

2024 - 2025

# Grand Valley State University

Fraternity & Sorority Life  
Manual



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# Welcome!

## **Dear GVSU Fraternity & Sorority Life Community,**

As we enter this new academic year, we are happy to present you with the 2024-2025 FSL Manual—a comprehensive guide to your chapter's success. This manual is more than just a resource; it's a roadmap designed to help you navigate the incredible journey ahead.

This year, our team is entering our second year together, and with that comes an elevated sense of purpose and expectation. We know the heights we can reach together are limitless, and we are confident in your ability to rise to the occasion. Your commitment to this community is essential, and we are here to support you every step of the way.

We believe deeply in the fraternity and sorority experience. It's a transformative journey that shapes leaders, fosters lifelong connections, and creates lasting impact. As your advocates, we are in your corner, ready to help you take the next step forward. We're excited to see each of you embrace the responsibility of leadership and to witness the positive changes you'll bring to our community.

Thank you for your dedication, and here's to a year of growth, achievement, and shared success.

*Fraternally,*

**Jeremy Paul**  
**Assistant Director of Student Life**

**Alicen Fimple**  
**Student Life Specialist**



# Fraternity & Sorority Life Staff

The Office of Student Life supports recognized fraternities and sororities by providing multiple staff members dedicated to the successful advisement of each organization and council. Below, you will find contact information and responsibilities for each member of the team. Additionally, you can expect the Office of Student Life to provide opportunities for connection and development to all students, and to assess the experience of all members of the community.



## **Jeremy Paul, M.Ed. - Assistant Director**

**Arranger | Relator | Learner | Responsibility | Ideation**

**email: pauljer@gvsu.edu**

Chief Fraternal Officer  
Community Strategic Planning and Assessment (GSAP)  
Interfraternity Council Advisor  
National Pan-Hellenic Council Advisor  
Community Stakeholder Relations  
Leadership Development  
Educational Programming  
Chapter Coaching

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**Includer | Harmony | Empathy | Discipline | Consistency**

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Multicultural Greek Council Advisor  
Panhellenic Association Advisor  
Order of Omega Advisor  
Greek Programming Committee  
Academic Success  
Risk Management & Harm Reduction  
Leadership Development  
Chapter Coaching



### **Carlie Toering**

#### **FSL Staff Assistant**

General Administrative Support  
Roster Management  
Event Submissions

### **Jamar Williams**

#### **FSL Marketing Intern**

Social Media Management  
Community Marketing Initiatives  
Event Support

There are other staff members in the Office of Student Life that have a vested interest in the success of our organizations, such as Valerie Guzman, Director of Student Life, and Bri Slager, Assistant Director of Student Organizations.

2024 - 2025

# Grand Valley State University

Fraternity & Sorority Life  
Policies



## Grand Valley State University – Fraternity & Sorority Life

### Academic Policy

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#### Appendix A: Academic Policy Philosophy

The Office of Student Life is committed to student success by supporting the Fraternity & Sorority Life (FSL) community at Grand Valley State University in providing members with experiences to enhance their academic success. To achieve academic excellence, the standards set forth in this policy are designed to set the minimum expectations for FSL organizations. This policy drives the pursuit of academic excellence and ensures organizations align with the mission, vision, and core values of the community. While it is encouraged that each fraternity and sorority at Grand Valley State University exceed their respective council's semester GPA, chapters are required to maintain a minimum 2.50 semester GPA to be in good academic standing with Fraternity & Sorority Life. Community Data Reports will be compiled and shared during the fall and winter semester with each chapter president, advisor, and inter/national headquarters.

#### Appendix B: Academic Statuses

**Academic Good Status:** This academic status provides continued rights and responsibilities to all recognized fraternities and sororities. This status is given to chapters that meet their respective council's semester GPA. No action is required, and the chapter should continue to strive for academic excellence.

**Academic Marginal Status:** This status is given to chapters that fall below their respective council's semester GPA, but above a 2.50 semester GPA, and were in Academic Good Status the previous semester. Chapters in this status are subject to the following outcomes:

- A letter will be sent via email from FSL to the chapter president, chapter scholarship chair, advisor, and inter/national headquarters notifying them of the chapter's current academic status.
- Develop and submit an academic achievement plan within the first two weeks of the semester in which the chapter is sanctioned. Academic achievement plans can be defined as a plan that will be implemented to ensure the chapter will meet the minimum GPA standard.
- Meet with a member of the FSL Staff to discuss the importance of academic excellence and review the submitted academic achievement plan. The academic achievement plan should be submitted at least two business days prior to the meeting.

- Schedule an academic skills workshop by the 7th week of the semester that is geared towards supporting the academic achievement plan and meets the needs of chapter members.
  - FSL should be notified of when the workshop is scheduled at least 3 business days prior to the workshop occurring.

**Academic Warning Status:** This status is given to chapters that fall below their respective council's semester GPA, but above a 2.50 semester GPA, for the second consecutive semester, without an increase of 0.10 within the past semester's GPA **OR** if that chapter falls below a 2.50 semester GPA in any one semester. Chapters that fall below their respective council's semester GPA, but above a 2.50 semester GPA, for the second consecutive semester, and have an increase of at least 0.10 from the previous semester's GPA, will remain in Academic Marginal Status. Chapters in Academic Warning Status are subject to the following outcomes:

- A letter will be sent via email from FSL to the chapter president, chapter scholarship chair, advisor, and inter/national headquarters notifying them of the chapter's current academic status.
- Review and enhance the previous academic achievement plan within the first two weeks of the semester in which the chapter is sanctioned. This version of the chapter's academic achievement plan should expand on what was previously stated to ensure the chapter will meet the minimum GPA standard.
- Meet with a member of the FSL Staff and campus/chapter advisor to discuss the importance of academic excellence and review the re-submitted academic achievement plan. The new academic achievement plan should be submitted at least two business days prior to the meeting.
- Schedule an academic skills workshop by the 7th week of the semester that is geared towards supporting the academic achievement plan and meets the needs of chapter members.
  - FSL should be notified of when the workshop is scheduled at least 3 business days prior to the workshop occurring.
- The chapter will have restricted event and programming privileges and must receive approval from Fraternity and Sorority Life to host certain events and programs.
  - A calendar of all chapter sponsored events and programs for the semester in which the chapter is sanctioned must be provided to FSL by the 3rd week of the semester.

