader**
This award recognizes a Fraternity Member and/or Sorority Member for their outstanding and continued service to the Fraternity and Sorority community at UT Arlington; strong academics; significant campus and community participation; strong personal character; and a positive role model for the current academic year. The recipients should be widely known and highly regarded in the F&SL community for their lasting contributions.

**Member of the Year**
This award recognizes a Fraternity Member and/or Sorority Member for their outstanding and continued service to the Fraternity and Sorority community at UT Arlington; strong academics; significant campus and community participation; strong personal character; and a positive role model for the current academic year. The recipients should be widely known and highly regarded in the F&SL community for their lasting contributions.

**Advisor of the Year**
This award recognizes an organization advisor (alumnae/alumni or faculty/staff) who goes above and beyond to serve the undergraduate organization. When considering which advisor to nominate (if you have more than one), organizations should account for service to the UT Arlington F&SL community, involvement with the national fraternity or sorority, assistance/guidance provided during organization issues, as well as overall engagement with the organization membership.

**Friend of the Community Award**
This award recognizes UTA faculty, staff, or departments who have contributed to the support and genuine care for the growth and development of the Fraternity and Sorority Life community at UT Arlington. The individual(s) have demonstrated having a passion for their work, and an overall supportive attitude towards students and their endeavors.

**Organization Awards**

**Outstanding Philanthropy/Community Service Award**
This award recognizes organizations who display the utmost altruistic behavior with raising funds or products to benefit a pre-selected philanthropy/non-profit. The organization receiving this award has also developed an innovative program that provides a service to the community while educating its members throughout the process. The program or activity has significantly contributed to those in attendance through engagement and education.

**Outstanding Community Building Award**
This award recognizes the sorority or fraternity organization that displays a genuine effort in building community among their peers. It recognizes an organization who has demonstrated that fraternity/sorority membership involves going beyond the individual organization and collaborating with organization within the greater UT Arlington community.

**Creating a Culture of Care Award**
This award recognizes the organization who has demonstrated efforts to influence their peers to create safe environments by taking a stand against risky behavior and educating its members/peers on effective risk management practices.

The event should have occurred after the previous awards ceremony and before the designated deadline. Programs that were mandated by F&SL, UTA, or your Organization are not eligible for this award.

**Outstanding Alumni Relations Award**
This award recognizes an organization with the most outstanding comprehensive alumni relations program (programming, engagement, communication, and outreach).

**Outstanding Inclusion Program Award**
This award recognizes the organization who has promoted the institutional vision to foster an inclusive environment that supports a diverse community, encourages the exploration and discovery of the unfamiliar, and promotes the understand of all viewpoints.

**Mardie Sorenson Outstanding Program Award**
This award recognizes an organization that has excelled in creating successful, unique programming in any aspect of Fraternity & Sorority Life. The organization may submit more than one application for consideration if they wish. The event should have occurred after the previous awards ceremony and before the designated deadline. Programs that were mandated by F&SL, UTA, or your Organization are not eligible for this award.
FRATERNITY & SORORITY LIFE
EVENT/ACTIVITY PLANNING GUIDE
EVENT/ACTIVITY PLANNING GUIDE

WHAT CONSTITUTES AN EVENT
Factors that may make it more likely for an event to be deemed a fraternity or sorority event are, but are not limited to:

- If the event is announced at an organization meeting
- If t-shirts are made for the event
- If officers of the organization have knowledge or have planned the event
- If it takes place before or after an official organization event
- If it takes place at an establishment that is associated with the organization
- If pictures found on the internet (Instagram) suggest organization involvement
- If there is a clearly followed theme to the event which suggests coordination
- If the event is sponsored or endorsed by an organization, in-person or online, including those that occur on or off campus
- If a reasonable person would associate the event with a specific organization

The follow questions may guide you to better understand if your activity may be considered an event.

