



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

OFFICE OF SORORITY &
FRATERNITY LIFE

Sorority/Fraternity Chapter President Manual

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This manual is updated every July. Please refer to the OSFL website for the most current after receiving this handbook in paper version.

OSFL Staff Contact Information

193 Student Union
Phone: (865) 974-2236
GoGreek.utk.edu
greeklife@utk.edu

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Office of Sorority & Fraternity Life

Vision, Mission, & Priorities

It is our mission, as the Office of Sorority & Fraternity Life, to support a premier sorority and fraternity experience by providing educational opportunities, fostering collaborative relationships, and empowering students to uphold a mentality of ethical leadership and citizenship.

It is our vision to become the model sorority and fraternity community among peer and aspirant institutions.

In striving to be a premier sorority and fraternity community, we are committed, in alignment with the University of Tennessee, Knoxville goals and expectations, to upholding the following priorities:

Partnerships & Collaboration

By developing meaningful partnerships with students, campus and community-based professionals and departments, headquarters staff, alumni, advisors, and other valued stakeholders.

Empowering Students

By utilizing a Facilitator Model approach, we will empower our students by supporting them in their fraternal experience; seeking a balance between the rights and responsibilities of individual students, the organizations, and those of the University.

Health & Wellness

The health and safety of all of our students is paramount. By implementing prevention and harm reduction strategies, we will strive to foster a community of care.

Education

By providing in-and-out of the classroom learning opportunities for personal and professional growth.

Advocacy

By engaging other stakeholders, we will advocate for support, resources, and awareness.

Diversity & Inclusion

By creating and cultivating an open environment, where students feel included, that celebrates diversity and inclusion.

University Emergency Contact Information

In case of a chapter emergency including but not limited to:

- **Physical injury or death of a member or guest**
- **Any situation for which medical attention is warranted (eg. injury, excessive alcohol consumption, drugs, sexual assault, endangerment etc.)**
- **House Fire**
- **Any event for which you call 911**
- **Any event for which the media has contacted you or otherwise become involved**

After you call 911, immediately call John at 678-760-5180 or another staff member until you have reached someone.

974-HELP

If there is no immediate threat, but you are concerned for a member's well-being, call 974-HELP (4357). Contact 974-HELP if you notice any warning signs of a distressed member. Signs can include, but are not limited to;

- Excessive or inappropriate anger
- Behavioral or emotional change
- Withdrawal
- Change in hygiene or appearance
- Alcohol or drug abuse
- Expressing unusual thoughts
- Exhibiting unusual behaviors
- Decline in academic performance

University Resources

UT Police- (865) 974-3111

General Campus Information - (865) 974-1000

Emergency Information Line - (865) 656-SAFE (7233)

Facilities Services (Emergency) - (865) 946-7777

T:Link Late Night Shuttle - (865) 974-4080

Campus Emergency Management - safety.utk.edu

Campus Departments & Resources

The Division of Student Life

Frank Cuevas, Vice Chancellor for Student Life
(865) 974-7449, fcuevas@utk.edu

The Dean of Students Office

Dr. Joe Pierce, Associate Dean of Students
Student Union Suite 383
(865) 974-3179, dos@utk.edu

Contact for: Student Absence Notification, General Consultation, Bias Incident Reporting, Emergency On-Call System, Big Orange Tix, Big Orange Pantry, Smokey's Closet

Center for Health Education & Wellness

1800 Volunteer Boulevard, Suite 201
(865) 974-5725, wellness@utk.edu, wellness.utk.edu

Contact for: Program Requests for Vols 2 Vols Peer Education Program, Volunteers Speak Up!, Consent, and Know Your Policy, Support & Resources for Sexual Assault & Relationship Violence, Alcohol & Other Drugs, & General Wellness.

Center for Career Development

Student Union Level 2
(865) 974-5435, career@utk.edu, career.utk.edu

Contact for: Major & Career Advising Support, Resumes & Interviewing, Workshops, Job & Internship Search, Graduate School Searches

Center for Leadership & Service

Student Union Suite 193
(865) 974-1039, leadserve@utk.edu, leadserve.utk.edu

Contact for: Leadership Studies Minor, Leadership Knoxville Scholars, Leadership Conferences, Days of Service, Community Service Opportunities & Tracking, Alternative Breaks, Ignite, LeaderShape

Multicultural Student Life

1800 Melrose Ave.
(865) 974-6861, multicultural@utk.edu, multicultural.utk.edu

Contact for: Diversity Education, Black Cultural Programming Committee, Multicultural Mentoring Program, Diversity Dialogue Symposium, Black Issues Conference, Academic & Tutoring Support Services

Pride Center

Student Union 373
(865) 974-7803, pridecenter.utk.edu

Contact for: Programs & events that raise awareness, increase visibility, and that engage in advocacy regarding LGBTQA+ issues, SpeakOUT workshops & speakers, Ambassador Program

Office of Disability Services

915 Volunteer Boulevard

100 Dunford Hall
(865) 974-6087, sds@utk.edu, sds.utk.edu

Contact for: Interpreters & Transcribers, Accommodations & Services needed for students with disabilities (visible & non-visible), training & workshops regarding disabilities

Student Success Center

1331 Circle Park
(865) 974-6641, studentsuccess@utk.edu, studentsuccess.utk.edu

Contact for: Academic Coaching, Tutoring, Academic workshops & presentations

Student Counseling Center

1800 Volunteer Boulevard
(865) 974-2196, counselingcenter@utk.edu, counselingcenter.utk.edu

Contact for: Individual, Group, & Couples counseling, Workshops & Presentations including issues related to relationships, academics, general well-being, personal growth, & safety

Police Department

1101 Cumberland Ave.
(865) 974-3114, utpolice@utk.edu, safety.utk.edu/police

Contact for: Registration for Special Events, Victim Assistance, Programs and Workshops including Domestic Violence Prevention, Personal Safety, Rape Aggression Defense, Social Event Safety, Substance Abuse Education, Alcohol Awareness, and more

University of Tennessee, Knoxville Sorority & Fraternity Community

Interfraternity Council

The Interfraternity Council, or IFC, is composed of men's fraternities. The mission of the Interfraternity Council is to develop men who lead with integrity, encourage a high level of scholarship, support the development of each chapter that we represent, promote a sense of community and strive to set a standard of excellence for ourselves and others at the University of Tennessee.



INTERFRATERNITY COUNCIL
THE UNIVERSITY OF TENNESSEE

President	Michael Rodriguez	mrodri33@vols.utk.edu
Executive Vice President	Max Pfeifer	mpfiefe3@vols.utk.edu
VP Health & Safety	Hunter Hopkins	hhopkin9@vols.utk.edu
VP Judicial Affairs	Sam Banks	samtbank@vols.utk.edu
VP Recruitment	Caden Kelly	ckelly38@vols.utk.edu
VP Scholarship & Service	Jonathan Clinton	jclinto6@vols.utk.edu
VP Public Relations	Jackey Zheng	jzheng15@vols.utk.edu
VP Administration	Brycen Eisenhut	beisenh1@vols.utk.edu
VP Diversity, Equity, & Inclusion	Brody Carmack	bcarmack@vols.utk.edu
Health & Safety Chairman	Harrison Van Eaton	ktq178@vols.utk.edu
Recruitment Chairman	James McCord	jmccor16@vols.utk.edu
Judicial Affairs Chairman	Campbell Dowling	cdowlin4@vols.utk.edu

Alpha Epsilon Pi	Josh Crowley	jcrowle5@vols.utk.edu
Alpha Gamma Rho	Cooper McCreery	cmccreer@vols.utk.edu
Beta Theta Pi	Nolan Phillips	nphil20@vols.utk.edu
Beta Upsilon Chi	Allan Biven	abiven@vols.utk.edu
Delta Kappa Epsilon	Collin Godfrey	cgodfre2@vols.utk.edu
Delta Upsilon		
FarmHouse	Will King	nsg643@vols.utk.edu
Kappa Sigma	Will Wilson	wwilso50@vols.utk.edu
Lambda Chi Alpha	Keith Stubblebine	Kstubbl2@vols.utk.edu
Phi Delta Theta	Aaron Hull	ahull6@vols.utk.edu

Phi Gamma Delta	Coleman Hubbard	chubba13@vols.utk.edu
Phi Kappa Psi	Nick Drimalla	Ndrimall@vols.utk.edu
Phi Kappa Tau	Ryan Thompson	tk951@vols.utk.edu
Pi Kappa Alpha	Andrew Agbunag	aagbunag@vols.utk.edu
Sigma Alpha Epsilon	Frank Wilk	fwilk@vols.utk.edu
Sigma Chi	Trey Ridenour	rrideno1@vols.utk.edu
Sigma Nu	Jack Shelton	jshelt41@vols.utk.edu
Sigma Phi Epsilon	Josh Merz	jmerz2@vols.utk.edu
Theta Chi	Andrew Hoffman	ahoffm19@vols.utk.edu
Alpha Epsilon Pi	Josh Crowley	jcrowle5@vols.utk.edu
Alpha Gamma Rho	Cooper McCreery	cmccreer@vols.utk.edu

Multicultural Greek Council

The Multicultural Greek Council (MGC) at UT is comprised of multicultural sororities and fraternities. Organizations in the council represent South-Asian and Latin interest organizations.

The council is united by their aspirations to increase awareness of their respective cultures, to serve the UT community, and to maintain high academic standards. MGC also coordinates activities between the organizations through social, fundraising and community service events. Each organization has national philanthropies that promote literacy for children, school mentoring and tutoring, domestic violence awareness and many other organizations. MGC hosts many events in the fall and invites anyone who is interested to attend.

The primary purpose of the MGC is to unite its member organizations in order to share ideas and resources, promote mutual respect and equality, provide a support network for involved students, and collectively accomplish goals set forth by the council members.



President	Joshua Rodriguez	jrodri33@vols.utk.edu
Vice President	Emmett Hincapie	shincapi@vols.utk.edu
Treasurer	Daksh Dalwadi	ddalwadi@vols.utk.edu
Secretary	Gracie Chiampas	gchiampa@vols.utk.edu
Director of Programming	Henry Nguyen	hnguye44@vols.utk.edu
Event & Risk Management Coordinator	Mae Vang	mvang3@vols.utk.edu
Public Relations Chair	Bhakti Patel	bpatel37@vols.utk.edu
Philanthropy Chair	Swaroop Patel	spate131@vols.utk.edu

Delta Phi Lambda Sorority, Inc.	Alexis Sarawan	lkq769@vols.utk.edu
Lambda Phi Epsilon International Fraternity, Inc.	Gabe Godish	ggodish@vols.utk.edu

Lambda Theta Alpha Latin Sorority, Inc.	Litzy Espinosa	lespinos@vols.utk.edu
Lambda Theta Phi Latin Fraternity, Inc.	Diego Lourenco	vqp147@vols.utk.edu
Sigma Beta Rho Fraternity, Inc.	Arun Goli	agoli@vols.utk.edu
Sigma Sigma Rho Sorority, Inc.	Pritisha Ishver	pishver1@vols.utk.edu

National Pan-Hellenic Council

The National Pan-Hellenic Council (NPHC) at UT is comprised of historically black fraternities and sororities. These organizations live by the values of tradition, academic achievement, community service, leadership, and lifetime brotherhood/sisterhood. NPHC organizations are committed campus leaders that produce and engage in political, social, and cultural activities.