**Academic Probation Status:** This status is given to chapters that fall below their respective council's semester GPA, but above a 2.50 semester GPA, for the third consecutive semester,

without an increase of 0.10 within the past semester's GPA **OR** if that chapter falls below a 2.50 semester GPA for the second consecutive semester. Chapters that fall below their respective council's semester GPA, but above a 2.50 semester GPA, for the third consecutive semester, and have an increase of at least 0.10 from the previous semester's GPA, will remain in Academic Warning Status. Chapters in Academic Probation Status are subject to the following outcomes:

- A letter will be sent via email from FSL to the chapter president, chapter scholarship chair, advisor, and inter/national headquarters notifying them of the chapter's current academic status.
- Review and enhance the previous academic achievement plans within the first two weeks of the semester in which the chapter is sanctioned. This version of the chapter's academic achievement plan should provide specific action items, explain why the previous plans have not worked, and what steps will be taken to ensure the chapter's academic success.
- Meet with a member of the FSL Staff and campus/chapter advisor to discuss the importance of academic excellence and review the re-submitted academic achievement plan. The new academic achievement plan should be submitted at least two business days prior to the meeting.
- Develop individualized academic achievement plans for members falling below the chapter or FSL GPA requirement (which one is higher), followed up with check-in meetings throughout the semester to monitor academic progress.
- Ineligible for Fraternity and Sorority Life Awards Recognition, Chapter of Excellence Awards, and Student Life Awards.
- Loss of participation in Fraternity and Sorority Life/Office of Student Life sponsored events (i.e. Homecoming, Greek Week, etc.) and member attendance at the Association of Fraternal Leadership & Values (AFLV) annual conference.

**Academic Suspension Status:** This status is given to chapters that fall below their respective council's semester GPA, but above a 2.50 semester GPA, for the fourth consecutive semester **OR** if that chapter falls below a 2.50 semester GPA for the third consecutive semester, without any past academic improvement or initiative from the chapter to work collaboratively with Fraternity and Sorority Life for academic support. Chapters in this status are subject to the following outcomes:

- All outcomes listed for Academic Probation Status.



- Fraternity and Sorority Life will monitor the academic performance of the chapter through the semester via check-in meetings with the chapter president and scholarship chair to determine the future status of the chapter.
  - The chapter may face loss of recognition at Grand Valley State University.

### **Appendix C: Continuous Improvement**

Fraternity and Sorority Life Staff reserve the right to assess a chapter's previous academic performance and determine whether or not a chapter should advance in academic status, return to a previous academic status, or be in Academic Good Status at any point in which an academic assessment is compiled. The chapter must display continuous academic improvement and have previously worked alongside FSL with their chapter members for academic support. The FSL Staff can make this determination at their own discretion, on the basis of chapter, university, and global factors.

### **Appendix D: Potential New Member Academic Requirements**

A Potential New Member (PNM) is defined as a student at Grand Valley State University who potentially may receive a bid, invitation, or application to join a values-based social fraternity or sorority. For a PNM to be considered eligible for membership in any chapter, they must meet one of the following standards, depending on their student classification:

- Enrolled as a full-time (12 credit hours) undergraduate student at GVSU
- First semester in college: 2.50 cumulative high school GPA
- First semester transfer student: 2.50 cumulative college transfer GPA
- Current GVSU student: 2.50 cumulative GPA

## Grand Valley State University – Fraternity & Sorority Life

### Anti-Hazing Policy

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#### Appendix A: Anti-Hazing Policy Philosophy

The Office of Student Life maintains a steadfast commitment to fostering a safe, inclusive, and supportive environment within the Fraternity & Sorority Life community. Hazing in any form is strictly prohibited and goes against the core values and principles of our organizations. We believe in upholding the dignity, respect, and well-being of all members, and we strive to cultivate an atmosphere that promotes personal growth, siblinghood, and a positive collegiate experience. Grand Valley State University does not condone the act of hazing under any circumstance. Although not limited to fraternities and sororities, Fraternity & Sorority Life at GVSU educates all new and active members on how to prevent hazing from occurring within organizations.

#### Appendix B: Hazing Definition & Legal Implications

**Definition:** Grand Valley State University defines “hazing” as: “An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.” STU 5.2.15 goes on to state, “participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to prevent, failing to discourage, and/or failing to report these acts may also be a violation of this policy.”

**Legal Implications:** Hazing is illegal in the state of Michigan. Below, you will find “Garret’s Law”, introduced into law on August 18, 2004.

**750.41 It Hazing prohibited; violation; penalty; exceptions; certain defenses barred; definitions; section title.**

Sec. 41 It.

(1) Except as provided in subsection (4), a person who attends, is employed by, or is a volunteer of an educational institution shall not engage in or participate in the hazing of an individual.

(2) A person who violates subsection (1) is guilty of a crime punishable as follows:

(a) If the violation results in physical injury, the person is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$1,000.00, or both.

(b) If the violation results in serious impairment of a body function, the person is guilty of a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$2,500.00, or both.

(c) If the violation results in death, the person is guilty of a felony punishable by imprisonment for not more than 15 years or a fine of not more than \$10,000.00, or both.

(3) A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct.

(4) This section does not apply to an individual who is the subject of the hazing, regardless of whether the individual voluntarily allowed himself or herself to be hazed.

(5) This section does not apply to an activity that is normal and customary in an athletic, physical education, military training, or similar program sanctioned by the educational institution.

(6) It is not a defense to a prosecution for a crime under this section that the individual against whom the hazing was directed consented to or acquiesced in the hazing.

(7) As used in this section:

(a) "Educational institution" means a public or private school that is a middle school, junior high school, high school, vocational school, college, or university located in this state.

(b) "Hazing" means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Subject to subsection (5), hazing includes any of the following that is done for such a purpose:

(i) Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

(ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

(iii) Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

(iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

(c) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

(d) "Pledge" means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.

(e) "Pledging" means any action or activity related to becoming a member of an organization.

(f) "Serious impairment of a body function" means that term as defined in section 479a.

(8) This section shall be known and may be cited as "Garret's law"

### **Appendix C: Hazing Prevention Education**

**Hazing Prevention Education:** To be able to begin the New Member Education process, all new members must first complete hazing prevention education, facilitated by the Office of Student Life. The Office of Student Life may utilize learning management systems (LMS) to facilitate hazing prevention education, such as an online module. Chapters may not register any new members that have not first completed hazing prevention education.

### **Appendix D: Resources**

#### **Office of Student Life - Fraternity & Sorority Life**

*Mandatory Reporters that are able to provide resources and education on preventing hazing from occurring with your organization.*

1110 Kirkhof Center

616-331-2345

[greek@gvsu.edu](mailto:greek@gvsu.edu)

#### **Office of Student Conduct and Conflict Resolution**

*Provides information on the student code of conduct and adjudication processes.*

202 Student Services Building

616-331-3585

[osccr@gvsu.edu](mailto:osccr@gvsu.edu)

**Office of Civil Rights and Title IX**

*Provides information and resources on harassment and discrimination, Title IX, and sexual misconduct (Sexual Assault, Intimate Partner Violence, Stalking, and Sexual Exploitation).*

4015 James H. Zumberge Hall

616-331-9530

[carmodke@gvsu.edu](mailto:carmodke@gvsu.edu)

**Ottawa County Sheriff's Office**

*Provides assistance in emergency situations*

12220 Fillmore Street, West Olive, MI 49460

Emergencies: 911

Non-Emergencies: 616-738-4000

**StopHazing**

*An online resource for members and educators.*

<https://stophazing.org/resources/>

[info@stophazing.org](mailto:info@stophazing.org)

## Grand Valley State University – Fraternity & Sorority Life

### Attendance Policy

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#### Appendix A: Attendance Policy Philosophy

The Office of Student Life at Grand Valley State University believes that active participation and engagement within the Fraternity & Sorority Life community are essential for personal growth, community development, and the overall success of our organizations. To ensure a truly developmental fraternity and sorority experience, some programs and events required attendance of a defined number of members from each respective organization. It is highly recommended that a chapter sends as many members as possible to all Fraternity & Sorority Life sponsored events, programs, and meetings.