- Is the event being hosted in your organization house or a university-provided meeting space?
  If yes, every event you host there could be considered an organization event.
- Is the event being hosted in an on or off campus location where you traditionally hold your events?
  If yes, every event you host there could be considered an organization event.
- Is the event being hosted or planned by one or more members of the organization and supported by the Exec?
  If yes, this activity could be considered an event.
- Is the event being hosted or planned by one or more members and supported by members/associate/new members?
  If yes, this activity could be considered an event.
- Does the Executive Council have prior knowledge of the event?
  If yes, this activity could be considered an event.
- Is the event on the organization official/unofficial social media accounts [e.g., Instagram, GroupMe, Twitter, etc.]?
  If yes, this activity could be considered an event.
- Are members attempting to rename the event to give the appearance that it is not associated with the organization?
  If yes, this activity could be considered an event.
- If guests were stopped on their way to the event, would they say they were going to a the “XYZ” event?
  If yes, this activity could be considered an event.
- Is the event actively or passively endorsed by a majority of the active organization?
  If yes, this activity could be considered an event.
- Have members of the organization lied about the event?
  If yes, this activity could be considered an event.

HOW TO REGISTER AN EVENT
All organization events and activities (on-campus, off-campus, and online) must be registered with the Office of Student Organizations. To get the most updated information on how to register events click here.

HOW TO REGISTER AN EVENT WITH ALCOHOL
In addition to following the process for registering any event, the organization should review the Student Organization Handbook for more guidelines and expectations regarding events with alcohol present.

**RISK REDUCTION AND MANAGEMENT PLAN**

This plan is to allow organization event planners to analyze and proactively consider areas of risk for a particular event. The event planners should complete the risk mitigation plan prior to the pre-event meeting with an Office of F&SL staff member. It is highly encouraged that the event planner discusses the risk mitigation plan with the organization’s risk management officer, organization leadership, and organization advisor to ensure that all considerable areas of risk have been addressed.

Events that could require a pre-event meeting and submission of risk mitigation plan. NOTE: This list is not exhaustive.

- Events with alcohol
- Events with ticket sales or money handling
- Fundraising events hosted at an establishment that serves alcohol
- Events with contact sports or water sports
- Events with transportation
- Events with non-organization member guests
- Semi-Formals/Formals
- Events held over 25-miles away from campus

**F&SL ORGANIZATION EVENT/ACTIVITY REVIEW FLOW CHART**
ADDITIONAL RESOURCES TO HELP IN EVENT/ACTIVITY PLANNING

Event Details

1. Who is planning the event?
   Organization: ________________________________________________
   Name: ______________________________________________________
   Officer Title: ________________________________________________
   Email: ______________________________________________________
   Phone: ______________________________________________________

2. Name/Theme of event: ________________________________________

3. Date of the event: ________________

4. Time of the event: Start time _______ AM PM – End time _______ AM PM

5. Location of event:
   □ Organization Property
   □ Rented Facility (Hotel, Restaurant, Third-Party Venue, etc.)
   □ Member(s) Residence
   □ Other: ______________________________________________________

6. Purpose of event:
   □ Recruitment
   □ Educational
   □ Social/Mixer
   □ Formal
   □ Philanthropy
   □ Service
   □ Other: ______________________________________________________

7. Which best describes the event below? Check all that apply.
   □ Dry event (no alcohol)
   □ Member Event Only
   □ Fundraiser
   □ Member and Date Event
   □ Philanthropy
   □ Third Party Vendor at a location
   □ New member event
   □ Sport
   □ Parent/Family Event
   □ Recruitment
   □ Event with one other fraternity / sorority
   □ Event with more than one other fraternity / sorority
   □ Event with one other non-fraternal student group
   □ Event with more than non-fraternal student group
   □ Event with one university department
   □ Event with more than one university department

8. The activities below could be considered moderate/high risk events. Does the planned event contain any of the following?
   □ Bring your own gun (trap/skeet shooting)
   □ Sky diving/ parasailing/bungee jumping
   □ Travel (car-pooling, self-drive, busses)
   □ Building of temporary structures
   □ Pools
   □ Mechanical Bulls
   □ Bounce Houses/Inflatable
   □ Slip & Slides/Any other water feature
   □ Obstacle course
   □ Contact sports (e.g., volleyball)
   □ Bonfires
   □ Team building events that include make-shift ropes courses, trust falls, blindfolded guided walks (etc.)
   □ Events take place at heights more than one to two feet from the ground
   □ Event with live animals present (e.g., rodeo, petting zoo).
   □ Other:
9. Have any written contract or agreement been signed for any part of this event? **Yes or No**
(see Contracts Template for Third Party Vendors if a Vendor does not present a contract to you.)