President	Makayla Crawford	mcrawf19@vols.utk.edu
Vice President	Alyssa Woodard	amoor131@vols.utk.edu
Secretary	Reggie Johnson	rjohn191@vols.utk.edu
Director of Programming		
Risk Management	Kennedi Wilson	kwils117@vols.utk.edu
Historian	J'Air Manard	jmanard@vols.utk.edu
Community Service Chair	Brittany Okweye	bokweye@vols.utk.edu
Treasurer		
Event Coordinator		

Alpha Kappa Alpha	Abigail Saulsberry	csaulsbe@vols.utk.edu
Delta Sigma Theta	Dariana Martre	president.muzetadst@gmail.com
Iota Phi Theta	Rahul Nandwani	rnandwan@vols.utk.edu
Kappa Alpha Psi	Lazarius Alexander	lalex19@vols.utk.edu
Omega Psi Phi	Keilan Hulon	khulon1@utk.edu
Phi Beta Sigma	Anthony Tom	atom1@vols.utk.edu
Sigma Gamma Rho	Te'Lor Allen	tallen27@vols.utk.edu
Zeta Phi Beta	Adejah Mack	amack6@vols.utk.edu

Panhellenic Council

The Panhellenic Council operates within the Office of Sorority & Fraternity Life and is comprised of women's sororities and a governing body called the Panhellenic Council. The Panhellenic Community is over 110 years old and rich with history!

The Panhellenic community lives out its core ideology: "promote the positive, develop women and create an environment of unity and fairness." Panhellenic Council strives to develop women through the relationships they make while at UT, the leadership skills they gain, the challenge of academics and the philanthropic/community service experiences they participate in.



President	Francesca Savarino	utkpanhellenicpresident@gmail.com
VP Internal Affairs	Emaleigh Bell	utkpaninternal@gmail.com
VP Recruitment	EmaLee Thackston	utkreruitment@gmail.com
VP Recruitment Counselors	Riley Hilton	gammachiutk@gmail.com
VP Member Development	Madison Murrian	utkpanmemberengagement@gmail.com
VP Public Relations	Miller Hadley	utkpanhellenicpr@gmail.com
VP Administration	Kennedy Smith	utkpanhelleniccouncil@gmail.com
VP Philanthropy & Community Service	Emily Ryan	utkphilanthropy@gmail.com
VP Scholarship	Emma Deeds	utkpanscholarship@gmail.com
VP New Member Engagement	Lauren McReynolds	utkpanmemberdevelopment@gmail.com
Director of Diversity, Equity, & Inclusion	Soriya Gast	utkpandeiadirector@gmail.com
Sorority & Fraternity Life Liaison	Maggie Watkins	utkosfliaison@gmail.com
Philanthropy Director	Brylee Nash	utkdirectorphilanthropy@gmail.com
Panhellenic Mentors	Ryle Sain & Taylor Etheridge	utkpanmentor@gmail.com
Panhellenic Unity Director	Josie Drumwright	utkpanlove@gmail.com
Junior Panhellenic Director	Riya Patel	utkjuniorpan@gmail.com

Alpha Chi Omega	Lexie McCord	axopresidentdeltapi@gmail.com
Alpha Delta Pi	Hannah Felton	presidentalphakappa@gmail.com
Alpha Omicron Pi	Madison Smith	<u>president.omicronaoii@gmail.com</u>
Chi Omega	Alyssa Hausmann	chiopresident5@gmail.com
Delta Delta Delta	Sophia Cusak	<u>trideltapresidentutk@gmail.com</u>
Delta Gamma	Nicole Mickels	dgutkpresident@gmail.com
Delta Zeta	Morgan Mizell	dzpresident.betalambda@gmail.com
Kappa Delta	Sarah Batastini	utkkdpresident@gmail.com
Kappa Kappa Gamma	Josie Cropper	kkgtennesseeepresident@gmail.com
Phi Mu	Reid Cassity	pmkpresident@gmail.com
Pi Beta Phi	Hannah Harris	tngammapresident@gmail.com
Sigma Kappa	Raven Holmes	alphadeltaskpresident@gmail.com
Zeta Tau Alpha	Margaret Ann Levy	utkztapresident@gmail.com

Emergency Procedures

Emergency Information and Crisis Management Procedure

Planning for an emergency is vital. Consider these steps:

1. Develop a plan, communicate it to the chapter in person and electronically.
2. When an incident occurs to include but not limited to:
 - Weather- hurricane, freeze, extended loss of power on campus, flood, etc.
 - Death of a member in the house
 - Attempted suicide in the house
 - Contagious sickness of a member or employee living in the house.
 - Contagious sickness of a member living outside of the house.
 - Property damage of a member, employee or guest
 - Suspicion of theft
 - Suspicion of illegal drug use, alcohol, other illegal activity

Follow already developed protocol.

Helpful Tips when developing protocol:

3. While members and new members are gathered, there are several things to be done.
 - Call 911.
 - Establish who is in charge and the point of contact and inform inter/national HQ and/or regional or inter/national volunteer.
 - It is important that they remain calm until the situation is under control.
 - Call OSFL emergency contact.
 - Dependent upon the situation, out-of-house new members and members may need to be called in.
 - For a death of a member **DO NOT** announce it until UCPD has arrived. **DO NOT** share the information via social media, text, etc. The University media office will release a statement only after **all** members of the immediate family have been notified.
 - If the member or new member lived in the house, do not move any of the deceased student's personal possessions. Close off the room immediately. In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Appropriate fraternity and University officials will quietly discuss further steps to take in this instance.

OSFL has developed the following flow chart which must be completed, copied and submitted to the office at the beginning of each semester.

Chapter Emergency Procedures

lease complete by entering the respective telephone numbers for each person and place these guidelines in an easily accessible place. This form should not however, be placed by the chapter telephone. This form should be updated and reviewed each semester. For use in case of medical emergency, natural disaster, or death.

OFFICER IN CHARGE

The president is the officer in charge of every emergency. Final authority rests with the officer in charge. President:

1. _____ ph.# _____

If the president is not available, contact the following officers in rank order:

2. _____ ph.# _____

3. _____ ph.# _____

4. _____ ph.# _____

5. _____ ph.# _____

DIRECTOR OF OSFL & STAFF

John Keith cell 678-760-5180

J. Pierce Thomas
Chris Hawkins
Hunter Carlheim

ADVISORS

Your third call must be made immediately to your advisor board. Proceed through this list, in order, until you reach someone. Explain that there is an emergency and provide details.

1. _____ ph.# _____

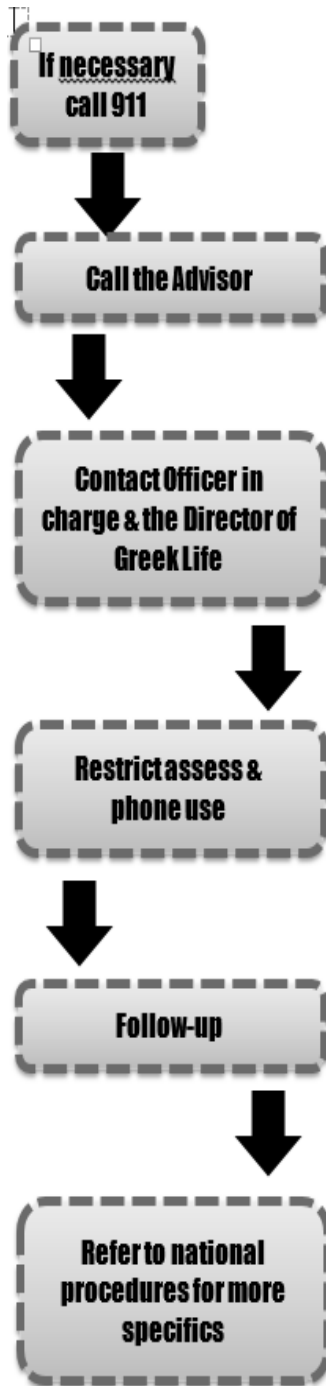
2. _____ ph.# _____

3. _____ ph.# _____

4. _____ ph.# _____

5. _____ ph.# _____

Do not hesitate to call at any hour, regardless of the seriousness of the situation!



- Be calm and concise
- Provide complete information to the dispatcher

- Call through the list of advisors until someone has been reached

- Contact the president
- If the president is not available, contact the next responsible officer.
- The officer in charge has final authority
- Contact the Director of OSFL.

- Assign members to restrict individuals from leaving or entering the chapter house/room
- Assign a responsible member to answer the chapter phone and take messages.
- Keep members off personal phones to avoid rumors

- Have an officer assemble those present.
- Do not discuss the situation with the public including the media. All request for information should be directed to the appropriate people (national communications director, UC Public Affairs, etc.).
- Confirm with the police or medical official that they have contacted the family. You do not contact the family.

- Address the membership.
- Explain that the officer in charge is the sole spokesperson for the chapter
- Ask members to decline comment until the situation is under control

- In the event of a death relocate roommates and restrict access to the member's room/possessions.
- Arrange for notification of insurance companies or attorneys.
- Coordinate communication with injured person.
- Coordinate attendance for funeral.
- Plan memorial service for the chapter and college community.

UTK
OSFL

Standards of Fraternal Excellence (SOFE)

Standards of Fraternal Excellence & Relationship Statement

Purpose:

The Office of Sorority and Fraternity Life supports the journey of the University of Tennessee, Knoxville, in its efforts to become a Top 25 Research University. In order to best contribute to that process, the Office of Sorority and Fraternity Life, in conjunction with students, staff, faculty, and fraternal umbrella associations, the Standards of Fraternal Excellence and Relationship Statement have been created.

The University of Tennessee recognizes that sororities and fraternities are an integral part of the campus community. These organizations have a positive impact for members, non-members, alumni, and the local and national community. To achieve mutual success for the institution and the sorority and fraternity organizations, there must be trust and shared responsibility. This document outlines the commitments of the University, the Division of Student Life, the Office of Sorority and Fraternity Life, sorority and fraternity organizations, national/international organizations, sorority and fraternity volunteers, and student members.