#### Appendix B: Attendance Policy

**Attendance Records/Recording:** All events where attendance is required will be tracked by the Office of Student Life. Attendees will be required to check-in to programs via pre-survey, sign-in table, or registration link. For the purpose of Greek Standards and Assessment Program (GSAP) tracking, it is recommended that chapters keep track of attendance, as well. Chapters should take attendance at siblinghood events, educational programs hosted by the chapter, social events, and any event where attendance is required or encouraged by the chapter.

**Community Meetings:** All fraternity and sorority chapters are expected to send a representative to attend community meetings, including general assembly meetings, council meetings, and other designated gatherings. Each chapter must provide a designated representative (in most cases, the President) who will act as a liaison between their chapter and the larger fraternity and sorority community. The representative is responsible for sharing important information discussed during the meetings with their chapter members.

**Educational Programs & Events:** Chapters are required to attend educational events hosted by the Office of Student Life. Failure to attend educational programs will result in loss of privileges afforded to the chapters that have completed necessary training. Some examples of educational programs and events are: FSL Leadership Retreat (Fall/Winter), Events with Alcohol Training, Sober Monitor Training, and New Member Orientation.

**Special Events and Programs:** At times, fraternities and sororities are invited to actively participate in special events and programs, organized by their chapters, councils, or the Office of Student Life. When attendance is required at these events, it is because the purpose of the

event is to foster a sense of unity and siblinghood while supporting the mission and values of the Fraternity & Sorority Life community. Some examples of events include: Greek Week, Homecoming Events, Student Life Awards, and more.

### **Appendix C: Accountability for Attendance**

**Failure to Attend Trainings:** If a chapter fails to have specific officers attend trainings related to their position (e.g. the chapter's Risk Management Chair missing Events with Alcohol Training), the chapter will not be allowed to complete the processes discussed at the training (e.g. registering events with alcohol if not present at Events with Alcohol Training.)

**Greek Standards and Assessment Program (GSAP):** There are multiple sections of the GSAP that require a specific attendance mark for full-points. Failure to comply with attendance requirements at events will result in the chapter receiving a lower score on the GSAP, which will be published on the GVSU Fraternity & Sorority Life website.

**Relationship Agreement Compliance:** As stated in the Relationship Agreement, "All Chapters must abide by all University and council (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Association) policies, including, but not limited to, The Anchor Student Code of Conduct, Council Bylaws, Registered Student Organization policies, and applicable local, state, and federal laws."

Similarly, "All Chapters are required to participate in specific educational opportunities, such as: New-member training, including but not limited to hazing prevention education, alcohol and other drug education, Title IX education, and general new-member education. Member development opportunities such as leadership retreats, health and safety training, officer transitions, and keynote speakers."

As stated in the Relationship Agreement, "GVSU reserves the right to review and assess Chapters' compliance with the terms of this Agreement and take appropriate actions, including but not limited to warnings, sanctions, or revocation of recognition, in accordance with established procedures."

## **Grand Valley State University – Fraternity & Sorority Life**

### **Events with Alcohol Policy**

Published: June 2023

Updated: June 2023

#### **Appendix A: Philosophy on Alcohol & Other Drugs**

Grand Valley State University values inquiry, inclusive and equitable community, innovation, integrity, and international perspectives. The university promotes a fraternity and sorority life experience that enhances these values by focusing on students' personal growth, academic achievement, diverse community involvement, and development of lifelong friendships.

Paramount to the fraternity and sorority life experience is the health, safety, and well-being of all community members.

We believe that the misuse and abuse of alcohol and other drugs prevents our community members from realizing their full potential as citizens and exemplifying the values of both their inter/national organization and the institution.

We believe strongly in the power of a positive fraternity and sorority experience to enhance students' holistic development and support their success. Seeking to promote a healthy university community and positive fraternity and sorority life experience, we uphold the following philosophy on alcohol and other drugs:

- We expect our students to follow federal, state, and local laws regarding alcohol and other drugs.
- To address the negative behaviors associated with the misuse and abuse of alcohol and other drugs, the University collaborates with chapter and governing council leaders, as well as inter/national organizations.
- Through education, training and advising, the University provides our students with the tools to make good choices and to understand the consequences of their choices.
- The University holds chapters and individual students accountable for the choices they make.
- We expect our students to take responsibility for their actions and inactions.
- We empower our students to self-govern and hold their peers accountable for choices that fail to exemplify our shared expectations.
- We expect all members of our community to demonstrate a concern for the health, safety, and well-being of others.



*This Statement was composed and approved in Winter 2019 by Fraternity and Sorority Life Task Force representatives from the following: Greek Life Board, Interfraternity Council, Panhellenic Association, Multicultural Greek Council, Black Greek Council, Student Senate, Alcohol and Other Drug Campus Education Services, Division of Inclusion and Equity, Dean of Students Office, Alumni Relations, History Department (faculty representative), Young Alumni Board, chapter advisor representative, an unaffiliated graduate student, and an ex officio staff member from the Office of Student Life/ Fraternity and Sorority Life.*

## **Appendix B: Alcohol & Other Drugs Policy**

The Student Code applies to functions, activities, or events hosted by Registered Student Organizations, on or off campus. The Fraternity & Sorority Life Alcohol & Other Drugs Policy supplements the provisions of the Student Code and other documented University Policies.

This policy applies in any situation sponsored or endorsed by a fraternity or sorority at Grand Valley State University, including those occurring on or off campus.<sup>1</sup> If the inter/national organization of a fraternity or sorority at Grand Valley State University has policies that are more restrictive than this policy, the fraternity or sorority must comply with the more restrictive policy.

- The organization, its members, and guests must comply with all federal, state, and local laws.<sup>2</sup>
- No person under the legal drinking age may possess, consume, provide, or be provided alcohol.
- The organization, its members, and guests must follow federal, state, and local laws on the illegal use of drugs and other controlled substances, including marijuana. No person may possess, use, provide, distribute, sell, or manufacture illegal drugs, other controlled substances, or drug-related paraphernalia.<sup>3</sup>
- Alcohol may only be present if (a) provided and sold on a per-drink basis by a licensed and insured third-party vendor or (b) brought by individual members and guests (i.e. BYOB).
- Common sources of alcohol, including bulk quantities (e.g. kegs, cases of beer, “handles” and fifths of liquor, etc.), are prohibited unless provided and used by a licensed and insured third-party vendor to sell alcohol on a per-drink basis.
- Alcohol may not be purchased with organizational funds or funds pooled by members or guests (e.g. admission fees, cover charges, funds collected through digital apps, etc.).