☐ Food caterer: ________________________________
☐ Security guards: ________________________________
☐ Bus/transportation company: ________________________________
☐ Third party vendor: ________________________________
☐ University facility: ________________________________
☐ Hotel venue: ________________________________
☐ Sports field: ________________________________
☐ DJ: ________________________________
☐ Band: ________________________________
☐ Artist: ________________________________
☐ Facilities/Grounds (restrooms and waste management): ________________________________
☐ Other: ________________________________

10. How will alcohol get to the event?

*Please consult the university and your inter/national organization’s risk management policy for additional guidance and policies.*

☐ Third-Party Vendor [Bars, Restaurants, Catering Companies, Hotels, Etc.]

*Contract with a licensed establishment or caterer to provide a cash bar and/or a licensed location to host your event.*

☐ Dry Event [No alcohol will be present]

**Planning a Third-Party Vendor Event What is a Third-Party Vendor?**

*Examples of Third-Party Vendors include bars, restaurants, catering companies, hotels, etc. Third Party Vendors are NOT individuals who work as bartenders. Any events/activities with alcohol must be hosted at a third-party vendor.*

**Planning the Third-Party Vendor Event** Have you reviewed your organization’s contract with the Third-Party Vendor? **Yes or No**

*It is recommended that you reach out to your headquarters for contract questions and review.*

The contract should be signed and dated by both the person authorized by your respective organization (i.e., organization president, advisor, etc.) and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the organization be in compliance with Inter/national fraternity requirements. (see Contracts Template for Third Party Vendors if a Vendor does not present a contract to you.)

**Building a Guest List**

Do the math, the UTA F&SL Event/Activity Policy limits **three guests per member/new member** at events where alcohol is present.

- How many members and new members do you plan to have at the event?  
- How many guests per member/new member will you allow at the event?  
- This is the total number of guests you can invite to your event

\[
\begin{array}{ccc}
\text{How many members and} & \times & \text{How many guests per} \\
\text{new members do you} & & \text{member/new member will you} \\
\text{plan to have at the} & & \text{allow at the event?} \\
\text{event?} & 3 & = \\
\end{array}
\]

The total number of attendees (members and guests) should not exceed fire code capacity for the venue.
1. Figure out how members will add names to the guest list. [see Building A Guest List]
   - Spreadsheet or Sign-Up List
     Create a spreadsheet and allow members to add guests’ names. Bring
     the list to an organization meeting or post it online.
     - Each member and new members’ name should be on the list next to a blank space for each guest they are
       allowed to invite [Remember: three guests per member/new member].
   - Numbered Invitations
     Distribute numbered invitations to each member/new member to give to their guests.
     These invitations should be printed professionally or created in a way so they cannot be easily copied. Tickets
     cannot be sold or bartered.
     - Keep a list with each member/new member’s name on it and the numbers of the invitations they were given.
     - During the event, keep a sign-in sheet at the door and write the guest’s name next to the invitation
       number as s/he turns in the invitation
   - Online Ticket System (e.g., Eventbrite, Facebook, etc.)
     Create a closed [non-recurring] event with a specific start and end time. Do
     NOT allow friends to extend the guest list.
     - Set the Privacy to “Invite Only.”
     - A designated officer [e.g., Risk Management Chairman] should be set as the Host and administrator for the
       event.
     - Each member/new member should submit the names of guests to the Host for invitation to the event OR
       the Host should designate a specific period during which members will be given access to add guests to the
       event.
   - Other [Describe]:

2. How many hours in advance will the guest list be closed? __________
   Suggested organizational guidelines recommend the guest list be closed at least 24 hours prior to the event.