The Office of Sorority and Fraternity Life will provide assistance and resources for all fraternal organizations to meet the Standards of Fraternal Excellence requirements. Sororities and Fraternities at the University of Tennessee are expected to reach the minimum expectations set forth in this document. Organizations not achieving minimum expectations will work in conjunction with the Office of Sorority and Fraternity Life to create plans for improvement and future success. Sororities and Fraternities recognized by the Office of Sorority and Fraternity Life will be required to achieve these standards in order to maintain their registration status and their relationship with the University. Sororities and Fraternities will experience requirements above and beyond those of other registered student organizations. All organizations will be given ample support in order to maintain compliance with these standards. The Office of Sorority and Fraternity Life will coordinate a mid-year check in during December or January to assist the organization president and their advisors in determining their progress to becoming a Standards of Fraternal Excellence organization.

Organizations meeting all expectations outlined in this document will be formally recognized as a Standards of Fraternal Excellence organization on the Office of Sorority and Fraternity Life website and publications. Fraternal organizations achieving above and beyond these minimum standards can be publicly recognized for their achievements and awarded annually at the Greek Awards Banquet. The Standards of Fraternal Excellence will be comprised of four categories: Scholastic Achievement, Civic Engagement, Member Development, and Administration.

S.O.F.E.

Standards of Fraternal Excellence

2021-22

EDUCATION

Total: 32 pts

- Health & Safety Summit - Fall (2 pts)
- Health & Safety Summit - Spring (2 pts)
- Greek Leadership Summit - Spring (4 pts)
- Bystander Intervention Workshop (4 pts)
- Chapter Officer Workshops (3 pts)
- Cross Council Exchange (3 pts)
- New Member Health & Safety Orientation (4 pts)
- Chapter Programming:
 - Headquarters Program (1 pt)
 - Risk Management Program (1 pt)
 - Diversity, Equity & Inclusion Program (1 pt)
 - Program with a chapter from another council (1 pt)
 - Program with a RSO or Department/Office (1 pt)

ADMINISTRATION

Total: 28 pts

- Roster Submission - Fall (1 pts)
- Roster Submission - Spring (1 pts)
- New Member Education Plan(s) (2 pts)
- Officer Updates (2 pts)
- Advisor Contact Update (2 pts)
- Council Meeting Attendance (2 pts)
- Presidents Cabinet Meeting Attendance (2 pts)
- VOLink Registration (1 pt)
- OSFL Coaching Meetings - Fall (1 pt)
- OSFL Coaching Meetings - Spring (1 pt)
- Financial Good Standing
 - Headquarters (1 pt)
 - University (1 pt)
 - Council (1 pt)
- Conduct & Judicial Standings (15 pts)

ACADEMICS

Total: 6 pts

- Fall Chapter GPA at or above 2.50 (1 pt)
- Fall New Member GPA at or above 2.50 (1 pt)
- Spring Chapter GPA at or above 2.50 (1 pt)
- Spring New Member GPA at or above 2.50 (1 pt)
- Chapter Academic/Scholarship Program (2 pts)

CIVIC ENGAGEMENT

Total: 4 pts

- Average 4 hours/member (2 pts)
- Philanthropy Event (2 pts)

EXCELLENCE

Total: 30 pts - Bonus Category

- Campus Involvement (5 pts)
- Immersive Leadership & Service (3 pts)
- Additional Service Hours Over 4 hours/member (3 pts)
- Fall Chapter GPA at or above AMA/AWA (2 pts)
- Spring Chapter GPA at or above AMA/AWA (2 pts)
- Chapter Attendance & Additional Programming
 - Academic/Leadership/Career (4 pts)
 - University Sponsored DEI Program (4 pts)
 - Health & Safety (4 pts)
- End of Year Meeting (3 pts)

CHAPTER STANDINGS



TOP CHAPTER(S): CHAPTER(S) OF THE YEAR
 100 - 90 POINTS: 3-STAR CHAPTER
 89 - 80 POINTS: 2-STAR CHAPTER
 79 - 70 POINTS: 1-STAR CHAPTER
 <70 POINTS: UNACCEPTABLE

TO VIEW FULL DESCRIPTIONS OF EACH CATEGORY, HOW TO EARN FULL POINTS, DUE DATES, AND WHERE TO SUBMIT MATERIALS, VISIT

GOGREEK.UTK.EDU/SOFE

2021-22 Standards of Fraternal Excellence

The **Standards of Fraternal Excellence** (SOFE) breaks down the expectations for each chapter within the Sorority and Fraternity Life community at the University of Tennessee, Knoxville. Below details the threshold of minimum expectations for all chapters while setting the path toward chapter excellence. Chapters have the ability to earn 100 points throughout their election year. In 2016, In conjunction with students, staff, faculty, and fraternal umbrella associations, the SOFE was created, and has since been updated to reflect the demands of sororities and fraternities on modern college campuses.

The University of Tennessee recognizes that sororities and fraternities are an integral part of the campus community. These organizations have a positive impact for members, nonmembers, alumni, and the local and national community. To achieve mutual success for the institution and the sorority and fraternity organizations, there must be trust and shared responsibility. This document outlines the commitments of the University, the Division of Student Life, the Office of Sorority and Fraternity Life (OSFL), sorority and fraternity organizations, national/international organizations, sorority and fraternity volunteers, and student members.

OSFL will provide training, aid, and resources for all fraternal organizations to meet the SOFE requirements. Sororities and Fraternities at the University of Tennessee are expected to reach the minimum expectations set forth in this document. Organizations not achieving minimum expectations will work in conjunction with OSFL to create plans for improvement and future success. Sororities and Fraternities recognized OSFL will be required to achieve these standards. Sororities and Fraternities will experience requirements above and beyond those of other registered student organizations. All sorority and fraternity organizations will be given ample support in order to maintain compliance with these standards. OSFL will coordinate check-ins to assist the organization president and advisors in determining their progress to becoming a chapter of excellence.

Additionally, OSFL will conduct an annual review of the standards each fall term. The Standards of Fraternal Excellence are subject to change as our organizations continually improve. All constituents will be made aware of any changes prior to the start of the next academic year. Organizations will need to turn in proper documentation for review on their achievement of these standards each year.

SOFE will have the following categories: education, administration, academics, civic engagement, and excellence. These categories will determine the chapter standings for the following year. Chapters will be graded based on their election cycle (calendar or academic year).

Chapter Standings	
Chapter of the Year	The organization(s) with the highest point totals across the community
Three-Star Chapter	Organizations with 90-100 points
Two-Star Chapter	Organizations with 80-89 points
One-Star Chapter	Organizations with 70-79 points
Unacceptable	Organizations with >70 points
Provisional	Newly established organizations within their expansion year

Chapters that fall under 70 points (Unacceptable standing) will work with OSFL to develop a performance improvement plan. All organizations that fall within this category will attend a meeting with OSFL, chapter leadership, chapter advisor(s), and inter/national headquarters representative(s). During this meeting, representatives will discuss the previous years' SOFE performance, the chapter's relevancy to the community, an improvement plan, goals for the next year's SOFE cycle, and an agreed upon coaching sessions for the upcoming year. **For Chapters that fall under 70 points three consecutive years**, a review committee, composed of the Director of OSFL, a representative from the Dean of Students Office, respective council president, representative from Student Conduct and Community Standards, alumni/a representative, and an additional staff member from the Division of Student Life, will review the organizations status on campus as a registered student organization.

Standards

Education *(total points possible: 32)*

- **Health & Safety Summit (4 points)**
 - How to earn points:
 - 4 points for having the minimum attendance at both the Fall and Spring Health & Safety Summits
 - 2 points for having minimum attendance at the Spring or Fall Health & Safety Summit
 - If mandatory attendance is not met for Spring or Fall, a chapter can earn 1 point for having partial attendance
 - 0 points are given if a chapter does not have representation at a Summit
 - Due Date: Health & Safety Summit(s)
 - How to Submit: Attendance
- **Greek Leadership Summit (4 points)**
 - How to earn points:
 - 4 points for having minimum attendance at the Greek Leadership Summit
 - If mandatory attendance is not met for the Summit, a chapter can earn 1, 2, or 3 points for having partial attendance
 - 0 points are given if a chapter does not have representation at the Summit
 - Due Date: Greek Leadership Summit (Spring)
 - How to Submit: Attendance
- **Bystander Intervention Workshop (4 Points)**
 - How to earn points:
 - 4 points for having minimum attendance at the Bystander Intervention Workshop
 - If mandatory attendance is not met for the Workshop, a chapter can earn 1, 2, or 3 points for having partial attendance
 - 0 points are given if a chapter does not have representation at the Summit
 - Due Date: Bystander Intervention Workshop
 - How to Submit: Attendance
- **Chapter Officer Workshops (3 points)**
 - How to earn points:
 - 3 points for having minimum attendance at Chapter Officer Workshops
 - If mandatory attendance is not met for the workshops, a chapter can earn 1 or 2 points for having partial attendance
 - 0 points are given if a chapter does not have representation at Chapter Officer Workshops
 - Due Date: Chapter Officer Workshops(s)
 - How to Submit: Attendance
- **Cross Council Exchange (3 points)**
 - How to earn points:
 - 3 points for having minimum attendance at Cross Council Exchange (CCE)
 - If mandatory attendance is not met for the CCE, a chapter can earn 1 or 2 points for having partial attendance
 - 0 points are given if a chapter does not have representation at CCE
 - Due Date: Cross Council Exchange(s)
 - How to Submit: Attendance
- **New Member Health & Safety Orientation (4 points)**
 - How to earn points:
 - Points are awarded based on the percent of new members that complete the orientation:
 - 4 points: 80 – 100%
 - 3 points: 70 – 79.9%
 - 2 points: 60 – 69.9%
 - 1 point: 50 – 59.9%
 - 0 points: 0 – 49.9%

- Note: The Health and Safety Orientation is hosted as an online module housed on Canvas for all four councils. The completion percentage is based on the total new member for a given election cycle.
 - Due Date: September 30 & March 15
 - How to Submit: [Canvas module](#)
- **Chapter Programming:**
 - **Headquarters Program (1 point)**
 - 1 point will be given to a chapter participating in any program sponsored by their inter/national Headquarters
 - 0 points are given if a chapter does not attend a Headquarters Program
 - **Risk Management Program (1 point)**
 - 1 point will be given to a chapter that has more than 50% of its members complete a Risk Management Program
 - 0 points are given if a chapter does not complete a Risk Management Program
 - **Diversity, Equity, and Inclusion Program (1 point)**
 - 1 point will be given to a chapter that has more than 50% of its members complete a Diversity, Equity, and Inclusion (DEI) Program
 - 0 points are given if a chapter does not complete a DEI Program
 - **Program with a chapter from another council (1 point)**
 - 1 point will be given to a chapter participating in any program/event hosted by that chapter and another chapter from one of the other three councils within the community (i.e. Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or Panhellenic Council)
 - 0 points are given if a chapter does not complete a program with a chapter from another council
 - **Program with another Registered Student Organization (RSO), department, or office (1 point)**
 - 1 point will be given to a chapter participating in any program/event hosted by that chapter and another Registered Student Organization (RSO) or department/office on campus
 - 0 points are given if a chapter does not complete a program with another RSO, department, or office
 - How to earn points:
 - Points are awarded based on the completion and proof of event completion
 - Chapters will submit proof of the event and attendance at the event
 - Note: organizations are allowed and encouraged to complete multiple programs with one event. For example, if organizations co-sponsor a risk management program with another organization from another council and the Center for Health Education and Wellness (CHEW), this would satisfy the ‘Risk Management Program,’ ‘Program with another department,’ and ‘Program with a chapter from another council’ events
 - Note: all events must be alcohol-free events
 - Due Date: April 15 or November 15 (end of year depending on chapter’s election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)

