



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

OFFICE OF SORORITY &  
FRATERNITY LIFE

## **Sorority & Fraternity Life Operational Policies**

- I. Council & Chapter Operations
- II. Social Event Policy
- III. Conduct Rights and Responsibilities
- IV. Event Registration 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. Council & Chapter Operations**

- *Council Officer Elections and Transitions: All elected and appointed council officers/positions are to be elected by the third week of November and must be installed at Quad Council Installations. Elected officers are required to attend at minimum: 1) Quad Council Installations, 2) Quad Council Retreat, and 3) AFLV or SGLA. Failure to do so without prior permission from the Office of Sorority & Fraternity Life may result in removal from the elected position.*
- *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 on VOLink. Additionally, the president and/or their designee will review/update their chapter roster with OSFL 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 five categories: Scholastic Achievement, Civic Engagement, Member Education, Administration, and Excellence. 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 Student Life Leadership Team, 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 rapid consumption and/or "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 crossing/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. Event Registration Policy**

- **Event Approval:**
  - Organizations are required to register all dry events (to include classroom space requests and fundraisers but not chapter executive board meetings) ten (**10**) calendar days before they are scheduled to occur.
  - Events where alcohol is being served must be submitted in Vol Link at least **14** calendar 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 & comments resolved. Guest lists for events will need to be finalized **24** hours prior to the event.

**Events will be approved only** 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 VOLink.
- Respective Council requirements (dues and in good standing).
- In good standing with the University Bursars' Office.
- Documents/trainings required as a result of conduct outcomes.
- Chapters may find the full Event Registration Policy by visiting [gogreek.utk.edu](http://gogreek.utk.edu)

#### **V. Expansion/Extension of New Greek Organizations**

- To ensure that sororities and fraternities desiring to be registered at UTK possess those qualifications deemed necessary for their success and for the continued health of the UTK 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 and leadership success as a chapter, the chapter must conduct membership recruitment annually, as facilitated by their governing council (Panhellenic/IFC).
  - To support students’ academic success, all pledging, initiation meetings, activities and ceremonies must be completed the day before Thanksgiving break (fall)/ April 25 (spring).
  - No New Member Activities can begin prior to the week before the start of each semester and cannot exceed six (6) weeks, commencing the day after Bid Day. The six (6) weeks is inclusive of academic calendar breaks including but not limited to spring and fall breaks. If organizations require additional time beyond the six (6) weeks for initiation only, an extension may be granted with permission from both inter/national headquarters and OSFL.
  - 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.
  - IFC/Pan New Member Orientation: Health & Safety Module: All new members are required to complete the New Member Orientation: Health & Safety Module by September 30<sup>th</sup> (fall) & March 31<sup>st</sup> (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 2025> Fall Semester 2025 >Spring Semester 2026 > Organization conducts Fall Intake -2026).
  - 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.
  - All chapters that participate in MIP must complete the MIP Certification Training annually. This training will occur on **August 18, 2024 on Zoom**
  - MGC/NPHC New Member Health & Safety Module: All MGC/NPHC new members are required to complete the New Member Health & Safety Module by **October 30<sup>th</sup> (Fall) & March 31<sup>st</sup> (Spring)**
  
- **NPHC/MGC Membership Intake Process (MIP) and New Member Presentation**
  - **MGC Meet & Greet/Misconceptions & Stereotypes:** Sorority & Fraternity Life, in conjunction with the MGC & NPHC of UTK, will sponsor semester informational sessions

called Misconceptions & Stereotypes & MGC Meet & Greet, to provide important information to students. These sessions will be offered during the academic year. These sessions will occur on

- MGC Fest: **Monday, August 26, 2024 SU 262AB 6:00 pm / Thursday, January 30, 2025 @ 6:00 pm**
  - Misconceptions & Stereotypes: **Wednesday, August 28, 2024 SU 272AB 5:30 pm / Wednesday, January 29, 2025 SU 272AB 5:30 pm**
  - **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 **Friday, November 15<sup>th</sup> 2024 @ 7:00 pm** for the Fall semester and Friday, **April 25<sup>th</sup> 2025 @ 7:00pm** for the Spring semester.
  - **New member presentations** must happen by **Saturday, November 16<sup>th</sup> 2024 @ 7:00pm** for the Fall semester and **Saturday, April 26<sup>th</sup> 2025 @ 7:00pm** 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 - Sunday, November 17<sup>th</sup>, 2024 in SU 362;**
    - **Spring – Sunday, April 27<sup>th</sup>, 2025**
  - Membership selection for NPHC/MGC is prohibited during the summer months.
- **Panhellenic Informal Recruitment**
    - **Informal Recruitment** policies will be followed in accordance with Sorority & Fraternity Life policies.
    - **NPC organizations must schedule a meeting with the Panhellenic advisor prior to the start of any intake/interest/informational meetings.**
    - To support students' academic success, all pledging, initiation meetings, activities and ceremonies must be completed the day before Thanksgiving break (fall)/ April 25 (spring).
    - No New Member Activities can begin prior to the week before the start of each semester and cannot exceed six (6) weeks.
    - 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 OSFL.
- 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 six weeks. The new member period may only extend beyond six weeks if approved by the chapter's national headquarters and OSFL.
- Chapters may find a copy of the form, as well as the full policy, at [gogreek.utk.edu](http://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 as outlined in Hilltopics.
- 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 ([gogreek.utk.edu/community-conduct-history](http://gogreek.utk.edu/community-conduct-history)):
  - Name of the Organization
  - Council of Affiliation
  - Date of Incident
  - *Standard(s) of Conduct* Violation
  - Date Reported
  - Reported By
  - Investigation Start Date
  - Location
  - Interim Actions
  - Case Resolution Date
  - Sanctions
- 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 (varies by council) are required to participate in the following annual trainings
  - Greek Leadership Summit (President)
  - Health & Safety Summit (varies by semester)
  - Cross-Council Exchange (varies by council)
  - Bystander Intervention Training
- Chapters may find the full policy by visiting [gogreek.utk.edu](http://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 a pathway 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](#).
  - Breach of this policy, housing contract, and/or violation of any University of Tennessee, Knoxville regulation may result in eviction upon five (5) days' notice except where the University determines that continued residence by the student would pose a danger to the life, limb, or health of themselves or other residents, in which case the student may be evicted immediately.
- **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](#) available online through StarRez, 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. New contracts for the academic spring semester will be

