

# **CCU Greek Life Policy Manual**



## **Office of Student Activities and Leadership**

This Policy Manual was created to be used in conjunction with the Student Organization Handbook and the Coastal Carolina University Student Handbook. Chapter members should refer to the Student Organization Handbook and the Student Handbook for further policies to include, but not limited to, recognition, event planning, promotion and advertising, and funding.

This Policy Manual details certain policies unique to the fraternities and sororities at Coastal Carolina University.

# **GREEK LIFE POLICY MANUAL**

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- ◆ All fraternities and sororities at Coastal Carolina University must be nationally recognized organizations.
- ◆ All chapters must complete and turn into the Greek Life office changes to the chapter roster each semester. The New President's Information Form must be submitted 48 hours following the chapter election.
- ◆ All prospective members must have at least a 2.0 cumulative grade point average to be eligible for initiation into the chapter, unless a higher requirement is mandated by the (Inter)national organizations and be in good disciplinary standing with CCU.
- ◆ Chapter officers must maintain at least a 2.25 (2.5 as of Fall 2008) cumulative grade point average or they must step down from office.

**COASTAL CAROLINA UNIVERSITY  
GREEK LIFE SYSTEM**

**CCU Greek Leadership Team**

CCU-NPHC President  
CCUPA President  
IFC President

**Greek Board of Presidents**

Chapter Presidents

**CCU National Pan-Hellenic Council (CCU-NPHC)**

|                   |                           |
|-------------------|---------------------------|
| Alpha Kappa Alpha | Rho Pi Chapter            |
| Alpha Phi Alpha   | Nu Phi Chapter            |
| Delta Sigma Theta | Sigma Xi Chapter          |
| Zeta Phi Beta     | Mu Rho Chapter            |
| Kappa Alpha Psi   | Pi Gamma Chapter          |
| Phi Beta Sigma    | Beta Beta Iota Chapter    |
| Omega Psi Phi     | Alpha Delta Kappa Chapter |

**CCU Panhellenic Association (CCUPA)**

|                   |                    |
|-------------------|--------------------|
| Alpha Delta Pi    | Theta Beta Chapter |
| Gamma Phi Beta    | Zeta Zeta Chapter  |
| Sigma Sigma Sigma | Zeta Chi Chapter   |
| Phi Sigma Sigma   | Theta Beta Chapter |

**Interfraternity Council (IFC)**

|                     |                                |
|---------------------|--------------------------------|
| Delta Chi           | Coastal Carolina Chapter       |
| Pi Kappa Phi        | Eta Pi Chapter                 |
| Sigma Alpha Epsilon | South Carolina Alpha Chapter   |
| Sigma Phi Epsilon   | South Carolina Epsilon Chapter |
| Tau Kappa Epsilon   | Tau Tau Chapter                |

## DEFINITION OF TERMS

- **Inter/national Fraternity or Sorority:** a fraternity or sorority holding membership in the North American Interfraternity Conference, the National Panhellenic Conference, the National Pan-Hellenic Council, or a fraternity/sorority that has inter/national status.
- **Colony:** a group of Coastal Carolina University students who have been organized under the auspices of an inter/national fraternity or sorority for the specific purpose of being established as one of its undergraduate chapters.
- **CCU Panhellenic Association (CCUPA):** the governing body of NPC sororities. The Panhellenic Council consists of an executive board and delegates. The CCUPA coordinates joint activities, programming and provides support to member chapters.
- **CCU National Pan-Hellenic Council (CCU-NPHC):** the governing body of NPHC fraternities and sororities. NPHC consists of an executive board and delegates. The CCU-NPHC coordinates joint activities, programming and provides support to member chapters.
- **Greek Board of Presidents:** a collaborative effort of the chapter presidents to advise, as well as assist with the leadership, development of policy and direction, and general promotion of CCU Greek Life so as to support the mission and needs of the community.
- **Greek Leadership Team:** the collaboration of the governing council presidents (*CCUPA, CCU-NPHC, and IFC*) to provide leadership in the CCU Greek community and serve as student advisors to the Greek Life office.
- **National Panhellenic Conference (NPC):** a collaborative association of sororities whose member organizations typically have multiple chapters. NPC is an organization established to foster inter-sorority relationships, to assist collegiate chapters of the NPC member groups, and to cooperate with colleges and universities in maintaining the highest scholastic and social standards.
- **National Pan-Hellenic Council (NPHC):** a collaborative association of the nine historically African American fraternities and sororities whose member organizations typically have multiple chapters. NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.
- **North American Interfraternity Conference (NIC):** a collaborative association of fraternities whose member organizations typically have multiple chapters. The NIC advocates the needs of fraternities through enrichment of the Greek experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.
- **Interfraternity Council (IFC):** the governing body of NIC fraternities, with the exception of NPHC affiliated fraternities. IFC is the legislative body consisting of an executive board and delegates. The IFC coordinates activities, programming and support to member chapters.
- **Office of Student Activities and Leadership:** the department of Coastal Carolina University that supports programs that encourage a sense of community and concept of total student development.