Administration *(total points possible: 28)*

- **Roster Submission (2 points)**
 - How to earn points:
 - 2 points for on-time submission of Fall and Spring rosters
 - 1 point for late submissions (within 15 days)
 - 0 points for late submissions (after 15 days), or no roster submitted
 - Due Date: Roster Days for each semester, refer to OSFL Calendar
 - How to Submit: email to council advisor
- **New Member Education Plans (2 points)**

- How to earn points:
 - 2 points for on-time submission of Fall and/or Spring New Member Education planning documents
 - 1 point for late submissions (within 15 days)
 - 0 points for late submissions (after 15 days), or missing New Member Education planning documents
- Note: Chapters points will be determined based on the semester(s) where a new member class is taken.
- Due Date: reference OSFL's New Member Education Policy
- How to Submit: email to council advisor
- **Officer Updates (2 points)**
 - How to earn points:
 - 2 points for on-time submission of up-to-date officers after elections have been completed
 - 1 point for late submissions (within 15 days)
 - 0 points for late submissions (after 15 days), or no contact information provided for officers
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: [Officer Update Form](#)
- **Advisor Contact Update (2 points)**
 - How to earn points:
 - 2 points for on-time submission of annual advisor contact information
 - 1 point for late submissions (within 15 days)
 - 0 points for late submissions (after 15 days), or no update provided for advisors
 - Due Date: August 2
 - How to Submit: [Advisor Update Form](#)
- **Council Meeting Attendance (2 points)**
 - How to earn points:
 - 2 points for 100% representation at all council meetings
 - 1 point for 1-3 absences from council meetings
 - 0 points for 4+ absences from council meetings
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Council executive board will confirm attendance
- **Presidents Cabinet Meeting Attendance (2 points)**
 - How to earn points:
 - 2 points for 100% representation at all Presidents Cabinet Meetings
 - 1 point for 1-3 absences from Presidents Cabinet Meetings
 - 0 points for 4+ absences from Presidents Cabinet Meetings
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: OSFL will maintain attendance records
- **VOLink Registration (1 point)**
 - How to earn points:
 - 1 point for on-time completion of VOLink Registration
 - 0 points for late or no completion of VOLink Registration
 - Due Date: December 15 and April 1
 - How to Submit: complete re-registration through VoLink
- **OSFL Coaching Meetings (2 points)**
 - How to earn points:
 - 2 points for completion of 4 coaching meetings per year
 - 1 point for completion of 2-3 coaching meetings per year
 - 0 points for completion of 0-1 coaching meeting per year
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: OSFL Coach will track meetings

- **Financial Good Standing:**
 - How to earn points:
 - **Headquarters (1 point), University (1 point), Council (1 point)**
 - 1 point in each category for financial good standing with each entity
 - 0 points for financial bad standing with any of the 3 entities
 - Note: Financial Good Standing is defined as...
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: OSFL will collect financial status from each entity
- **Conduct & Judicial Standings (15 points)**
 - How to earn points:
 - Each chapter will start the year with 15 points. For each violation that a chapter collects over the year, points will be deducted.
 - -2 points for Code violations
 - -2 points for Policy violations
 - -10 points for hazing violations
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: OSFL, in partnership with the Office of Student Conduct and Community Standards and respective councils, will track conduct and judicial standings. Chapters will be notified of point deductions.

Academics *(total points possible: 6)*

- **Chapter GPA at or above 2.50 (2 points)**
 - How to earn points:
 - 2 points for fall and spring chapter average GPAs at or above 2.50
 - 1 point for fall or spring chapter average GPA at or above 2.50
 - 0 points for neither fall or spring chapter average GPA at or above 2.50
 - Due Date: End of each semester
 - How to Submit: OSFL will track GPA data for each chapter
- **New Member GPA at or above 2.50 (2 points)**
 - How to earn points:
 - 2 points for fall and spring new member average GPAs at or above 2.50
 - 1 point for fall or spring new member average GPA at or above 2.50
 - 0 points for neither fall or spring new member average GPA at or above 2.50
 - Note: if a chapter only has one new member class per year, the chapter will earn 2 or 0 points based on that new member class's GPA
 - Due Date: End of each semester (if applicable)
 - How to Submit: OSFL will track GPA data for each chapter
- **Chapter Academic/Scholarship Program (2 points)**
 - How to earn points:
 - Provide a written document that outlines a comprehensive scholarship program. Program should describe individual member academic requirements, incentives, programs, and academic goals. Inter/national scholarship programs used by organizations may serve as this documentation.
 - 2 points for on-time submission with all content provided
 - 1 point for late submission (within 15 days) and/or missing content
 - 0 points for not submitting the program
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)

Civic Engagement *(total points possible: 4)*

- **Average of 4 hours per member (2 points)**
 - How to earn points:
 - 2 points for averaging 4 hours of service per member

- 0 points for averaging less than 4 hours per member
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: hours need to be tracked through the Jones Center for Leadership and Service. An [hour tracker is hosted on their website](#).
- **Philanthropy Event (2 points)**
 - How to earn points:
 - 2 points for hosting a philanthropic event
 - 0 points for not hosting a philanthropic event
 - Note: Philanthropic events require a donation to be made to a nonprofit/charitable organization. Proof of donation is required to receive points.
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)

Excellence (total bonus points possible: 30)

- **Campus Involvement (5 points)**
 - How to earn points:
 - 5 points for 90-100% of the chapter involved in non-chapter activities
 - 4 points for 80-89.9% of the chapter involved in non-chapter activities
 - 3 points for 70-79.9% of the chapter involved in non-chapter activities
 - 2 points for 60-69.9% of the chapter involved in non-chapter activities
 - 1 point for 50-59.9% of the chapter involved in non-chapter activities
 - 0 points for >50% of the chapter involved in non-chapter activities
 - Note: Non-chapter activities are defined as activities affiliated at the University of Tennessee, Knoxville and/or organizations that are registered student organizations (RSOs) or athletic programs.
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)
- **Immersive Leadership & Service (3 points)**
 - How to earn points:
 - 3 points for at least 10% of the chapter participating in immersive service opportunities
 - 2 points for 7-9.9% of the chapter participating in immersive service opportunities
 - 1 point for 5-6.9% of the chapter participating in immersive service opportunities
 - 0 points for 0-4.9% of the chapter participating in immersive service opportunities
 - Note: The Jones Center for Leadership and Service offers service opportunities that are direct, immersive, and experiential such as MLK Day of Service, VOLserve, and VOLbreaks. Within OSFL, opportunities for members to experience immersive leadership and service would be participating in the Greek Leadership Class, Meeting in the Middle, or being a Gamma Chi or Recruitment Captain. Additional leadership and service would be approved on a case-by-case basis.
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: Combination of OSFL Tracking and completing [SOFE Reporting Form](#)
- **Additional Service Hours Over 4 hours/member (3 points)**
 - How to earn points:
 - 3 points for averaging 10+ hours of service per member
 - 2 points for averaging 6.51-9.99 hours of service per member
 - 1 point for averaging 4.01-6.50 hours of service per member
 - 0 points for averaging 0-4.00 hours of service per member
 - Due Date: April 15 or November 15 (end of year depending on chapter's election cycle)
 - How to Submit: How to Submit: hours need to be tracked through the Jones Center for Leadership and Service. An [hour tracker is hosted on their website](#).
- **Fall Chapter GPA at or above the AMA/AWA (2 points)**
 - How to earn points:

- 2 points for fall chapter average GPA at or above the All-Men’s Average (AMA) or All-Women’s Average (AWA)
 - 0 points for fall chapter average GPA below the All-Men’s Average (AMA) or All-Women’s Average (AWA)
 - Due Date: End of each semester
 - How to Submit: OSFL will track GPA data for each chapter
- **Spring Chapter GPA at or above the AMA/AWA (2 points)**
 - How to earn points:
 - 2 points for spring chapter average GPA at or above the All-Men’s Average (AMA) or All-Women’s Average (AWA)
 - 0 points for spring chapter average GPA below the All-Men’s Average (AMA) or All-Women’s Average (AWA)
 - Due Date: End of each semester
 - How to Submit: OSFL will track GPA data for each chapter
- **Chapter Attendance & Additional Programming**
 - **Academic, Leadership, and/or Career (4 Points)**
 - 4 points for 80-100% of the chapter attending/hosting a University sponsored Academic, Leadership, Career, or Health & Safety themed program
 - 3 points for 70-79.9% of the chapter attending the program
 - 2 points for 60-69.9% of the chapter attending the program
 - 1 point for 50-59.9% of the chapter attending the program
 - 0 points for >50% of the chapter attending the program
 - **University Sponsored DEI Program (4 points)**
 - 4 points for 80-100% of the chapter attending/hosting a University sponsored Diversity, Equity, and Inclusion program
 - 3 points for 70-79.9% of the chapter attending the program
 - 2 points for 60-69.9% of the chapter attending the program
 - 1 point for 50-59.9% of the chapter attending the program
 - 0 points for >50% of the chapter attending the program
 - **Health and Safety (4 points)**
 - 4 points for 80-100% of the chapter attending/hosting a Sexual Misconduct Education and/or Title IX program
 - 3 points for 70-79.9% of the chapter attending the program
 - 2 points for 60-69.9% of the chapter attending the program
 - 1 point for 50-59.9% of the chapter attending the program
 - 0 points for >50% of the chapter attending the program
 - Note: Health and safety programming would be programming surrounding the five main priorities of health and safety through OSFL: alcohol, drugs, hazing, mental health, and sexual misconduct.
 - Due Date: April 15 or November 15 (end of year depending on chapter’s election cycle)
 - How to Submit: Complete [SOFE Reporting Form](#)
- **End of Year Meeting (3 points)**
 - How to earn points:
 - The end of year meeting will happen at the end of the election cycle for your chapter. The meeting will be held with the chapter’s **council advisor, incoming president, outgoing president, and a chapter advisor**
 - 3 points for all 3 chapter representatives present
 - 2 points for 2/3 chapter representatives present
 - 1 point for 1/3 chapter representatives present
 - 0 points for no meeting
 - Note: if a chapter president is elected to a second term as president, they will represent the incoming and outgoing president. It is encouraged to bring another chapter officer if that is the case.