Managing the Event

Theme

1. Does the event have a theme? Yes or No
   - If yes, what is the theme? __________________________
   - Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:
     - Does NOT rely on the stereotypes of certain groups.
     - Does NOT encourage offensive dress or costumes.
     - Does NOT stereotype men or women.
     - Is NOT sexist. If you are unsure, try interchanging the word/theme with a racial word/theme.
     - Is NOT centered on making fun of a particular group of people, culture, or organization.
     - Does NOT lend itself to members, new members, or guests taking the theme to a place that is
       disrespectful or degrading.

Event Monitors [see Sober Monitor Resource]

1. Who will your officer in charge be for the event? _____________________
2. How many event monitors will you have at the event? _________
   Suggested organizational guidelines are one event monitor for every 15 attendees.
3. What is the system/process for selecting event monitors?
   Suggested organizational guidelines utilize a fair ratio of brothers/new members and not using new members only.
4. List the names / phone numbers for the assigned event monitors.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. How will you identify event monitors during the event so a member/guest could easily recognize them?

6. What are the responsibilities of the event monitors during the event?
   - Check members’ and guests’ IDs at the door to verify their age
   - Manage the guest list at the door
   - Mark the guests, members, and new members who are of the legal drinking age [i.e., 21 and over]
   - Monitor members’ and guests’ policy compliance
   - Other [Describe]:

7. Are you hiring security for the event? If so, what are their responsibilities?

8. Is the venue providing security for the event? If so, what are their responsibilities?

Transportation
1. Will you provide transportation to and from the event? Yes or No
   If yes, how?
   - Licensed transportation vendor [e.g., charter bus]
   - Pre-paid car service
   - Designated driver program
     [consult the risk management policy of your organization prior to selecting this option // see Designated Driver Guidelines]
   - Other [Describe]:

2. What is the process/plan to ensure members/guests utilize the method of transportation both to and from the event?

Construction/Decorations
1. Will there be any special construction/decorations for this event? Yes or No
   If yes, please describe:

   Persons and/or company performing construction and contact information:
   Company Name: ___________________________ Contact: ___________________________

Prevention Questions
1. How many entrances will there be to the party? ______________
   *It is safest to only have ONE entrance to the event.*

2. Is this event is planned to exceed five hours in duration? Yes or No
   Please explain why this event will exceed five hours.

3. Will ample food, other than snacks and non-alcoholic beverages be available? Yes or No
   Who will provide the food?

   What food/beverages will be served?

4. Are glass bottles prohibited from the event? Yes or No

5. Will this event involve any physical activity? Yes or No

6. Will doors to residential living be locked / secured during the event? Yes or No

7. Will you stop the service of alcohol at least one hour before the event ends? Yes or No

8. Will you select music that is NOT disrespectful or degrading to a particular group of people or culture? Yes or No

9. Will you ensure no illegal drugs and controlled substances are at the event? Yes or No

10. Will you ensure there are no tables or paraphernalia within the event that are used for drinking games? Yes or No

11. Will you ensure the event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur? Yes or No

12. Please describe any specific prevention plans from the above areas.

Risk Mitigation Plan
1. Do you have a risk mitigation plan in place for the event? Yes or No
   If yes, please describe:
2. Will emergency services be readily available at the event? **Yes or No**

3. Who is the officer in charge to contact emergency services?
   Name: ___________ Phone: ___________ Title: ___________ Email: ________________________

4. If the need for assistance arises, who will be responsible for contacting:
   - [ ] Emergency personnel
   - [ ] Organization President
   - [ ] Organization Advisor
   - [ ] House Corporation President
   - [ ] Fraternity/Sorority Headquarters
   - [ ] University Officials

   Name: ___________ Phone: ___________ Title: ________ Email: ________________________

*Educational credit goes to FIPG, Pi Kappa Phi Fraternity and the North American Interfraternity Conference for portions of this resource.*
STATEMENT ON EXPANSIONS AND ORGANIZATION RETURN
The Office of F&SL 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 F&SL encourages this growth as it is seen as a positive tool in strengthening the fraternity and sorority community.