due by a date consistent with the Bursar's spring billing date. No edits to an existing contract will be permitted. If edits are necessary, completion of a new contract is required.

- **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 provide the Office of Sorority & Fraternity Life with evidence of contract stating meal plan requirements. For the full policy, please visit [gogreek.utk.edu/about-us/our-policies/](http://gogreek.utk.edu/about-us/our-policies/).
- Any resident that does not have a required sorority/fraternity meal plan and has not signed up for a different University Meal Plan will receive a \$300 charge for the University Flex Plan. OSFL does not have authorization to add/remove Flex Plan charges.

- **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 via StarRez, even if housing corporation is not charging a summer rent;
  - An identified House Director must be living 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. Upon

hiring a House Director, each local/national Housing Corporation will complete a background check and submit to the University to retain on file. 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 all mandatory OSFL House Director trainings and meetings. House Director trainings are held twice annually, one (1) each fall and spring semester; House Director meetings are held once a month during the academic term.
  - 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. Continued failure to comply will result in the House Director contract being ineligible for renewal.
- 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.
  - In order to ensure accurate communication and compliance with University policies, it is required that each organization that oversees a facility be represented at meetings that are called together for the purpose of discussing facility matters. If attendance at stated meetings cannot be met, it is expected that a representative from the organization's House Corporation Board meet and/or speak individually with a staff member from Office of Sorority and Fraternity Life to ensure information is communicated. Continued lack of attendance and/or communication from the House Corporation Board with OSFL will result in a policy violation for the organization.
- **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 approved 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 required to have a house corporation to manage the facility separate from the leadership of the student organization.
- **Compliance with University and State Building and Fiscal Policies**
  - As outlined in each organization's lease with the University, the organization has entered into a long-term lease (50 years) with the University of Tennessee, Knoxville. In this lease, organizations are given equity interest and there is a shared management model between the institution and the house corporation and thus must follow all University and

State Building and Fiscal Policies. Specific State policies can be found at the following website:

- [State Architect Policy and Procedure](#)

- Any improvements or upgrades to the facility that require modifications to the actual construction or internal utilities that are in excess of \$10,000 must be approved by the University. This includes, but is not limited to, modifications such as removing or modifying walls, installing wiring and/or new lighting structures, paintings on walls, regardless of whether funds being used are held in an outside account or in a centrally held account.
- 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](http://gogreek.utk.edu)
- **Fire Drills**
  - Fire drills are scheduled in accordance with state law and with guidance from the Office of Environmental Health and Safety Office and Facility Services. Two drills will be scheduled in each long semester, and one over the summer break. The first drill of each long semester must be completed within the first ten days of the semester. OSFL will notify the house corporations, organization presidents, and house directors of the upcoming fire drill. The notification will include a date range of when the drill may take place, -typically a week. The exact fire drill date will not be specified to protect the integrity of the drill. Building inspections of the facility also will take place during the designated week, separate from the timed fire drill to ensure staff are able to adequately test equipment. Fire drills will take place during University business hours.
- **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](http://gogreek.utk.edu)

#### **XIV. 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 review violations with SCCS and document in Maxient.
  - If SCCS determines that a Student Code of Conduct Violation(s) occurred, they will proceed with their [Student Conduct Process](https://studentlife.utk.edu/studentconduct/wp-content/uploads/sites/15/2018/07/Student-Conduct-Process-Sheet-Fall-2020-2.pdf). See <https://studentlife.utk.edu/studentconduct/wp-content/uploads/sites/15/2018/07/Student-Conduct-Process-Sheet-Fall-2020-2.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 letter via Maxient.
      - \*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 via Maxient 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 Sorority & Fraternity Life or their designee.
- Following the completion of a Student Accountability Board Meeting (1<sup>st</sup> Strike) or an OSFL Policy Conference (2<sup>nd</sup> Strike) the Chapter President will receive a documented outcome and will be given 5 Business Days to sign off on the outcome.
  1. Should a chapter not agree with the outcome for any of the reasons outlined below, the Chapter President may elect to appeal the decision in writing within 5 Business Days of receipt of the outcome to the Director of Sorority & Fraternity Life.

- a. Specifications of appeal rationale and processes are outlined in the full OSFL Policy Violations Procedure.

*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 3<sup>rd</sup> 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 guidelines for registered student organizations outlined in Hilltopics, 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.