- Due Date: Before the end of the semester that elections take place.
- How to Submit: Schedule a meeting with your chapter's advisor through email or their [scheduling link](#)

Forms and other required items

All Forms can be accessed at gogreek.utk.edu/resources-and-forms/

I. Reporting new members/new member education

i. **FERPA & Hazing Policy Agreement Form**

Chapters complete the online form with each new member's name, email address and Net ID prior to accepting a bid. OSFL will send the student a link with a FERPA release to allow the University to release grades to the chapter.

NPHC/MGC chapters complete the forms per OSFL policy for Intake.

ii. **New Member Education Policy Compliance Form**

At the beginning of each academic year, no later than August 1st, each organization will submit a signed New Member Education Policy Compliance Form. This form outlines the university's expectations for New Member Education and must be submitted prior to any recruitment/intake related activities.

iii. **New Member Education Planning Form**

Prior to beginning intake/new member education related activities, a chapter must submit its signed new member education plan outlining all new member meetings, activities, and ritual events/activities.

Submission is required at a minimum of annually but should be updated each semester as needed.

II. Other Forms

i. **Membership Roster provided by the University**

This list of members drives the chapter's grade report as well as the dues paid to the respective councils. Twice a semester, OSFL hosts Roster Day to edit the chapter's roster, a president may add or delete members at any time.

ii. **Chapter Advisor Update Form**

Form submitted annually to OSFL for the purposes of collecting directory information to ensure that Advisors are kept abreast of OSFL policies, procedures, events and meetings.

iii. Chapter Officer Update Form

Used when new officers are elected.

iv. Fundraising Dollars & Chapter Volunteer Hours

Due at the end of the spring semester to place in the OSFL Annual report.

OSFL Policies

Sorority & Fraternity Life Operational Policies

- I. Chapter Operations
- II. Social Event Policy
- III. Conduct Rights and Responsibilities
- IV. Event Policy
- V. Expansion/Extension of New Greek Organizations
- VI. Membership Recruitment/Intake
- VII. New Member Education Policy
- VIII. Sexual Harassment, Sexual Assault, Dating & Domestic Violence, and Stalking Policy
- IX. Public Accountability Policy
- X. Health & Safety Education Policy
- XI. Housing Policy
- XII. Reminders

I. Chapter Operations

- *Chapter Officer Elections and Transitions: All elected and appointed chapter officers/positions are strongly encouraged to be installed by January 1 in order to participate in chapter officer trainings facilitated by the Sorority & Fraternity Life office in January/February.*
- **Membership Roster Additions/Deletions**
 - Organizations are responsible for maintaining an accurate roster. The president and/or their designee will update their chapter roster on Roster Day two times each semester. Chapters may not edit the roster during the final examination period. Deletions may be made under the following conditions.
 - Member/new member is no longer a UTK student.
 - Member/new member has been separated from the chapter. If deemed necessary, this will be verified by the chapter advisor and/or the local or inter/national organization.
 - Member/new member has graduated from the University.
- **Standards of Fraternal Excellence (SOFE)**
 - The University of Tennessee recognizes that sororities and fraternities are an integral part of the campus community. These organizations have a positive impact for members, nonmembers, alumni, and the local and national community. To achieve mutual success for the institution and the sorority and fraternity organizations, the Standards of Fraternal Excellence was created. The Standards of Fraternal Excellence is comprised of four categories: Scholastic Achievement, Civic Engagement, Member Development, and Administration. All social-Greek lettered organizations must adhere to SOFE to be registered student organizations at the University of Tennessee, Knoxville. Organizations that don't meet outlined standards will be placed on the statuses listed below.

Statuses

- Unacceptable Year 1 - Year one after not meeting all standards
 - Organization will be required to work with the appropriate chapter coach within the Office of Sorority and Fraternity Life to develop an improvement plan. Organization advisor and regional/headquarters representative will be notified with a copy of the improvement plan.
- Unacceptable Year 2- Consecutive year two not meeting all standards
 - The organization advisor and/or regional representative and the headquarters organization will be involved in the coordination and implementation of a new performance improvement plan. It will be recommended that organizations in this category self-impose social and programming

restriction(s) on any event other than those assessed in the Standards of Fraternal Excellence. During a mid-year check in with the Chapter Coach, it is requested that the advisor and/or regional representative and/or a representative from the headquarters organization participate in the mid-year check in.

- Unacceptable Year 3 - Consecutive year three not meeting all standards
 - An organization unable to meet minimum standards for three consecutive years will be under review with the University of Tennessee and may lose recognition as a registered student organization at the University of Tennessee, Knoxville. The review committee will consist of the following members; Director of Sorority and Fraternity Life, a representative from the Dean of Students Office, appropriate Council president, representative from the Office of Student Conduct & Community Standards (SCCS), alumni/a representative, and a friend of the division staff member.

II. Social Event Policy

- The Social Event Policy shall apply to all student organizations listed in the category of Social Fraternity & Sorority by the Center for Student Engagement (CSE) and all levels of fraternity/sorority membership.

Alcohol & Drugs

- The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on organization premises or during a fraternity/sorority event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the fraternity/sorority, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third-Party Vendor Guidance.
- No alcoholic beverages may be purchased through or with fraternity/sorority funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- OPEN EVENTS, meaning those with unrestricted access by non-members of the fraternity/sorority, without specific invitation, where alcohol is present, must be in compliance with the respective organization's inter/national policies.
- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on organization premises or during a fraternity/sorority event or at any event that an observer would associate with the fraternity/sorority is strictly prohibited.
- No fraternity/sorority may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
- No organization may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased or provided by any of the host chapters, groups or organizations.

- All recruitment, intake, and rush activities associated with any fraternity/sorority must be non-alcoholic. No recruitment, intake or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- No member or pledge, associate/new member, potential new member, or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- No alcohol shall be present at any potential new member/pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.

III. Conduct Rights and Responsibilities

- Students at the University of Tennessee are members of both the University community and the larger community of which the University is a part. Accordingly, students are responsible for conducting themselves in a lawful manner as well as in compliance with University rules and policies. In addition, the University has developed a set of aspirational goals titled, Principles of Civility and Community, which encourages all members of the University community to foster a learning environment where diversity is valued, respected, and celebrated.
- Students are responsible for being fully acquainted with and for complying with the Code of Conduct (Code), the applicable undergraduate or graduate catalog, the student handbook (Hilltopics), and other rules and policies relating to students.

Jurisdiction

- The Code applies to conduct that occurs on University-controlled property. However, with respect to conduct that occurs off of University-controlled property, the University has the discretion under the Code to discipline a student for conduct that violates the Standards of Conduct only if the student's conduct:
 - I. occurs in connection with a University-affiliated activity including, without limitation, an overseas study program or a clinical, field, internship, or in-service experience;
 - II. consists of academic dishonesty or research misconduct;
 - III. is prohibited by local, state, or federal law, and the conduct was committed within the Knoxville Area (or, for UTSI students, the conduct was committed within Coffee County or Franklin County);
 - IV. is fairly attributable to a student organization based on a consideration of the criteria in Section 2.4; or
 - V. threatens, or indicates that the student poses a threat to, the health, safety, or welfare of others or the security of any person's property including, without limitation, drug-related offenses, arson, assault, fraud, theft, hazing, participation in group violence, sexual assault, dating violence, domestic violence, stalking, and sexual exploitation Whether weapons, drugs, or alcohol were involved.

Student Organizations' Responsibility

- Notwithstanding anything in the Code to the contrary, a student organization may be found responsible for conduct that violates the Standards of Conduct only if the conduct is fairly attributable to the student organization. Whether conduct is fairly attributable to the student organization will be determined by SCCS based on a totality of the following criteria:
 - Whether the misconduct was endorsed by one (1) or more officers of the student organization (“endorsed by” means: having prior knowledge that the misconduct was reasonably likely to occur and failing to take reasonable preventative or corrective action; failing to attempt to stop known misconduct while it is occurring; and/or helping to plan, promote, or carry out the misconduct);
 - Whether the misconduct occurred in connection with an activity:
 - a) Financed by the student organization and/or one (1) or more members or alumni of the student organization who contributed personal funds in lieu of organizational funds;
 - b) Related to initiation into, admission into, affiliation with, or as a condition for continued membership in the student organization; and/or
 - c) Advertised, promoted, or publicized in such a way that a reasonable student viewing or hearing the advertisement, promotion, or publication would believe that the activity was affiliated with the student organization.
 - Whether the misconduct occurred on property owned, controlled, rented, leased, and/or used by the student organization and/or any of its members/alumni acting on the student organization’s behalf; and/or
 - Whether a member of the student organization attempted to conceal the activity connected with the misconduct or conceal the misconduct of another member of the student organization.
- The full Student Code of Conduct can be found on the Office of Student Conduct and Community Standards’ website at <https://studentconduct.utk.edu/>.

IV. Events

- **Event Approval:**

- Organizations are required to register all dry events (to include classroom space requests and fundraisers but not chapter meetings) seven (7) business days before they are scheduled to occur.
- Events where alcohol is being served must be submitted in Vol Link at least **14** business days prior to the event along with all corresponding documents (3rd Party Vendor Forms, Guest Lists, etc.). Sorority & Fraternity Life will approve at least seven (7) days in advance only after all necessary forms have been submitted. Guest lists for events will need to be finalized **24** hours prior to the event.

Events will only be approved if the organization is current with the following:

- Greek related forms/requirements (roster updates, chapter advisor, intake forms, financial obligations, etc.).
- Registration of organization on Vol Link.
- Respective Council requirements (dues and in good standing).
- In good standing with the University Bursars’ Office.
- Delayed documents as a result of conduct outcomes.

V. Expansion/Extension of New Greek Organizations

- To ensure that fraternities and sororities desiring to be registered at UTK possess those qualifications deemed necessary for their success and for the continued health of the UTK SFL community, the Sorority and Fraternity Life Expansion & Re-Activation Policy must be followed.
- This policy can be found on the Sorority and Fraternity Life website.