## **GREEK LIFE EXTENSION/EXPANSION POLICY**

CCU is committed to the development of a strong and viable Fraternity and Sorority community on campus. In this regard, when the Office of Student Activities and Leadership staff, in consultation with the NPHC, IFC, and CCUPA, believes a new Greek letter organization can strengthen the Greek community, the procedures outlined below will be followed. The purpose of these procedures is to insure that extension/expansion of Greek letter organizations occurs in a manner, which includes a carefully developed plan that is conducive to the educational mission of CCU. This approach provides maximum opportunity for successful colonization and a meaningful and rewarding experience for the students within the Greek community.

### ***Process for Greek Life Extension/ Expansion***

1. The Student Activities and Leadership staff and the Greek community will determine when the community is ready for extension/expansion. After the decision is made to extend/expand, a committee (of Greek and Non-Greek students, Student Affairs staff, and administrators) will coordinate this process. The Coordinator of Greek Life will serve ex-officio on the Extension/Expansion Committee. The committee will send a letter to all eligible, (Inter)nationally affiliated Greek letter organizations inviting them to submit a letter of interest to the Greek Life office. When considering extension/expansion, special consideration may be given to Greek organizations previously colonized and/or chartered at CCU that have withdrawn from campus but are now in good standing. Greek organizations wishing to establish at CCU must be a member of the National Pan-Hellenic Council, National Panhellenic Conference, of North American Interfraternity Conference.
2. Prior to initiating contact of potential new student members, each (Inter)national Greek letter organization wishing to establish a chapter at CCU must submit a letter of interest to the Committee. A packet of materials should accompany this interest letter. This packet of supporting materials should include the following:

1. Logistical Information

- a. Name of Fraternity/ Sorority
- b. Founding date
- c. (Inter)national History
- d. Current number of colonies
- e. Current number of undergraduate members
- f. Average chapter size
- g. Number of chapters closed in the last five years and reasons for closing
- h. Membership Costs: new member, initiation fees, insurance, regular dues

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## 2. Program Policies

- a. Position on Risk Management
- b. Position on Hazing
- c. Length/focus of new member program
- d. Minimum standards of potential new members
- e. Scholarship/ Academic program
- f. Community Service program
- g. Constitution and By-laws
- h. Policy of relationship with host institution

## 3. Colonization

- a. List and status of colonies established in last five years
- b. Procedures
- c. Ongoing support for colony
  - i. field staff visits
  - ii. recruitment support
  - iii. additional resources
- d. Criteria for chartering

## 4. Organizational structure

- a. (Inter)national headquarters structure
- b. List of all chapters and locations
- c. Administrative Support
  - i. district
  - ii. local

## 5. Resources

- a. (Inter)National Headquarters
  - i. Foundation Scholarships/loans
  - ii. Housing Support/ (Inter)National Housing Corporation
  - iii. Leadership schools or conventions
  - iv. Publications
- b. Conway/ Myrtle Beach and surrounding area
  - i. Nearest chapter
  - ii. Number of alumni in Conway and surrounding area
  - iii. Contact information of committed alumni

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3. Upon receipt and review of materials by the Committee, a decision will be made to invite up to three finalists to campus to make presentations. The main emphasis of the presentation should be:

- Services of the (Inter)national Greek organization;
- Why the Greek organization should be allowed to establish at CCU;
- How the Greek organization would enhance the CCU Greek community (what it would provide that other Greek organizations do not currently provide);
- Details of the membership development program;
- Details of policies related to:
  - A. Academic Achievement and Scholarship
  - B. Alcohol Abuse
  - C. Substance Abuse
  - D. Hazing
  - E. Health Issues
  - F. Sexual Harassment, Assault and Rape
  - G. Legal Liability
  - H. Risk Management;
- Details of the pledge/associate/new member program;
- Financial resources, support and commitment;
- Area alumni support, list of chapters (undergraduate and graduate) that can be supportive to a chapter at CCU
- Timetable and guidelines for colonization and chartering.