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<sup>1</sup> Student Code: The Anchor of Student Rights and Responsibilities STU 1.4 (Jurisdiction)

<sup>2</sup> Student Code: The Anchor of Student Rights and Responsibilities STU 2.5.6 (Legality)

<sup>3</sup> Student Code: The Anchor of Student Rights and Responsibilities STU 2.5.1 (Alcohol and Other Drugs Policy) and STU 2.5.6 (Legality)

- The organization may not co-host, co-sponsor, or in any way participate in an event or activity with a registered student organization (RSO) or other entity (e.g. athletics team, club sports team, organization not affiliated with the university, etc.) that purchases or provides alcohol.
- The organization may not co-host or cosponsor with a bar, event promoter, or alcohol distributor; however, a chapter may rent a restaurant, bar, or other licensed and insured third-party vendor to host a chapter event.
- Attendance by non-members must be by invitation only at any event where alcohol is present, and the organization must utilize a guest list.
- Alcohol may not be present if the event or activity relates to the new member joining process (e.g. recruitment, rush, intake, etc.).
- Alcohol may not be present if the event or activity relates to new members or their initiation into the organization (e.g. new member meetings, rituals, “bid night,” “Big/Little” events or activities, “family” events or activities, new member presentations, etc.).
- The organization, its members, and guests may not permit, encourage, coerce, glorify, or participate in activities involving the rapid consumption of alcohol, such as drinking games (e.g. beer bongs or funnels, taking shots).
- All events with alcohol must be registered with the Office of Student Life no less than 14 days prior to the event taking place (Appendix C).

### **Appendix C: Registering Events with Alcohol**

All recognized fraternities and sororities are required to register events with alcohol to the Office of Student Life. Grand Valley State University sets forth a set of procedures and requirements to ensure the safety and well-being of the fraternity and sorority community, as well as all members of the campus community.

This appendix outlines:

1. Definition of Events with Alcohol (requiring registration)
2. Requirements for hosting Events with Alcohol
3. Mandatory registration procedures for Events with Alcohol
4. Violations of these procedures
5. Contacts and resources

#### **I. Definition of an Event with Alcohol**

Grand Valley State University recommends that recognized fraternities and sororities consider the following questions, created by Holmes Murphy, when determining if an activity or an event is sponsored or endorsed by their respective organization.

Determining if the Event with Alcohol is on “Chapter Premises”:

1. Is the event being hosted in your chapter house or a university-provided meeting space?
  - a. *If so, every event you host there is considered a chapter event.*
2. Is the event being hosted in an on or off campus location where you traditionally hold your events?
  - a. *If so, events you host there would probably be considered a chapter event.*

Determining if an Event with Alcohol is an “Event” of “Activity” of the chapter:

1. Is the event being hosted or planned by one or more members of the chapter and supported by the Executive Board?
2. Is the event financed by the chapter and/or being hosted on chapter property?
3. Is the event being hosted or planned by one or more members and supported by members/associate/new members?
4. Does the Executive Board have prior knowledge of the event?
5. Is the event listed or advertised on the chapter website or social media accounts (Facebook, Instagram, Twitter, etc.)?
6. Do online invitations refer to the organization (e.g. Facebook events)?
7. Is the event listed on a chapter calendar (public or private)?
8. Will the event be announced or discussed at a chapter meeting?
9. Will members of the Executive Board be in attendance?
10. Will the event be marketed/communicated in a chapter group message?
11. Are members attempting to rename the event to give the appearance that it isn't associated with the fraternity?
12. If guests were stopped on their way to the event, would they say that they were going to your organization's event?
13. Is the event actively or passively endorsed by a majority of the active chapter?
14. Have members of the chapter lied about the event?

*Answering yes to any of these questions could mean that the event is associated with your organization and should be registered with the Office of Student Life. If you are still unsure if your organization would be responsible for an Event with Alcohol, you should contact Jeremy Paul, Assistant Director of Student Life.*

It is the responsibility of the organization and its members to be aware of when an activity shifts from not being an organizational event to being an organizational event. When an event evolves in this way, the organization is expected to cease all consumption and possession of alcohol and notify the Office of Student Life. It is highly recommended that organizations exercise caution and register all events that could potentially be perceived as an organizational function. The Office of Student Life and the Office of Student Conduct and Conflict Resolution ultimately retain the authority for determining if an event should be registered.

## **2. Requirements for Hosting Events with Alcohol**

Grand Valley State University Fraternity & Sorority Life observes the North American Interfraternity Conference (NIC) Alcohol & Drug Guidelines for Events with Alcohol, and all groups must adhere to the following:

1. The chapter/organization, members, and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.

7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities and any ritual or ceremony.
10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify, or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

Grand Valley State University Fraternity & Sorority Life also observes the following requirements as industry standard best practices:

1. Sober monitors – for every 15 attendees, the host organization(s) is required to identify one sober monitor, and in scenarios where the number of attendees is not a multiple of 15, the organization must round up to the appropriate number of sober monitors (e.g. 108 attendees would require 8 sober monitors, because  $108/15 = 7.2$ ).
2. Event promotion – promotion of events where alcohol will be present must be reviewed by the Office of Student Life, and under no circumstance should advertisement of an event describe or illustrate alcoholic beverages or encourage/promote the consumption of alcoholic beverages.

### **3. Events with Alcohol Registration Process**

Hosting Events with Alcohol requires extensive planning to ensure the health and safety of all attendees and the campus community. Organizations must be aware of the following:

1. Registration Required: All Events with Alcohol must be registered and reviewed by the Office of Student Life. Failure to register events/hosting unregistered events will lead to

a referral to the Office of Student Conduct and Conflict Resolution.<sup>4</sup> Events must be submitted at least 14 days prior to the event taking place. If an event is submitted less than 14 days in advance, it will not be reviewed under any circumstance.

2. Event Review Notification: Organizations will receive notification regarding the status of their event registration within 72 hours of submission. Ultimately, the Office of Student Life reserves the right to deny registration requests based on the policies and procedures outlined in the Events with Alcohol Policy. A meeting may be requested by the Office of Student Life with the organization prior to final event review on a case-by-case basis. The Office of Student Life will notify the organization with one of the following statuses:
  - a. Reviewed with no recommendations;
  - b. Conditionally reviewed, requiring modifications to meet registration requirements; or
  - c. Failure to meet registration requirements

To host a registered Event with Alcohol organizations must submit the following information to the Office of Student Life for review. The Office of Student Life reserves the right to determine the best method for collecting this information (e.g. physical form, online form, emailed attachment):

1. Events with Alcohol Policy Acknowledgement: All organizations looking to host Events with Alcohol must have an Events with Alcohol Policy Acknowledgement on file, signed by the Chapter President, the officer responsible for Risk Management, the officer responsible for Social Events, and the Chapter Advisor. This does not need to be submitted, as it is kept on file by the Office of Student Life.
2. Guest Lists: When registering an Event with Alcohol, organizations must submit a preliminary guest list, including the full names and birthdates of the attendees, including members of the organization and guests.
  - a. There may be no more than three guests per member of the organization, and the organization must indicate which member is responsible for the guest in attendance.
  - b. Entrance into an Event with Alcohol must be limited to those on the preliminary guest list. The organization may make minor changes to the preliminary guest list, however, it should remain substantially unchanged from the reviewed submission.