VI. Membership Recruitment/Intake

- **For chapters that participate in recruitment:**
 - To support students' academic success, all pledging, initiation meetings, activities and ceremonies will cease from the day before Thanksgiving through the first week prior to the spring semester.
 - For the spring semester, all activities and ceremonies must cease prior to April 24, through the last day of finals.
 - Recognizing that some inter/national organizations require the first semester GPA in order to initiate, an "exception letter" must be submitted to Sorority & Fraternity Life to allow activities during this time.
 - Letters shall be received no later than October 1, and March 1, each year from the inter/headquarters requesting an exemption for the respective semester.
 - Pan/IFC New Member Health & Safety Module: All Pan/IFC new members are required to complete the New Member Health & Safety Module by September 30th (Fall) & March 15th (Spring)
- **For chapters that participate in Intake (MIP)**
 - To support students' academic and leadership success as a chapter, the chapter must conduct membership intake and initiation at minimum every three semesters but may conduct intake more frequently if desired.
 - The three-semester time line begins the semester following successful initiation of a pledge class, line, etc. and will conclude by the end of the third semester.
 - (Ex. Spring Initiation 2021 > Fall Semester 2021 > Spring Semester 2022 > Organization conducts Fall Intake -2022).
 - Failure to follow this Intake schedule will result in the organization being placed on an Interim Suspension of Activities (ISA). (ISA may only last through the end of that semester). Recognizing that circumstances may prevent a chapter from adhering to the policy, the following will be taken into consideration:
 - The inter/national organization and/or regional director declares intake moratorium.
 - The inter/national organization or regional director fails to approve intake for reasons that do not include a moratorium.
 - A chapter may provide documentation to the Sorority & Fraternity Life office requesting a review of the chapter's status as a result of the policy violation.
- **NPHC/MGC Membership Intake Process (MIP) and New Member Presentation**
 - **Meet the Greeks/Misconceptions & Stereotypes:** Sorority & Fraternity Life, in conjunction with the MGC & NPHC of UTK, will sponsor a semester informational session called Meet the Greeks or Misconceptions & Stereotypes, to provide important information to students. These sessions will be offered during the academic year. These sessions will occur on *Wednesday, August 25, 2021 and Wednesday, January 26, 2022.*
 - **Membership Intake Process/New Member Presentation** policies will be followed in accordance with Sorority & Fraternity Life policies.
 - Organizations that conduct MIP must complete intake processes on or before **Monday, November 15th 2021 @ 8:00pm** for the Fall semester and **Sunday, April 17th 2022 @ 8:00pm** for the Spring semester.
 - **New member presentations** must happen by **Monday, November 15th 2021 @ 8:00pm** for the Fall semester and **Sunday, April 17th 2022 @ 8:00pm** for the Spring semester. All members participating in MIP must visibly display organizational paraphernalia by this date. Any exceptions will be made based on information presented to the Director of Sorority & Fraternity Life.

- **NPHC/MGC New Member Orientation:** All NPHC/MGC new members are required to attend the new member orientation within the semester of their initiation. *Fall- Thursday, November 18th, 2021 @ 5pm; Spring – Tuesday, April 19th, 2022 @ 5pm.*
- Membership selection for NPHC/MGC is prohibited during the summer months.
- **NPC Informal Recruitment**
 - **Informal Recruitment** policies will be followed in accordance with Sorority & Fraternity Life policies.
 - **NPC organizations must schedule a meeting with the NPC advisor prior to the start of any intake/interest/informational meetings.**
 - To support students' academic success, all pledging, initiation meetings, activities and ceremonies will cease from the day before Thanksgiving through the first week prior to the spring semester.
 - For the spring semester, all activities and ceremonies must cease prior to April 24, through the last day of finals.
 - Informal Recruitment for NPC is prohibited during the summer months.

VII. New Member Education Policy

- All social Greek-lettered organizations on campus must complete the New Member Education Planning Form (NME Plan) and abide by the New Member Education Policy (Policy). No new member activities may commence before the NME Plan has been reviewed and approved by SFL.
- Chapters must submit an updated NME Plan and Policy acknowledgement each semester that they conduct recruitment/intake.
- NME Plans are limited to no more than eight weeks. The new member period may only extend beyond eight weeks if approved by the chapter's national headquarters and SFL.
- Chapters may find a copy of the form, as well as the full policy, at gogreek.utk.edu

VIII. (Title IX) Sexual Harassment, Sexual Assault, Dating & Domestic Violence, and Stalking Policy

- The University of Tennessee is committed to creating and maintaining a safe and non-discriminatory learning, living, and working environment free from Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), Sexual Exploitation, and Retaliation (collectively, "Prohibited Conduct"). Prohibited Conduct will not be tolerated and will be grounds for disciplinary action up to and including expulsion from the University and termination of employment
- Chapters may find the full policy at <https://titleix.utk.edu/title-ix-policy/>

IX. Public Accountability Policy

- The Public Accountability Policy shall apply to all student organizations listed in the category of *recognized* OSFL social fraternities and sororities by the Center for Student Engagement (CSE).
- All presidents and advisors of registered fraternities and sororities will be notified from OSFL when any staff member is in receipt of a cease and desist order, or its equivalent, from any headquarters or volunteer staff member of an inter/national or regional organization hosted at the University of Tennessee, Knoxville.
- All presidents and advisors of recognized fraternities and sororities will be notified by OSFL when the Vice Chancellor for Student Life issues interim restrictions to any inter/national or regional organization hosted at the University of Tennessee, Knoxville.
- If an organization is found responsible for violations of any Standards of Conduct, Sorority & Fraternity Life staff will post the following information on the Sorority & Fraternity Life website (www.gogreek.utk.edu):
 - Name of the Organization
 - Incident Date
 - *Standard(s) of Conduct* Violation
 - Date Reported
 - Reported By

- Investigation Start Date
- Location
- Notice of Charges Date
- Sanction Date
- Sanctions & Due Date
- Resolution Type
- The public accountability information will be listed on the website for five academic years after a resolution is reached.

X. Health & Safety Education Policy

- The Health & Safety Education Policy shall apply to all student organizations listed in the category of Social Fraternity & Sorority by the Center for Student Engagement and all levels of fraternity/sorority membership and will engage organizations on topics related to risk management, areas of risk that apply to the organizations and/or its members, harm reduction, and current events.
- As outlined in the policy, organizations/members (in parenthesis) are required to participate in the following annual trainings
 - Leadership Summit (President)
 - Health & Safety Summit (President, NME, Judicial/Standards, Social Chair, Risk Management)
 - Speaker Series (80% of chapter)
 - Critical Conversations & Cross-Council Exchange (varies by council)
 - Clifton M. Jones Student Leadership Conference (varies by council)
- Chapters may find the full policy by visiting gogreek.utk.edu

XI. Sorority & Fraternity Housing Policy

- In order to ensure a safe and healthy living environment for all residents of fraternity and sorority facilities, the following policies have been created. The policies outlined below are consistent with all University of Tennessee, Knoxville and [University Housing policies and regulations](#). Review of policies and timelines will occur each summer in collaboration with University administration.
- **Eligibility for Residency in Sorority & Fraternity Housing**
 - Students applying for resident status within an identified sorority or fraternity facility must be a fully admitted undergraduate student at the University of Tennessee, Knoxville. Students admitted into the Bridge program and/or other University of Tennessee campus satellite programs are not considered eligible for residency status. Residents must be actively enrolled in classes and/or practicum or internship programs at the University of Tennessee, Knoxville. Students wishing to reside in a sorority or fraternity facility must be an active member considered in good-standing of the identified organization and local chapter. First year students are not eligible for resident status within any sorority or fraternity facility. Transfer students that are already identified as active members of a sorority or fraternity may be considered for residency status by contacting the [Office of Sorority and Fraternity Life](#).
- **Housing Contracts**
 - All facilities that are defined as on-campus, University property are required to have each resident complete a [University of Tennessee, Knoxville Fraternity Park/Sorority Village Housing Contract](#), in addition to any individual organizational housing contracts. Contracts for the upcoming academic year must be completed in full and returned to the Office of Sorority and Fraternity Life by the last day of exams each spring semester.
- **Meal Plans**
 - Any fraternity or sorority wishing to offer food services to their residents in place of a University meal plan must seek prior approval of their meal plan from the Office of Sorority and Fraternity Life. All meal plans must meet a minimum of \$300 a semester in order to be considered an adequate replacement for the University Flex Plan. Organizations are not required to have a meal plan and/or may have a meal plan in

addition to a University Meal Plan. Any member wishing to be charged for their organizational meal plan through the University must complete a Meal Plan Verification form or provide a signed copy of their organizational contract.

- **Summer Residency**

- Organizations wishing to offer summer residency options may do so under the following conditions:
 - Student must be enrolled and registered with the University of Tennessee, Knoxville for the adjoining Spring and Fall academic terms or be seeking graduation at the end of the identified Summer term;
 - A University Summer Housing Contract must be completed and submitted to the Office of Sorority and Fraternity Life, even if housing corporation is not charging a summer rent;
 - An identified House Director must be present within the facility during the summer months.
 - All University regulations and expectations remain applicable to sorority and fraternity facilities and residents during the summer months. Failure to comply may result in disciplinary action and/or eviction.

- **House Directors**

- All identified on-campus fraternity and sorority facilities are required to have a live-in House Director to oversee facility maintenance and ensure the general health and safety of its residents. House Directors must not be an undergraduate student and if a member of the same local chapter, must be removed from their undergraduate experience by a minimum of two (2) years. House Directors are to be hired and compensated through the local/national House Corporation Board. Assistance in recruiting eligible House Directors will be made available through the Office of Sorority and Fraternity Life. Each local/national Housing Corporation is responsible for the overall training and supervision of their employed House Director, however it is required that all House Directors meet the following University expectations;
 - If newly employed by House Corporation Board, meet with the Office of Sorority and Fraternity Life for onboarding and completion of necessary administrative documents;
 - Attend two (2) mandatory OSFL House Director trainings annually, one (1) each fall and spring semester;
 - Participate in and comply with all required health and safety inspections;
 - Respond to all University official communication within a timely manner;
 - Submit any health and safety documents identified as necessary by the University;
 - Comply with all policies and/or procedures as set forth by the University or as deemed appropriate by the Sorority Village Association/Fraternity House Corporation Board;
 - Physically reside within the identified facility on a full-time basis.
 - House Director presence is required any time residents are living within the facility, including but not limited to; summer break, fall/spring breaks, and holiday breaks. It is up to the discretion of the local/national House Corporation Boards whether to allow the facility to remain open to residents during these times.
 - Failure of the House Director to comply with any official University and/or Corporation Board policy or procedure will result in documented communication with the local/national housing corporation and inter/national headquarters.
- It is expected that House Directors are present in the facility on a daily basis. For short-term vacancies in the form of a vacation or approved time off, it is the expectation that the House Corporation Board and House Director will arrange for temporary oversight. In the event that an organization finds itself without a permanent House Director, the following process must occur:
 - Notification of vacancy to the Office of Sorority and Fraternity Life within 24 hours;
 - Immediate implementation of Interim Plan and plan information sent to the Office of Sorority and Fraternity Life;