All fraternities and sororities wishing to expand/return to UTA must follow the Organization Expansion/Return guidelines, the Vice President for Student Affairs will approve all requests.

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 F&SL, Division of Student Affairs & UTA.

All fraternity and sorority organizations must be recognized by a F&SL governing council, the Office of F&SL, and the Office of Student Organizations to be considered in good standing with the university. All interested organizations should review council expansion policies as well as the Student Organization Handbook before moving forward in the expansion process.

PROCESS TO (RE)ESTABLISH A FRATERNITY OR SORORITY AT UTA
1. Review the council expansion documents on the Fraternity and Sorority Life website.
2. Complete **UTA F&SL Expansion Interest Form** to include the following:
   a. Contact Information (First Name, Last Name, Title, Email, Phone Number)
      i. Headquarters
      ii. Regional/District
      iii. Local
   b. Indicate Council of Interest
   c. Submit Letter of Interest (Must include a regional or HQ signature, organization’s letterhead, and indicate the extent of local alumni support)
   d. Submit Copy of (Inter)National Constitution and Bylaws
   e. Submit Copy of (Inter)National Risk Management Policy
   f. Submit Copy of (Inter)National Recruitment and New Member Education/Intake Policies and Procedures
3. Completed UTA Expansion forms are reviewed by council of interest.
5. Institution Approval Process. Vice President of Student Affairs will review completed form and letter of support/approval from council to approve/decline.
6. If approved, the organization will then work with a F&SL staff member to become a recognized student organization through the Fraternity and Sorority Life and Student Organizations office.
   a. Office of Fraternity and Sorority Life host meeting with the organization to explain privileges and detailed timeline.
7. The F&SL staff member will also assist with any needs as the organization begins to recruit new members.
   a. The Office of Fraternity and Sorority Life will serve as the Sponsoring Organization until the new/returning organization as completed the Student Organization’s New RSO (Registered Student Organization) process. The new organization will be able to participate/host the following with the support of the Office of Fraternity and Sorority Life.
      i. F&SL Open Houses
      ii. Activity Fair Days
      iii. Organization-hosted Interest Session (up to 2)
      iv. Council-hosted programming focusing on recruitment
8. The organization must abide by all university, council, and office policies and guidelines, as they are a guest of the institution.

INTEREST GROUPS
The Office of F&SL does not recognize or support the creation of interest groups. An interest group is defined as a student-lead movement, with or without support from a national headquarters, petitioning to create a new social fraternity or sorority organization. For a new fraternity or sorority organization to join any F&SL council, at UTA the specific council must be open for expansion, and the application to join must come from a national headquarters.