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<sup>4</sup> Student Code: The Anchor of Student Rights and Responsibilities STU 5.2.27 (Violation of any University Policy)

- c. The Guest List must indicate the sober monitors for the event – if the event is being hosted by more than one organization, there must be an equitable number of sober monitors per organization.
  - d. Within 72 hours of the Event with Alcohol, the organization must submit a post-event guest list, which must include each guest's arrival and departure time, as well as their signature.
3. Event Description: Organizations must submit a pre-summary of the event, describing the activities taking place at the event. Organizations should consider the following while drafting their Event Description:
  - a. Are times and locations specified?
  - b. What is the theme of the event? Is that being properly portrayed to the guests attending?
  - c. What features will be present at the event?
  - d. What will be occurring at the event? (Dance Floor, Photo Booth, Dinner, Superlatives, etc.)
  - e. Are you creating shirts, marketing, or advertising for the event? If so, please attach drafts of advertising materials for review.
4. Organization Risk Management Plan: All organizations must have a Risk Management Plan/Security Plan for their Events with Alcohol. This includes, but is not limited to:
  - a. Identifying the individual responsible for contacting authorities if necessary;
  - b. identifying the individual responsible for taking control of a crisis;
  - c. identifying the individual responsible for contacting the Office of Student Life in the event of an emergency; and
  - d. identifying the individual responsible for contacting the Chapter Advisor and Inter/National Headquarters.
5. Event Management Plan: The organization must indicate the following:
  - a. Who will be responsible for providing security services at the event? How many individuals will be providing security services?
  - b. Who will be responsible for monitoring the guest list?
  - c. Who will be responsible for checking attendee identification?
6. Transportation Plan: If the event is happening off-campus, the organization must outline the following:
  - a. How will attendees be transported to and from the venue?
    - i. Uber, Lyft, Public Transportation (Laker Line, the Rapid), Third Party Transportation (contracted by the organization)

- b. How are you ensuring that all members and guests are safe during transportation?
  - c. Any additional information that you believe is important for the Office of Student Life to know about transportation plans.
- 7. Food and Beverage: Events with Alcohol are required to provide both food and non-alcoholic beverage items to attendees. Organizations must indicate the items that will be available to all attendees.
- 8. Advisor Acknowledgement: The organization's advisor must acknowledge and approve the event for the registration process to be completed.

#### **4. Violations of these Requirements**

Fraternities and sororities, along with their individual members, are responsible for the conduct of their members, guests, and attendees for the duration of the event, and in some cases, for their behavior after the event. All violations of these requirements will be referred to the Office of Student Conduct and Conflict Resolution in accordance with STU 5.2.27 (Violation of any University Policy). Chapters with pending allegations of violating STU 5.2.27 may receive interim accountability measures from the Office of Student Life, including, but not limited to, suspension of Events with Alcohol registration and educational requirements.

Additionally, chapters are required to notify the Office of Student Life regarding the receipt of citations for violations of any applicable local, state, or federal laws. Any requests, visits, or citations from law enforcement agencies must be reported to the Office of Student Life immediately via phone call.

#### **5. Contacts and Resources**

##### **Office of Student Life - Fraternity & Sorority Life**

*Provides training and resources on hosting Events with Alcohol and event management.*

1110 Kirkhof Center

616-331-2345

[greek@gvsu.edu](mailto:greek@gvsu.edu)

##### **Office of Student Conduct and Conflict Resolution**

*Provides information on the student code of conduct and adjudication processes.*

202 Student Services Building

616-331-3585

[osccr@gvsu.edu](mailto:osccr@gvsu.edu)



**Office of Civil Rights and Title IX**

*Provides information and resources on harassment and discrimination, Title IX, and sexual misconduct (Sexual Assault, Intimate Partner Violence, Stalking, and Sexual Exploitation).*

4015 James H. Zumberge Hall

616-331-9530

[carmodke@gvsu.edu](mailto:carmodke@gvsu.edu)

**Alcohol and Other Drugs Services**

*Educates students to make healthy life-long decisions regarding alcohol and other drugs with a focus on prevention and education, intervention, and recovery.*

206 Student Services Building

616-331-2537

[aod@gvsu.edu](mailto:aod@gvsu.edu)

**Ottawa County Sheriff's Office**

*Provides assistance in emergency situations*

12220 Fillmore Street, West Olive, MI 49460

Emergencies: 911

Non-Emergencies: 616-738-4000

## **Grand Valley State University – Fraternity & Sorority Life**

### **Faculty/Staff Advisor Policy**

Published: July 2023

Updated: July 2023

#### **Appendix A: Faculty/Staff Advisory Support**

All recognized fraternities and sororities at Grand Valley State University must receive advisory support from Fraternity and Sorority Life (FSL) **and** a university faculty member, staff members, or a College of Student Affairs Leadership (CSAL) graduate student.

A professional from FSL will be assigned to work directly with each chapter. Chapter leadership is expected to meet at least monthly with their FSL Staff Advisor. Chapters may select their university faculty/staff advisor (CSAL graduate students are allowed to serve as the faculty/staff position and can be paired with a faculty/staff member) and are encouraged to also appoint an alumni advisor from their respective organization. Chapters who are unable to identify a faculty/staff advisor may contact FSL for assistance in identifying possible candidates. A member of the FSL Staff may temporarily fill the vacant faculty/staff advisor role of a chapter for a maximum of one semester.

#### **Appendix B: Faculty/Staff Advisor Responsibilities**

Fraternity and Sorority faculty/staff advisors serve as an important asset to a chapter's success. They provide guidance and support to the chapter as a whole, including the chapter's executive board. It is important that an advisor fosters the development of the chapter by providing consistency to the organization's members and chapter officers. The role of an advisor is to:

- Assist the chapter with leadership operations to enhance members' understanding of the responsibility they share within their chapter officer positions.
- Encourage chapter members to use their best judgment when selecting programs and hosting events.
- Provide an outlet for chapter members to reflect on their role within the chapter, FSL community, and GVSU community.

The responsibilities of a faculty/staff advisor include, but are not limited to:

- Be familiar with the policies and regulations of the chapter, inter/national organization, Grand Valley State University, Fraternity and Sorority Life, and relevant local, state and federal laws.
- Sign all documents that require an advisor signature for the institution.
- Read and understand the Greek Standards & Assessment Program (GSAP) to support the chapter's completion each academic year.

- Meet with chapter officers at the beginning of each term to discuss their role and involvement within the organization.
- Periodically attend chapter meetings and activities throughout the semester.
- Intervene in high-risk situations and challenge student decision-making when necessary.
- Serve as an on-campus connector to relevant resources and services.
- If an advisor has the need to resign from their position, written notification must be given to the chapter and Fraternity and Sorority Life, at least 30 days in advance.