4. After the conclusion of the campus presentations, the Committee in consultation with the respective university Greek council, will decide whether to issue an invitation to colonize on the CCU campus. If the decision is to expand/extend, the Committee will make a recommendation for approval to the Assistant Dean of Students/ Director of Student Activities as to which organization to invite to CCU.

5. If the decision is made to issue an invitation and approved, the Director of Student Activities will send written notification to the organization. The notification will also request for the Greek organization to send the Coordinator of Greek Life a written schedule and guidelines of the extension/expansion program through to chartering, including financial obligations of members for their first full year. The Greek organization must also provide a "deadline date" by which the colony will be chartered. The group must remain a colony for at least one academic semester, yet has only two years to fulfill membership obligations. The Greek organization will not begin extension/expansion efforts until CCU receives and approves the written schedule and guidelines. Final written approval of the colonization process including the "starting date" will come from the Coordinator of Greek Life. If the Greek organization is not chartered by the agreed upon date, then, based upon the recommendation of CCU, the Greek organization will withdraw from campus.

6. If the decision is made not to offer an invitation at that time, that notification will be presented in writing to the (Inter)national Greek organization.

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7. Campus recognition procedures as outlined by the Office of Student Activities and Leadership, the Office of the Dean of Students, and the Panhellenic Association, Interfraternity or National Pan-Hellenic Councils must be followed and successfully completed. Further information may be obtained from the Greek Life office.

8. Any Greek organization requesting to colonize and/or charter at CCU must have, as part of their (Inter)national constitution & bylaws, an article requiring campus recognition for a charter to be awarded and that upon withdrawal of recognition by CCU the (Inter)national Greek organization must remove the charter and withdraw from campus.

9. Any Greek organization requesting to colonize or charter at CCU must be a member in good standing of FIPG or have proof of current liability insurance. The Certificate of Insurance must endorse CCU on the insurance coverage as additional insured. See the below language for certificate holder and additional insured endorsement.

Certificate Holder: Coastal Carolina University  
Attn: \_\_\_\_\_ (*Coordinator of Greek Life*)  
Post Office Box 261954  
Conway, South Carolina 29528

Endorsed Additional Insured Language: "Coastal Carolina University, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured."

The Coordinator of Greek Life will be the "official" representative of CCU throughout the extension/expansion process, unless otherwise specified.

## REQUIREMENTS OF FRATERNITIES AND SORORITIES TO REMAIN IN GOOD STANDING

1. Adhere to the principles and ideals contained in your **RITUAL, CREED, and CONSTITUTION** (a weekly reading to your members at chapter meeting is one way to reinforce this idea).
2. Comply with your national policies regarding hazing, risk management, scholarship, and attendance at leadership schools and convention.
3. Register your chapter with the Office of Student Activities and Leadership each Fall semester.
4. Maintain membership with the respective governing council.
5. Maintain up to date insurance liability coverage.
6. Delegates attend weekly council meetings.
7. Comply with the State of South Carolina and Coastal Carolina University Hazing Policy.
8. All chapter members attend the Mandatory Greek Meeting.
9. Comply with Recruitment, RUSH, and Intake guidelines.
10. Chapter is represented at mandatory meetings, training sessions, or educational workshops.
11. Chapter is duly represented and participates in Greek Week planning, execution, and activities.
12. Chapters have an active chapter advisor who:
  - **serves** as a mentor and resource for individual members and chapter.
  - **ensures** the chapter is focusing on their academic endeavors.
  - **ensures** the chapter is working toward the requirements of fraternities and sororities.
13. Chapter President attends monthly Greek Board of Presidents meetings.
14. Chapter President in attendance to semesterly Leadership retreats.
15. Register all chapter events with the Office of Student Activities and Leadership.
16. Chapter continually meets academic standards.

## CHAPTER EVENTS

A function/event may be deemed as a chapter event if **any** of the following criteria are proven:

1. Event is paid for by the chapter (*with chapter funds*)
  2. Event is endorsed by chapter
  3. Executive Board has knowledge of the event
  4. 50% of the chapter membership is in attendance (organizations with less than 10 members must have all members present)
  5. The average person would associate the event with the fraternal organization in question.
- ◆ All chapters must follow their national risk management guidelines as well as the risk management guidelines set forth by the University and the respective governing council.