FRATERNITY/SORORITY CHARTERING
Newly established organizations that followed the Office of F&SL Expansion/Return Policy and Procedure and were approved to colonize on campus must receive and become fully chartered as a member of the University community by the end of their second full academic year. Should a newly established organization fail to meet this deadline, they could lose recognition at UTA.
Organizations should take advantage of the below resources provided by our campus partners:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
<th>Resources/Service Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Office of Fraternity &amp; Sorority Life</td>
<td>817-272-9234</td>
<td>Comprehensive Organization, Council, and Community Support, Coaching, and Education.</td>
</tr>
<tr>
<td>Office of Student Organizations</td>
<td>817-272-2963</td>
<td>MavOrgs Support and Education, Student Organization Policy Coaching.</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>817-272-6080</td>
<td>Student Advocacy and Support. Emergency Assistance Fund. Behavior Intervention, Mavs Stand Up Bystander Intervention.</td>
</tr>
<tr>
<td>Behavioral Intervention Team</td>
<td>817-272-7862</td>
<td>Confidential Identification, Intervention, and Response to Students in Need.</td>
</tr>
<tr>
<td>UTA Police Department (Non-Emergency)</td>
<td>817-272-3381</td>
<td>Non-Emergency Services (e.g., Personal Security Escorts, Vehicle Jumpstarts).</td>
</tr>
<tr>
<td>UTA Police Department (Emergency ONLY)</td>
<td>817-272-3003</td>
<td>Emergency Reporting.</td>
</tr>
<tr>
<td>Office of Community Standards</td>
<td>817-272-2354</td>
<td>Student Conduct &amp; Discipline Violation Investigations and Adjudications.</td>
</tr>
<tr>
<td>Title IX</td>
<td>817-272-4585</td>
<td>Title IX Policy Violation Investigations.</td>
</tr>
<tr>
<td>Student Access &amp; Resource Center</td>
<td>817-272-3364</td>
<td>Accessibility Services for Students and Alternative Testing.</td>
</tr>
<tr>
<td>LGBTQ+ Programs</td>
<td>817-272-2947</td>
<td>LGBTQ+ Advocacy, Support, and Education. Organization/Community Educational Programming.</td>
</tr>
<tr>
<td>Military and Veteran Services</td>
<td>817-272-3017</td>
<td>Veteran Advocacy, Support, and Education.</td>
</tr>
<tr>
<td>Follett Student Leadership Center</td>
<td>817-272-9220</td>
<td>Leadership Programs, Volunteer Experiences. Organization/Community Educational Programming.</td>
</tr>
<tr>
<td>UTA/Tri-C Food Pantry</td>
<td>817-272-9220</td>
<td>Food Distribution to Students with Food Insecurities.</td>
</tr>
</tbody>
</table>
**IMPORTANT POLICIES AND RESOURCES** In addition to the policies and resources outlined in the F&SL Handbook, fraternity and sorority members must also have knowledge of the policies and resources outlined below:

<table>
<thead>
<tr>
<th>Policy Name (Hyperlinked)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Organization Policies</strong></td>
<td>Bank for all relevant Student Organization policies.</td>
</tr>
<tr>
<td><strong>Student Organization Resources</strong></td>
<td>Resources for student organization officers such as Student Org Handbook, administrative policies, event planning and registration, risk management, etc.</td>
</tr>
<tr>
<td><strong>Student Conduct and Discipline Policy</strong></td>
<td>The purpose of this policy is to prescribe the standards of conduct expected of University students, specify disciplinary sanctions which can be imposed when conduct does not conform to the prescribed standards, and establish due process procedures for the imposition of such sanctions. Includes</td>
</tr>
<tr>
<td><strong>F&amp;SL Resources</strong></td>
<td>Resources for fraternities and sororities, including the F&amp;SL Handbook, event planning guide, community reports, F&amp;SL Calendar, etc.</td>
</tr>
<tr>
<td><strong>F&amp;SL Reporting Form</strong></td>
<td>Form used to report incidents, concerns, and issues stemming from fraternities and sororities at UTA.</td>
</tr>
<tr>
<td><strong>Discipline of Student Organizations Policy</strong></td>
<td>Policy describing the process of resolving registered student organization alleged violations of Regents’ Rules and Regulations, University regulation, administrative order, or federal, state, or local law or regulation.</td>
</tr>
<tr>
<td><strong>Hazing Policy &amp; Law</strong></td>
<td>This resource describes what hazing is according to UTA policy and Texas state law, and amnesty for reporting.</td>
</tr>
<tr>
<td><strong>Illicit Drugs and Alcohol Abuse Procedure</strong></td>
<td>Policy describing the standards of conduct, health risks, university penalties, available counseling or rehabilitation resources, and penalties under State and Federal Law.</td>
</tr>
<tr>
<td><strong>Sexual Misconduct Policy</strong></td>
<td>Policy describing the process of reporting and resolving of sexual misconduct, retaliation, and other prohibited conduct under this policy.</td>
</tr>
</tbody>
</table>