## **Grand Valley State University – Fraternity & Sorority Life**

### **Membership Policy**

Published: July 2023

Updated: August 2024

#### **Appendix A: Minimum Membership Requirement**

Fraternity & Sorority Life (FSL), in conjunction with the Office of Student Life and Grand Valley State University, has set minimum expectations of membership numbers for a fraternity or sorority to ensure the chapter's longevity. To be recognized by GVSU and the Office of Student Life, each chapter must actively work to maintain a minimum of four (4) active, undergraduate members.

In understanding the demographics of Grand Valley State University and circumstances that impact fraternities and sororities, Fraternity and Sorority Life reserves the right to support and offer assistance to chapters that fall below the four member requirement and have the support from their inter/national or regional headquarters. Support for such chapters will be extended on a chapter-by-chapter basis and will require cooperation and communication from the local chapter and their inter/national or regional headquarters when applicable. Expectations in such cases shall include, but are not limited to, the following:

- A letter of support sent to FSL by the inter/national or regional headquarters showcasing their continued recognition of the chapter at GVSU. This letter should include detailed plans of support for the academic year.
- A detailed action plan from the chapter, outlining their membership recruitment/intake plan to increase membership, signed by the chapter president and advisor(s).
- A letter of explanation from the chapter, detailing the contributing factors of their current membership number to help guide their planning for future growth.
- An understanding that the chapter should not remain under the required number of members for longer than 18 months.

The approval from the Fraternity and Sorority Life Staff is necessary in all instances where a chapter receives support from FSL while below the minimum membership requirement.

## Grand Valley State University – Fraternity & Sorority Life

### New Member Education Policy

Published: June 2023

Updated: June 2023

#### Appendix A: New Member Education Policy Philosophy

The purpose of this policy is to establish guidelines and expectations for new member education within Fraternity & Sorority Life at Grand Valley State University. The policy aims to promote a safe, inclusive, and educational experience for new members while upholding the values and standards of the university and the respective fraternity or sorority.

It is important that new member education processes at Grand Valley State University prioritize the new member's experience. New members are the future of our organizations, and they should be treated with respect at all times.

#### Appendix B: New Member Education Policy

**New Member Period:** The new member period is defined as the time between a potential new member accepting a bid and the initiation of said, new member. Grand Valley State University does not limit the length of new member education processes; however, a new member must be initiated in the semester in which they accepted a bid. All new members must be initiated prior to the start of Grand Valley State University's final examinations.

**Purpose:** All new member education programs must be designed with educational intent and align with the values, principles, and policies of the respective organization, as well as the university. New member education programs should provide a comprehensive understanding of the organization's history, values, traditions, expectations, and responsibilities. The program should focus on personal growth, leadership development, and fostering a sense of community amongst new members and active members.

**Health, Safety, and Well-being:** The physical and mental health and safety of new members must be the top priority of all chapter activities.

- Hazing in any form is strictly prohibited. Hazing is defined as, "An act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization."
- All new member education activities must comply with federal, state, and local laws, as well as university policies and guidelines.

- New members may not serve as sober monitors at any Event with Alcohol prior to initiation.

**Advisor Involvement:** Each organization must have an assigned advisor who will provide guidance and oversight to the active members responsible for new member education. The advisor must be aware of both university and headquarter new member education policies. The assigned advisor's name, contact information, and signature must be on file with the Office of Student Life.

**Education and Support:** The Office of Student Life will provide training and support to all new members and active members of the Fraternity & Sorority Life community regarding the rights and responsibilities of being a member of a fraternity or sorority at Grand Valley State University.

I. Education & Training

- A. Fraternity & Sorority Life staff, in coordination with the governing councils, will provide ongoing education and training to chapter leaders and advisors on new member education best practices, risk management, and university policies.

II. Reporting and Support

- A. Each chapter is required to submit a calendar of events scheduled for new member education, along with a brief description of the event taking place and the location of the event. Members of the Office of Student Life staff may visit new member education sessions to introduce themselves and provide information about resources available to members of fraternities and sororities. Violations of this policy may result in referral to the Office of Student Conduct and Conflict Resolution.
- B. Any concerns or incidents related to new member education should be promptly reported to the Office of Student Life or the Office of Student Conduct and Conflict Resolution.
- C. The university will provide support, resources, and appropriate interventions for individuals affected by policy violations or other issues related to new member education.

**Appendix C: New Member Education Program Submission**

All chapters must submit a copy of their new member education program to the Office of Student Life prior to the start of the new member education period. It is recommended that chapters submit a tentative program at least two weeks prior to the start of the new member

education program to ensure all feedback is received by the chapter and is able to be implemented.

**New Member Education Program Calendar:** All chapters must submit a lightly-detailed calendar of events occurring during the new member education period. All chapters are provided with a template in their chapter's Google Folder, which is required to be submitted prior to the start of the new member period. The following information is required for the program calendar:

- I. Date - when is the event taking place?
- II. Time - both a start and end time
- III. Location - if off campus, provide the location's address
- IV. Type of Event
  - A. Chapter Meeting - new members should be invited to chapter meetings to get an understanding of what membership looks like post-initiation
  - B. New Member Meeting - traditional new member education meetings, where information about the chapter is discussed with the new members.
  - C. Philanthropy/Service Event - if new members are taking part in any philanthropy or service event for the chapter during their new member period, it should be reported.
  - D. Ritual - new member induction ceremonies, big/little reveals, and initiations are examples of Ritual ceremonies.
  - E. Siblinghood Event - if new members are invited to gather with members of the chapter and there is a planned siblinghood event, it should be reported.
  - F. Social Event - A social event without alcohol with another chapter/another chapter's new members. If new members are invited to Events with Alcohol, this must be reported. New members must adhere to federal laws regarding alcohol and other drugs, and they may not be sober monitors at Events with Alcohol.
- V. Description of Event - your submission should answer the following questions:
  - A. What will the new members be doing?
  - B. What will the new members be learning?
  - C. What role will active members play in the event?
  - D. Any other important information.
- VI. Intended Outcome - your submissions should answer the following questions:
  - A. What will new members gain by participating in this event?
  - B. Why is this event important?
  - C. How does this event better prepare new members for active membership?

**Utilizing Your Chapter Coach:** The member that is responsible for submitting the new member education program calendar (and the member that is responsible for educating new members if they are different members) should schedule a meeting with your Chapter Coach to review your new member education program.



## **Grand Valley State University – Fraternity & Sorority Life**

### **Relationship Policy - Grand Valley State University and Recognized Fraternities/Sororities**

Published: June 2023

Updated: October 2023

#### **Appendix A: Introduction**

This Relationship Policy (the "Policy") is intended to establish a cooperative and mutually beneficial relationship between Grand Valley State University (hereinafter "GVSU") and its recognized fraternities and sororities (hereinafter "Chapters"). This Policy outlines the expectations, rights, and responsibilities of both parties.