## HAZING POLICIES

### South Carolina Hazing Law

§ 59-101-200. Hazing prohibited; penalties.

(A) For purposes of this section:

(1) "Student" means a person enrolled in a state university, college, or other public institution of higher learning.

(2) "Superior student" means a student who has attended a state university, college, or other public institution of higher learning longer than another student or who has an official position giving authority over another student.

(3) "Subordinate student" means a person who attends a state university, college, or other public institution of higher learning who is not defined as a "superior student" in subitem (2).

(4) "**Hazing**" means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.

(B) **Hazing** at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of **hazing**, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.

(C) The provisions of this section are in addition to the provisions of Article 6, Chapter 3 of Title 16.

(D) The provisions of Section 30-4-40(a)(2) and 30-4-70(a)(1) continue to apply to **hazing** incidents.

### CCU Greek Life Hazing Policy

#### Hazing Explained

Hazing is any action taken or situation created as part of initiation or continued membership in a student organization, which produces, or could be expected to produce, mental or physical discomfort, harm, or stress; embarrassment; harassment; or ridicule and/or which violates University policy, organization policy, or law, no matter how good the intent or end result. Current members are not to participate in hazing activities, nor can potential new members choose to be hazed. Doing so violates University policy and the South Carolina Hazing Law.

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This applies to behavior on or off the CCU campus. Events that are optional can be considered hazing due to the emotional status of potential members and the fear of not being initiated for not participating.

All members should read and understand the CCU Hazing Policy. Any questions or needed clarification should be directed to the Director of Student Activities or the Dean of Students.

### **Questions to ask when planning an activity:**

- Does the activity promote and conform to the ideals, values, and the mission of both the university and organization?
- Is it an activity that all members (current and initiates) can participate in together?
- Would the group's adviser, the national headquarters or Founders of the fraternity/sorority, and/or other University officials approve of the activity?
- Would your parents approve of the activity?
- Would you like to see a story about the activity in the campus newspaper?
- Will this activity increase new members' respect for the group and all members of the group?
- Is the activity free of mental anguish or physical discomfort?
- Does the activity have inherent value in and of itself?

### **Activities that are considered to be hazing include:**

- Physical acts such as running or calisthenics
- Forced or coerced carrying of unusual items such as buckets, paddles, rocks, pledge kits, etc.
- Paddling (striking an individual with the hand or board)
- Branding (burning or scarring of the skin)
- Forced or coerced eating or drinking of any substance, including alcohol
- Applying of any substance to an associate member's body or belongings
- Forced listening to any loud or repetitious music or noise
- Physical harassment such as pushing, tickling, yelling, etc.
- Deprivation of sleep or normal sleeping patterns
- Deprivation of normal amounts of food and/or water
- Individual or group interrogations such as line-ups
- Forced or coerced trips such as kidnaps, drop-offs, dumps, etc.
- Putting potential members in any uncomfortable settings such as cold or hot rooms, smoke filled rooms, etc.
- Personal servitude (forcing members to provide services to an active member such as cleaning their house, shopping for them, etc.)
- Assigning pranks such as streaking, painting objects, panty raids, harassing other individuals or organizations, etc.
- Calling potential members derogatory names such as plebe, scum, fags, bitch, maggots, worms, etc.
- Deprivation of adequate study time
- Potential members expected to do anything for the entertainment of the brothers/sisters
- Treasure or scavenger hunts

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- Forced or coerced wearing of conspicuous clothing not normally in good taste
- Forcing an individual to perform sexual acts

Penalties for hazing may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, dismissal, and any other sanctions the Dean of Students Office deems appropriate.

In the case of a university organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the University.

PLEASE NOTE: This list by no means covers all activities and actions that can be considered hazing. Should you have questions or desire clarification of any of these items, please contact the Office of Student Activities and Leadership at 843-349-2301.

### ACTIVE STATUS

All chapters are required to register their membership at the beginning of each semester. This is done by submitting either the roster addition or Deletion Form with the appropriate signatures and status codes for each member to the Greek Life office. Each member is considered an active member unless one of the following conditions applies:

- ◆ The member has taken **EARLY ALUMNI STATUS** and the appropriate documentation from the National Headquarters has been filed with the Greek Life office.
- ◆ The member has taken **INACTIVE STATUS** and the appropriate documentation from the National Headquarters has been filed with the Greek Life office.
- ◆ The member has graduated or left school. This requires no supporting paperwork.