- Identify permanent House Director within 30 days of vacancy.
- **House Corporation Boards**
 - Each fraternity or sorority that maintains residence in a facility must have an active alumni advisory board or national organization representative overseeing the facility operations. Decisions regarding a facility will only be conducted with an active member of a Housing Corporation Board, not with undergraduate chapter leadership.
- **Rent Rates**
 - Individual rent rates are determined by the University in cooperation with the House Corporation. If an organization wishes to change their identified rates, the House Corporation Board must submit the identified purpose for the change along with the price they wish to charge to the Office of Sorority and Fraternity Life. Rent rates will be reviewed annually by the Office of Sorority and Fraternity Life in collaboration with the Assistant Vice Chancellor for Student Life and any necessary recommendations will be made to the local/national House Corporation Board.
- **Subleases**
 - In the event of a chapter suspension or organizational vacancy with a lease holding organization, the Office of Sorority and Fraternity Life will work with the corporation president in the establishment of a sublease if an opportunity is available. Any group looking to engage in this process should reach out to the Office of Sorority and Fraternity Life for guidance on the process. All subleases must be reviewed by the University and signed in accordance with the University's contracts policy in order to be fully executed and applied. Subleases will not extend beyond one calendar year. University consideration will first be given to recognized fraternities and sororities who have a relationship with the Office of Sorority and Fraternity and receive education around health and safety issues in the sorority and fraternity community. Subleasing organizations are also expected to have a corporation to manage the facility separate from the leadership of the student organization.
- For additional information on Use of Maintenance Reserve Funds, Parking in Fraternity Park/Sorority Village, Security, Lock & Key Installation and Maintenance, Insurance & Inspections and searches, please visit the full policy at gogreek.utk.edu
- **Fire Drills**
 - The University of Tennessee, Knoxville staff from Facilities Services and the Office of Sorority & Fraternity Life (OSFL) conducts fire drills for organization facilities owned by the University. The fire drills are required for the residents to practice leaving the facility and to identify any equipment that may be broken, malfunctioning, or missing. National Fire Protection Association Codes 101 and 72 are the building fire codes enforced by the State Fire Marshall. Residents and/or organizations who refuse to cooperate with University officials in conducting fire drills (e.g., failing to leave the facility during a fire drill) or in actual emergencies will be subject to consequences, including termination of the privilege of living in the facility and referral to the Office of Student Conduct and Community Standards for disciplinary action.
- **Fire Suppression System Tests**
 - Twice a year, organization facilities must have an inspection and certification of their fire suppression systems. Rapid Fire inspects the fire suppression system and turns in a report to the Fire Marshal. Residents and/or organizations who refuse to cooperate with University officials in conducting fire suppression system tests will be subject to consequences, including termination of the privilege of living in the facility and referral to the Office of Student Conduct and Community Standards for disciplinary action.
- **Building Inspections**

- At minimum, once every year, organization facilities must have a building inspection conducted by the Office of Environmental Health & Safety. Inspections may occur as often as once a month if deemed necessary.
- Chapters may find the full policy by visiting gogreek.utk.edu

XII. Policy Violation Procedures

- Organizations are expected to abide by all policies.
- When OSFL witnesses behavior or receives information that a chapter may have violated a policy(s), the following procedures will take place:
- OSFL will submit information to the Student Conduct & Community Standards (SCCS) to ensure that no Student Code of Conduct Violation(s) occurred.
- If SCCS determines that a Student Code of Conduct Violation(s) occurred, they will proceed with their Student Conduct Process. See <https://studentconduct.utk.edu/wp-content/uploads/sites/53/2018/07/Student-Conduct-Process-Sheet-Fall-2020-1.pdf>
- If SCCS determines that no Student Code of Conduct Violation(s) has taken place, OSFL will move forward with the following:
 - If OSFL determines that a policy violation may have occurred but does not rise to the level of a formal violation, OSFL may elect to issue a formal warning, not resulting in a strike.
 - Generally, when an organization violates a policy for the first time, the organization will receive a warning from their respective council advisor.
 - **Note** OSFL reserves the right to determine a first-time policy violation will result in a strike based on egregiousness and particular policy.
 - If OSFL determines that a policy violation has occurred, a strike will be assigned to the organization and the Chapter President will receive a letter from OSFL outlining one of two next steps:
 - For first time strikes, Chapter Presidents will be required to meet with their respective council's Student Accountability Board (i.e. MGC< NPHC, Panhellenic, or IFC). Judicial boards reserve the right to assign sanctions as they see fit.
 - For second time strikes, Chapter Presidents will be required to meet with a staff member in OSFL for an OSFL Policy Conference. The letter received will outline which OSFL staff member the Chapter President has been assigned to meet with. Chapter Presidents must schedule this meeting within 5 business days of receipt of the letter. OSFL reserves the right to assign sanctions as they see fit.
 1. OSFL will determine the most appropriate staff member for the Chapter President to meet with based on the policy violated.
 2. In cases where the Housing Policy is violated, meetings will generally be scheduled with the Associate Director for Greek Housing or their designee.

Upon a second strike, and intervention from an OSFL staff member for a policy violation meeting, a chapter will receive a 2-point SOFE deduction from "Conduct Standing."

- OSFL will follow the Policy Violation Procedures for up to 2 strikes for the same policy, within a single election cycle. Upon the 3rd strike, Failure to Comply will be assessed, and the chapter will be referred to the Office of Student Conduct and Community Standards for adjudication.
 - ****Note* OSFL reserves the right to determine any policy violation, even a first or second strike, will result in a referral to Student Conduct and Community Standards based on egregiousness and particular policy.***

Policy Violation Strikes are reset at the start of each election cycle. Election cycles vary based on organization and align with the calculation of SOFE points for chapters.

XIII. Reminders

- Per CSE guidelines for registered student organizations, only UTK students may be members of UTK student organizations. Only undergraduate, matriculating students registered for at least six (6) credit hours are allowed to be members of social Greek-lettered organizations.
- OSFL Policy Violations that do not rise to the level of Code of Conduct violations will be documented by the office, communicated to the appropriate parties and adjudicated by council executive boards when necessary. Once an organization reaches three non-Code of Conduct Violations of a given type, the organization will be referred to SCCS for Failure to Comply. All violations of the Code will be referred to SCCS immediately.

University of Tennessee Hazing Policy & State Law

University of Tennessee Hazing Policy:

Participation of students in hazing activities is prohibited. "Hazing" means any intentional or reckless act, on or off university property, by one student acting alone or with others, which is directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature.

Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

A student committing an act of "hazing" is subject to disciplinary action in accordance with the Standards of Conduct process and penalties found in the Hilltopics student handbook.

State of Tennessee Hazing Law:

Source: Tenn. Code Ann. § 49-7-123. Hazing prohibited.

(a) As used in this section, unless the context otherwise requires:

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and

(2) "Higher education institution" means a public or private college, community college or university.

(b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

To Report an Incident of Hazing

Contact the Office of Student Conduct and Community Standards: (865) 974-3171
Studentconduct@utk.edu

For Emergency Cases contact the UT Police Department (865) 974-3114



NEW MEMBER EDUCATION POLICY

New Member Education Planning Form

The University of Tennessee, Knoxville's Office of Sorority and Fraternity Life ("OSFL") strives to promote a safe and socially responsible environment among the social Greek-lettered organizations on campus. To accomplish this goal, all social Greek-lettered organizations on campus must complete the New Member Education Planning Form ("NME Plan") and abide by the New Member Education Policy ("Policy"). No new member activities may commence before the NME Plan has been reviewed and approved by OSFL.

Contents of the NME Plan

NME Plans are limited to no more than eight weeks ("pledge period"). A pledge period may only extend beyond eight weeks if approved by the Chapter's national headquarters and OSFL. Chapters may find a copy of the form at gogreek.utk.edu. The form requires Chapters to provide the following information:

1. *National Intake Guidelines/Curriculum*: State the initiation requirements to be achieved/completed by new members as required by the Chapter's national headquarters.
2. *New Member Meetings*: Provide the date, time, location, description, clearly defined purpose/outcome, and advisor on-call for all new member meetings. The advisor must be on-file with OSFL. Topics that may be covered at new member meetings include:
 - Values and principles of the organization;
 - Inter/national organization history, such as founders, historic dates, etc.;
 - Chapter unity – brotherhood/sisterhood bonding (the focus should be bonding as a chapter, not new member class);
 - The development of future fraternity/sorority leaders (creating good chapter members, not just good new members);
 - Membership expectations (expectations should be the same for initiated/new members; e.g. code of conduct, financial obligations, academic requirements, attendance requirements, behavior expectations, policies, etc.);
 - Inter/national policy;
 - Risk reduction/health and wellness resources and education;
 - Role of big/little brother or sister;
 - Scholarship; and
 - Chapter operations, committee structures, officer responsibilities, and involvement opportunities.
3. *New Member Activities*: provide the date, time, location, description, clearly defined purpose/outcome, and advisor on-call for all new member activities. The advisor must be on-file with OSFL. Sample activities include:
 - Retreats;

- Philanthropy events/service events;
 - Intramurals (IFC/Pan);
 - Road trips (IFC/Pan);
 - Away games (IFC/Pan);
 - Brotherhood/Sisterhood events (movie nights, paintball, pumpkin patch, etc.); and
 - Social events (IFC/Pan).
4. *Ritual Events*: provide the date, time, location, description, purpose/outcome, and advisor who will be present for all ritual events. The Chapter advisor on file with OSFL, a national headquarters representative, or approved alumnus must be physically present for all ritual events. OSFL defines “ritual events” to include the following:
- New member induction/pinning;
 - Pre- initiation events;
 - Initiation;
 - Big Brother/Little Brother or Big Sister/Little Sister reveal (IFC/Pan);
 - Luncheons (NPHC/MGC only); and
 - Quizzes/tests.
5. *Certification*: The Chapter president, new member educator/intake chair, and Chapter advisor must review the NME Plan and certify that all representations made are truthful and that the NME plan complies with all applicable policies and expectations.

New member meetings, activities, and ritual events must be alcohol-free. Mixers and socials for initiated members and new members may be exempt from this restriction, but must still comply with the Sorority & Fraternity Life Office Policies (“OSFL Guidelines”), the Code of Conduct, as well as all other applicable laws, policies or rules. Additionally, new member meetings, activities, and ritual events may not occur during mid-term or final examination periods.

New Member Education Calendar

All new members should receive a new member education calendar within the first week of becoming a new member. The calendar should include the following information with associated dates, times, location, and brief description: meetings, activities, ritual events, tests/quizzes, initiation, and due dates.

NME Plan Review and Approval Procedures

Step 1: Sign the Policy Acknowledgment form and submit to OSFL at greeklife@utk.edu by **January 7, 2022**.

Step 2: Complete a draft of the NME Plan form. The NME Plan should be reviewed and approved by the Chapter president, new member educator/intake chair, and the Chapter advisor prior to moving on to Step 3.

Step 3: Submit the draft NME Plan to OSFL at greeklife@utk.edu for review by **January 7, 2022**.

Step 4: OSFL will provide feedback on the draft NME Plan by **January 14, 2022**. Chapters may schedule a meeting with OSFL to discuss feedback up until **January 21, 2022**

Step 5: Submit the finalized NME Plan with signed Certification by **January 24, 2022**.