#### **Appendix B: Purpose**

GVSU recognizes the positive contributions of its recognized fraternities and sororities and believes that the relationship between the institution and its Chapters is paramount to the success of the Fraternity & Sorority Life community, as well as the development of values-based leaders within the GVSU community. GVSU is committed to providing resources, guidance, and opportunities for Chapters' continued growth and success. GVSU values feedback and encourages open lines of communication to address any challenges that may arise effectively. Chapters at GVSU have a rich history of making a positive difference through their dedication to personal growth, leadership development, and service.

This Policy aims to foster a positive and supportive environment for Chapters at GVSU and promote their integration within the university community. It serves as a framework to guide the interactions and collaborations between GVSU and Chapters.

Committing to upholding high standards of conduct and promoting a culture of inclusivity contributes to the overall success of our university. It aligns with our vision for a thriving campus community.

#### **Appendix C: Rights and Responsibilities**

##### Section One: Responsibilities of Chapters

- All Chapters must abide by all University and council (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Association) policies, including, but not limited to, The Anchor Student Code of Conduct, Council Bylaws, Registered Student Organization policies, and applicable local, state, and federal laws.
- All Chapters must submit new member education plans to the Office of Student Life.
- All Chapters are required to follow their national and/or international organization's new member program.
- All Chapters must initiate new members within the semester that they received a bid. No holdovers will be permitted without mutual agreement between the Inter/national headquarters and GVSU.
- All Chapters are required to participate in specific educational opportunities, such as:

- New-member training, including but not limited to hazing prevention education, alcohol and other drug education, Title IX education, and general new-member education.
- Member development opportunities such as leadership retreats, health and safety trainings, officer transitions, and keynote speakers.
- Each calendar year, all Chapters are required to participate in the Greek Standards and Assessment Program.
- Chapters must ensure that individuals who have not met membership requirements set forth by GVSU and/or the inter/national organization do not participate in any Chapter sponsored or university sponsored events.
- All Chapters are required to have a primary advisor who receives and completes training provided by the inter/national organization, with ongoing guidance provided by the Inter/national organization. Inter/national organizations are responsible for sharing their advisor selection, training, and guidance processes with the University, if requested, before the start of each academic year. Chapters must also identify a Faculty/Staff advisor who is not an Office of Student Life staff member.
- All Chapters must update their membership roster within 48 hours of a member's change of status.
- All Chapters must be in good financial standing with their respective governing councils.
- Each Chapter must maintain, at all times, Commercial General Liability insurance with limits of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. Such coverage shall be written on a Per Location basis and said policies will recognize Grand Valley State University as Additional Insured on a primary and noncontributory status.

#### Section Two: Responsibilities of GVSU

- GVSU will provide advisement for all Councils and will provide support to all recognized Chapters.
- GVSU will oversee a mandatory registration process for events with alcohol and review registration submissions.
- GVSU will publish the results of the Greek Standards and Assessment Program and the Community Grade Report to maintain transparency between chapters, students, faculty, staff, community members, parents, and other interested parties.
- GVSU will provide educational programming to members before and after the joining process to ensure all parties are aware of the responsibilities and opportunities assumed by joining a fraternity or a sorority at GVSU.
- GVSU will provide developmental opportunities for general members, Chapter leaders, and council officers.
- GVSU will advise Chapters through recruitment and retention processes.
- GVSU will offer opportunities for training and connection between the institution and primary advisors.

- GVSU will administer the Greek Standards and Assessment Program, evaluating Chapter performance and adherence to the standards of recognition for fraternities and sororities.
- GVSU will assess accountability measures for chapters failing to meet the minimum standards as outlined in the Fraternity & Sorority Life Manual and the Greek Standards and Assessment Program.
- GVSU will provide resources and educational materials to families and supporters of potential new members and chapter members.
- GVSU will conduct an annual review of the Policy, including feedback from students and staff.
- GVSU, specifically the Office of Student Conduct & Conflict Resolution, shall oversee the fraternity and sorority organizational conduct process.

#### **Appendix D: Recognition and Compliance**

Chapters shall maintain their recognition status with GVSU by fulfilling the requirements set forth by the university, including but not limited to:

- Adherence to GVSU's policies, regulations, and codes of conduct, including those outlined in the GVSU Fraternity & Sorority Life Manual.
- Compliance with all local, state, and federal laws governing fraternities and sororities.
- Submission of necessary documentation, reports, and updates to GVSU in a timely manner.
- Participation and successful completion of the Greek Standards and Assessment Program.

GVSU reserves the right to review and assess Chapters' compliance with the terms of this Policy and take appropriate actions, including but not limited to warnings, sanctions, or revocation of recognition, in accordance with established procedures.

#### **Appendix E: Communication**

GVSU and Chapters shall establish regular channels of communication to facilitate effective dialogue and collaboration. GVSU shall provide Chapters with the necessary information, resources, and support to assist them in their activities and initiatives.

Chapters shall actively engage in dialogue with GVSU staff, attend meetings, and provide updates on their progress, challenges, and achievements.

#### **Appendix F: Rights**

All recognized Chapters will receive access to all resources and opportunities provided to Registered Student Organizations (RSO) at GVSU as outlined in the RSO Handbook. All recognized Chapters will be invited to participate in large-scale Fraternity & Sorority Life/GVSU programming, such as, but not limited to, Greek Week, Homecoming Events, and Campus Life Night.

Adherence to this Policy will allow the Chapter to be assigned to a governing council most closely aligned with the organization's affiliation with a inter/national trade organization for advocacy and support.

**Appendix G: Amendments and Termination**

This Policy may be amended or modified by mutual consent of both parties. Any amendments shall be made in writing and signed by authorized representatives of GVSU and chapters.

Either party may terminate their commitment to this Policy by providing 30 days written notice to the other party.

**Appendix H: Confidentiality**

Both parties agree to treat all non-public information shared during this relationship as confidential, except where disclosure is required by law or authorized by both parties.

**Appendix J: Governing Law**

This Policy shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of laws provisions.

## Grand Valley State University – Fraternity & Sorority Life

### Roster Management Policy

Published: July 2023

Updated: July 2023

#### Appendix A: Roster Management Policy Philosophy

It is the responsibility of chapter leadership to maintain an updated and accurate roster with Fraternity and Sorority Life. Chapters have access to view their roster via their chapter folder on Google Drive. It is important that a chapter's roster is regularly updated to ensure the safety and well-being of its members. To be proactive in the event of a liability concern, FSL needs to be able to accurately document who was a member of a FSL organization at any given time throughout the year. In maintaining an updated and accurate chapter roster, FSL is able to display current membership statistics to community and university stakeholders. Fraternity and Sorority Life reserves the right to reach out to inter/national headquarters to compare rosters to ensure accuracy.