***If no supporting paperwork is provided for those members who have gone inactive or have taken early alumni status, the Office of Student Activities and Leadership will consider them in ACTIVE STATUS.***

Only those members who are in “Active Status” or “New Member Status” will be considered when determining percentage requirements for events and chapter grades.

## **INFORMAL INQUIRY PROCESS FOR FRATERNITY AND SORORITY ACTIVITIES**

Occasionally, the university is presented with information calling into questions a Greek organization's compliance with university policies. The university may respond to this information in a number of ways, including but not limited to the conduct of an informal inquiry. An informal inquiry is a useful tool, enabling the university to determine the veracity of the information received and whether a situation warrants further investigation. This informal process also allows the university to quickly dispense with frivolous complaints or accusations.

During the conduct of an informal inquiry, a representative of Student Activities and Leadership may ask to speak with various members of the university community, including, but not limited to current or prospective members of the Greek community. The following protocol shall be observed when a current or prospective member of the Greek community is asked to speak with a representative of Student Activities and Leadership:

- ◆ The meeting shall be scheduled at a mutually-agreed upon time.
- ◆ At the start of the meeting, the student shall be advised of the purpose of the meeting and why his or her presence was requested.
- ◆ The purpose of the meeting shall be to seek information relevant to the subject-matter of the inquiry. The meeting shall not be used to discuss other non-related issues unless the parties consent.
- ◆ The meeting shall be conducted in an informal and civil manner. At no time shall either party engage in threatening or belligerent behavior.
- ◆ Students are obligated to cooperate with the inquiry. The Student Activities and Leadership representative may draw appropriate inference from a student's failure to respond to an inquiry, and students are reminded that they remain subject to the policies and sanctions described in the Student Handbook.
- ◆ To the extent possible, all participants in the process shall keep the inquiry confidential.
- ◆ At all times, the university reserves the right to proceed with a formal investigation of the matter.

## CRISIS MANAGEMENT GUIDELINES

There are times in our lives when unfortunate events occur in or to our chapters. It is during these times when we must seize an opportunity to show one of the most incredible aspects of being Greek; pulling together as a group and community to support one another. It is important to remember that proper decision making skills need to be utilized when in a crisis. The safety and health of individuals is more important and valuable than the potential discipline the individual and/or organization may face as a result of the incident/event.

1. Always be familiar with your inter/national organization's crisis management guidelines.
2. Make sure that every chapter member understands that the chapter president is in charge of an emergency situation. The chapter should develop a system for identifying which officers take over if the president is absent.
3. Assess the situation and, **if appropriate, call your local police department and/or 911 immediately.** Briefly and calmly explain the situation so the appropriate emergency personnel can respond.
4. Unless there is a need for your guests to evacuate the apartment/house, close the apartment/house. **Do not allow guests to leave;** they may be needed to answer questions. Do not allow new guests to enter; the chapter president can not give instructions with members and/or strangers entering or leaving.
5. **Call your chapter advisor, Coordinator of Greek Life, and Director of Student Activities.** If they are unreachable, contact CCU Public Safety.
6. Call your inter/national headquarters. If the event happens in the evening, call first thing the following morning. Campus administrators responding to the crisis are willing to assist you in making the call.
7. Should the crisis result in a medical emergency involving a chapter member, do not call the parents. Appropriate medical personnel or university administrator will make the call.
8. At the earliest opportunity, assemble an informal chapter meeting. Keep the chapter informed and up-to-date on the incident. Make the chapter aware that they will be told what they can, however, due to privacy issues may not be told everything.
9. Document all factual information, as it may be helpful to appropriate administrators and/or emergency personnel. Please document only things that you know to be fact; do not include information you may have heard from a third party or is opinion in nature.
10. Designate a spokesperson, preferably the president.

## CRISIS MANAGEMENT GUIDELINES CONTINUED

11. The spokesperson should be the only member permitted to talk to the media. For assistance with speaking to the media, contact Travis Overton, Coordinator of Greek Life or Brett Klein, Assistant Dean of Students/ Director of Student Activities.
12. Make sure that your members understand the importance of rumor control regarding the incident. Remind members not to discuss the incident with anyone, including boy/girlfriends, family members, and the media, until the situation has been resolved. **However, chapter members are expected to cooperate with Coastal Carolina University officials and law enforcement personnel.**