Step 6: OSFL will provide the Chapter notice whether it has approved or denied the NME Plan.

Approval/Denial of NME Plan

OSFL will deny incomplete NME Plans. Chapters who have not received approval for their NME Plans, or who have not submitted their NME Plans, may not conduct any new member activities.

Approval of the NME Plan by OSFL means only that the NME Plan complies with this Policy and does not mean that the NME Plan is sanctioned or sponsored by the University of Tennessee, Knoxville, or that the NME Plan complies with other policies or rules. The Chapter is responsible for ensuring that the meetings, activities, and ritual events included and described in its NME Plan comply with the OSFL Guidelines and all other applicable laws, policies, and rules.

Changes to the NME Plan

Any proposed changes to an approved NME Plan, must first be submitted to OSFL for approval. Requests for changes should be submitted by email to greeklife@utk.edu. Advisor substitutions should come from the list of advisors submitted to OSFL.

Failure to Comply

Chapters who fail to submit an NME Plan, fail to obtain approval from OSFL for their NME Plan, provide false information in their NME Plan, or fail to submit changes to OSFL for approval, may be in violation of the Student Code of Conduct. OSFL will conduct a preliminary investigation into the possible violation and, if necessary, will refer the matter to the Office of Student Conduct and Community Standards for adjudication.

Submissions

Chapters must submit a NME Plan and Policy Acknowledgement to OSFL for review & approval by the beginning of each academic term that they plan to conduct recruitment/intake. An updated policy will be sent out every May to the president of the chapter and/or other applicable person(s). Relevant due dates will be published by May 15 each year at gogreek.utk.edu.

Office of Sorority & Fraternity Life

Event Registration Procedure

I. Purpose

The Office of Sorority & Fraternity Life (OSFL) believes the registration of events by sororities and fraternities will promote the health, safety, and wellbeing of all members of our campus community. In planning and implementing events on and off campus, all sororities and fraternities are required to follow this Event Registration Procedure, as well as any other applicable OSFL and University policies, including the University's Alcohol Policy. In order to promote responsible citizenship, all individuals and organizations must also abide by all federal, state, county, and city laws and any relevant inter/national organization alcohol/risk management policies.

II. Applicability

The Event Registration Procedure will apply to all sororities and fraternities registered with OSFL.

III. Event Registration Procedures

Organizations are required to register all events with the exception of chapter executive board meetings, religious observances, and meals with no additional programming.

An organization event shall be defined as any event consisting of prospective, new, active, recently active, and alumni members (or some combination thereof) that a reasonable observer would associate with the organization, was sponsored, financed, or endorsed by the organization, or required advanced planning on behalf of the organization.

Event registration forms must be submitted through VolLink. For event registration purposes, events have two categories: (1) Events Without Alcohol and (2) Events With Alcohol. "Bring Your Own Beverage" or BYOB events are prohibited.

A. *General Requirements For All Events*

Events will only be approved if the organization is current with the following:

- The organization is registered on VolLink.
- The organization has submitted all chapter-related forms/requirements to OSFL (roster updates, chapter advisor forms, intake forms, etc.).
- The organization is in good standing with its respective Council and has met all Council requirements.
- The organization is in good standing with the University Bursar's Office.
- The organization is in compliance with any disciplinary sanctions issued by Student Conduct and Community Standards and is eligible to host the event at issue.

A final guest list must be submitted through VolLink at least twenty-four (24) hours in advance of the event. Only members and guests on the final guest list shall be granted entry to the event. The only

exceptions from the guest list requirement are for alcohol-free service events and alcohol-free philanthropy events.

All event registration forms are reviewed by OSFL, and the organization will be contacted with any questions or concerns about the event.

Organizations are responsible for reasonable and prudent management and control of all aspects of the event at all times, including the behavior of individual members and guests.

The University, for health and safety reasons, may limit the number of approved registered events allowed to take place at one time. In instances where multiple events are registered and the University deems it necessary to limit the number of registered events for a given time, approval of events meeting all requirements under these procedures will be considered in the order in which they were registered. In order to reduce the likelihood that an event is denied, organizations should register events at the earliest possible date.

The University reserves the right to shut down a registered approved event, based on information available at the time, including information that the event is being conducted in a manner inconsistent with the event registration guidelines and/or if a safety or security concern reasonably exists. If the event is found to be conducted in a manner inconsistent with the event registration and approval, the organization (and possibly individual members) will be referred to OSFL and/or Student Conduct and Community Standards.

B. Events Without Alcohol

On-Campus Events:

On-campus events without alcohol must be registered at least seven (7) business days in advance of the event. Organizations must notify OSFL of large-scale on-campus events with non-member guests at least seven (7) business days in advance of the event. The information should be emailed to GreekLife@utk.edu, and should include the date, time, place, and anticipated attendance of the event. OSFL will notify UTPD for consultation during the approval process.

Off-Campus Events:

Off-campus events without alcohol must be registered at least seven (7) business days in advance of the event.

C. Events With Alcohol

Events with alcohol, both on-campus and off-campus, must be registered at least fourteen (14) business days in advance of the event. However, since some events may require more time to process because of the complexity or other factors, organizations are encouraged to electronically submit an event registration form and meet with OSFL staff at the earliest possible date.

All Events:

All events with alcohol must be third-party vendor events and comply with the requirements below:

- Alcohol may only be sold and served by a University approved third-party vendor (bar, restaurant, caterer, or similar operation). The third-party vendor must be properly licensed by the appropriate local and state authorities and be licensed to sell on the premises where the function is to be held.
- Chapters are not allowed to purchase alcohol with chapter funds; however, chapters are allowed to pay for the labor costs associated with an approved third-party vendor with chapter funds.
- Sober monitors must be stationed throughout the event to ensure event management procedures are followed. Sober monitors must be active members of the organization and in good standing. If new members that have yet to be initiated into the organization are serving as sober monitors, the new members may not exceed 50% of the total number of sober monitors. Sober monitors must be identified in the event registration form. Sober monitors must be sober upon their arrival at the event and may not consume alcohol throughout the duration of the event.
- If the event is co-hosted by more than one organization, members of each participating organization must serve as sober monitors. The ratio from each organization should be based upon the number of attendees who are members or guests of that organization.
- The ratios of sober monitors to attendees must be at least 1:15.
- The event must have only one entrance. A printed copy of the guest list must be provided at the entrance of the event. A sober monitor must verify the identity of guests and confirm their information is included on the guest list.
- All individuals entering the event must present a valid photo ID. The photo ID shall be used to verify the entrant's name and date of birth. Upon verification of identity, a wristband shall be placed on the entrant's wrist if age 21 or above.
- For Interfraternity Council/Panhellenic organizations, attendance is limited to three (3) guests per attending member or the capacity of the area/facility fire code, whichever is smaller. The final guest list must include the names of members who plan to attend and the respective guests for each member. Each guest must be assigned a member.
- The event cannot last any longer than a four (4) hour time period. The sale of alcohol must cease thirty (30) minutes prior to the scheduled conclusion of the event. Exceptions to the time limit period limit may be approved on a case-by-case basis.
- No common source alcohol is permitted. Common source is any bulk quantity, common container, or freely available alcoholic beverage (e.g., beer, wine, liquor, or punch) that is made available for consumption. Possessing, furnishing, consuming, or serving from a common source of alcohol is strictly prohibited. A common source shall not include "cash bars" operated by a licensed third-party vendor that comply with these guidelines.
- Alcohol is not permitted to be consumed or possessed anywhere other than the space designated for hosting the event. If the event is located at a fraternity house, alcoholic beverages are restricted to the common areas of the fraternity house, and guests and non-members are restricted to the common areas of the fraternity house.
- Activities or paraphernalia that encourage the rapid and/or excessive consumption of alcohol, including, but not limited to, drinking games (beer pong, flip cup, etc.), ice luges, and drinking funnels, are inconsistent with healthy and responsible use of alcohol and are therefore prohibited.

In addition to the above requirements, all events with alcohol that are held on-campus must also comply with the following requirements:

- Any alcohol over 15% alcohol by volume is prohibited.
- A third-party security vendor approved by the University must be present at the event at least one (1) hour prior to the event and one (1) hour after the event concludes. Approved security vendors must be properly licensed and possess all appropriate governmental permits and licenses.
 - A minimum of two (2) security officers are required for any event, and an additional two (2) security officers are required for every 100 attendees.
 - The security vendor is responsible for maintaining safety at the event, ensuring attendees remain in the designated area, monitoring noise levels, and ensuring the event ends on time.

Game Day Events:

A “Game Day Event” is any event with alcohol hosted by a registered student organization on the day of a University of Tennessee, Knoxville home football game. A Game Day Event may occur only four (4) hours prior to the start of a game and must end thirty (30) minutes prior to the start of a game.

At the discretion of the Vice Chancellor for Student Life, additional events hosted on the day of other intercollegiate athletic contests may be designated “Game Day Events” for the purposes of this procedure.

Bias Incident Protocol & Reporting

The University of Tennessee, Knoxville, is committed to providing students, faculty, staff, and campus visitors an environment that is safe, as well as civil, and one that encourages the exchange of ideas through discourse in every aspect of campus life. All members of the campus community are encouraged to report bias motivated incidents or crime.

Bias is defined as any act that is motivated, in whole or in part, due to an individual's age, race, ethnicity, disability, gender, gender identity or expression, immigration or citizenship status, marital status, national origin, veteran status, religion and/or religious practice, sexual orientation, socioeconomic status, weight, political affiliation, medical condition, or mental health.

Bias related-incidents are incidents that occur on campus or within an area that impacts the UT community and which an individual can reasonably conclude is directed at a member or a group of the UT community due to that individual's or group's actual or perceived age, color, creed, disability, ethnicity, gender, gender identity or expression, marital status, national origin, race, religion, sexual orientation, veteran status, or any combination of these or related factors.

Some examples of bias incidents include, but are not limited to:

- Verbal, physical, or online harassment (e.g. text, social media)
- Bigotry
- Intimidation
- Coercion
- Damage to property via written slur, graffiti, or hate symbol
- Stalking

A student who has experienced or witnessed a bias incident or hate crime should:

- **Call 911** if s/he feels threatened or in immediate danger
- **Report incidents to 865-974-3179** and/or submit a [Bias Incident Reporting Form](http://bias.utk.edu/bias-incident-reporting-form/) (<http://bias.utk.edu/bias-incident-reporting-form/>) if the threat is not immediate.
- **Contact the Office of Equity and Diversity (865-974-2498)** for allegations of discrimination and/or harassment that occur within the classroom. Complaints may also be directed to the academic dean of the appropriate college.
- **Contact a person of authority** with whom s/he can speak honestly and openly, i.e., hall director, professor, etc. if s/he is not comfortable following the recommended procedures outlined above





THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

OFFICE OF SORORITY &
FRATERNITY LIFE