#### Appendix B: Roster Management System

Chapters are able to update their roster by completing the Chapter Member Status Change Form on the Grand Valley State University Fraternity and Sorority Life website, under the Member Portal. FSL requires chapters to utilize the roster management system throughout the year as members' statuses change frequently. Chapter rosters need to be updated within 48 hours of a member's status changing. Below are the different statuses a member can hold on your chapter's roster:

- **Active:** A formally initiated member who pays dues, and participates in day-to-day activities of the chapter.
- **New Member:** A member who has not gone through the initiation process, but pays dues and participates in day-to-day activities of the chapter.
- **On-Status:** A member who is still a part of your organization, still has the right to wear their Greek letters, but no longer participates in the day-to-day activities, and may no longer be paying dues, depending on Chapter Bylaws.
- **Terminated:** An initiated member who has been removed from active membership by the organization and no longer has any ties to the organization.
- **Self-Terminated:** An initiated member who decided to terminate their collegiate affiliation and no longer have any ties to the organization.
- **New Member - Withdrew:** A member who withdraws from their organization's new member process before the initiation process.

- **New Member - Terminated:** A member who was removed from the new member process by their organization before the initiation process.
- **Transfer:** A member who is no longer attending GVSU.
- **Alumni:** A member who has graduated from GVSU.

New Members must complete the Membership Acceptance Form to be added to their chapter's roster. All new members must complete this form to officially accept their invitation to join fraternity or sorority.

Chapter rosters that are on file at the end of each semester will be what FSL uses to compile data for your chapter's semester grade report. If a chapter fails to remove someone who is no longer active within their chapter or attending GVSU, that member will count towards the chapter's grade report.

# Chapter Google Folders

Each chapter has their own individual folder on the FSL Google Drive. Within this folder, you will find resources and documents to assist you and your chapter throughout the year, such as the 2024 GSAP, a copy on the chapter roster that is on file with FSL, and a 2024 FSL contact sheet. Chapter leadership and members of the FSL Staff have access to this folder.

## Greek Standards & Assessment Program (GSAP)

Under this folder on the Google Drive, you will find subsequent folders for the current GSAP, as well as access to your chapter's past GSAP submissions and final scores. Under "GSAP CY24 Content", you will find a folder for each of the 8 focus areas. This is where you will upload the required documentation for the different criteria. A digital copy of the 2024 GSAP Packet can be found on the GVSU FSL website, under the Member Portal. Listed within the packet is the exact location that each documentation is uploaded. Be sure you are working on completing the GSAP throughout the entire year and not just waiting until the last minute to review the expectations and document what it needed!

## FSL Contact Sheet

The 2024 FSL Contact Sheet will serve as a resource for you as chapter leaders to get in contact with and be aware of the other community leaders. This sheet includes Chapter Presidents and Council Executive Officers and will be updated throughout the year with any position changes. We encourage you to utilize this resource to work collaboratively with the entire Greek community here at Grand Valley State University.

# Chapter Google Folders

## Chapter Roster

This folder is where you will be able to find the most up-to-date version of your chapter roster that is on file with Fraternity & Sorority Life. This is a view-only document, meaning you will not be able to edit it. To change the status of a member, please complete the Chapter Member Status Change Form, located on the GVSU FSL website, under the Member Portal. Chapter rosters must be updated within 48 hours of a member's status change. New Members will be added to your chapter roster once they complete the Membership Acceptance Form. The version of your chapter roster that is on file with FSL at the end of each academic semester is what will be used to compile data for your chapter's grade report.





# Important Dates to Remember

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
FSL Leadership Retreat	1/5/2025	12-6 p.m.	Grand River Room
Winter Campus Life Night	1/12/2025	6-8 p.m.	Kirkhof Center
Meet the Greeks	1/15/2025	4-6 p.m.	Kirkhof Lobby
January Community Meeting	1/22/2025	4-6 p.m.	Kirkhof 2263
AFLV	1/30 - 2/2/2025	All Day	Indianapolis, IN
Leadership Summit	2/7/2025	12 - 5 p.m.	Grand River Room
Sibs & Kids Weekend	2/21 - 2/22/2025	All Day	Allendale Campus
Greek 101	2/24/2025	6-8 p.m.	Grand River Room
Greek 101	2/25/2025	4-6 p.m.	Grand River Room
February Community Meeting	2/26/2025	4-6 p.m.	Kirkhof 2263
March Community Meeting	3/19/2025	4-6 p.m.	Kirkhof 2263
Greek Week	3/24 - 3/28/2025	Various	Various
April Community Meeting	4/9/2025	4-6 p.m.	Kirkhof 2263
Student Life & Greek Awards	4/11/2025	5-8 p.m.	Grand River Room
I am Grand Vally	4/14/2025	4-6 p.m.	Grand River Room

# Important Resources

## [ACADEMIC ADVISING](#)

Utilize this website for find academic, career, personal, and university life resources. Tutoring Lab information can also be found here.

## [ALCOHOL AND OTHER DRUGS SERVICES](#)

Educates students to make healthy life-long decisions regarding alcohol and other drugs with a focus on prevention and education, intervention, and recovery.

206 Student Services Building  
616-331-2537

## [CAREER CENTER](#)

Opportunities for major specific or general career support and provides career enhancing events and resources.

200 Student Services Building  
616-331-3311

## [DEAN OF STUDENTS](#)

Provides advocacy and support for students and families/supporters. Faculty, staff, parents, supporters, and community members may use the CARE referral process for students of concern.

202 Student Services Building  
616-331-3585

## [GAYLE R. DAVIS CENTER FOR WOMEN AND GENDER EQUITY](#)

Advocates for gender justice through the education, engagement, and empowerment of students and the greater GVSU community.

1201 Kirkhof Center  
616-331-2748

## [MILTON E. FORD LGBT RESOURCE CENTER](#)

Advocates for institutional equity, promotes community-building, and provides educational opportunities

1161 Kirkhof Center  
616-331-2530

# Important Resources

## [OFFICE OF CIVIL RIGHTS AND TITLE IX](#)

Provides information and resources on harassment and discrimination, Title IX, and sexual misconduct (Sexual Assault, Intimate Partner Violence, Stalking, and Sexual Exploitation).

4015 James H. Zumberge Hall

616-331-9530

## [OFFICE OF MULTICULTURAL AFFAIRS](#)

Committed to building a diverse and inclusive campus through comprehensive programs and services.

1240 Kirkhof Center

616-331-2177

## [OFFICE OF STUDENT CONDUCT AND CONFLICT RESOLUTION](#)

Provides information on the student code of conduct and adjudication processes.

202 Student Services Building

616-331-3585

## [OTTAWA COUNTY SHERIFF'S OFFICE](#)

Provides assistance in emergency situations.

12220 Fillmore Street, West Olive, MI 49460

Emergencies: 911

Non-Emergencies: 616-738-4000

## [STUDENT ACADEMIC SUCCESS CENTER](#)

Provides opportunities and information for success coaching, workshops & groups, and academic resource.

200 Student Services Building

616-331-3588

## [UNIVERSITY COUNSELING CENTER](#)

Enhances the well-being of the GVSU community through mental health services, including prevention, education, and counseling.

206 Student Services Center

616-331-3266

Call or Text 988: Suicide and Crisis Lifeline, Text HOME to 741741: Crisis Text Line