

University of Connecticut

fraternity
& sorority

life

Project Arête
Accreditation Program
2009

FORMS

The Accreditation Program forms can be downloaded from the Office of Fraternity and Sorority Life (OFSL) website, under “Policies and Forms.”

www.greeklife.uconn.edu/forms.html

All submissions are due to the OFSL by the dates listed. Failure to submit materials by the due date will result in your chapter unsuccessfully meeting accreditation criteria.

Office of Fraternity and Sorority Life

Student Union, Room 315

Phone: 860.486.4710

Fax: 860.486.5989

Website: www.greeklife.uconn.edu

FRATERNITY/SORORITY ROSTER

SUBMISSION DIRECTIONS

1. Each fraternity/sorority must submit a correctly completed chapter roster each semester with updates made throughout the semester as needed. All information must be included by the due date otherwise your chapter will lose accreditation points.

Spring 2009: Submission/ updates due Friday, January 30, 2009

Fall 2009: Submission/ updates due Friday, September 11, 2009

New Members: For both the Spring and Fall 2009 semesters, rosters must be updated within two weeks the start of the New Member Education period.

NOTE: All chapters are now submitting their rosters via ICS starting in the fall 2009 semester. Excel rosters will no longer be accepted from any chapters. Please contact the OFSL for log in information to your chapter's individual ICS page.

ALL Chapters

ICS Member Management: Instructions

Visit the following links, which are also located on

<http://www.greeklife.uconn.edu/forms.html>:

IFC: http://www.icsrecruiter.com/webservices/appMain_ifc.aspx?UID=UCONEDU

PC: http://www.icsrecruiter.com/webservices/appMain_pan.aspx?UID=UCONEDU

Click on "chapter" for the login and enter your chapter's unique username and password.
Contact the OFSL if you need your chapter's log in information.

There are two steps for updating your information on ICS. Once you have logged in, click on the folder located on the left called "Member Management"

Update Chapter Information:

- Update all fields on the "Advisor" tab. This is your chapter's on-campus faculty advisor.
- Update all fields on the "House" tab. Please put the contact information of your Chapter's Alumni/ae Advisor in these fields regardless if you have a house or not. Please include your Insurance Provider and Company. If your chapter has a house, please list the number living in as well as the capacity.
- Update all fields on the "National" tab. This is your Headquarters information.

Update Member Information:

- All members currently listed on your roster must be under the appropriate Status. Below are the types of status and what they mean.
 - Member – Initiated member

- Associate – New member who joined during the Fall 2008 semester. Do not change the status of the new member until the Spring 2009 semester. We need this distinction in status for grade reporting.
- Alumni – Member who was initiated and graduated from UConn.
- Inactive Member – Initiated member who became inactive from your chapter prior to graduating from UConn.
- Inactive Associate – Someone who accepted a bid but was never initiated.
- Abroad – Member who has been initiated but is away for the semester either studying abroad, or on co-op working.
- Update the information for each person listed as “Member” or “Associate”
 - Click on the link “View” to see a member’s information
 - Fields required on the “General Tab”
 - First and Last Name
 - Student ID (PeopleSoft)
 - Cell Phone
 - Email Address
 - Status as indicated in previous step
 - Fields required on the “Academics” tab
 - None
 - Fields required on the Chapter Offices tab
 - If a member holds one of the offices listed below add it to this tab. Select the office from the pull down menu. Enter the start date and the end date. Click the Active checkbox, click “Add” and then click “Save” at the bottom of the page.
 - Positions listed: President, Vice President, Vice President of Finance/ Treasurer, Secretary, Risk Manager, Recruitment Chair, Alumni Relations, New Member Educator, Social Chair, Community Service/ Philanthropy, and Academic Officer
 - Fields required on the IFC/Panhellenic Offices tab
 - None
 - Fields required on the Other Greek Societies tab
 - None

To add a member to your chapter roster: (This should only be done for IFC Chapters) this will be done automatically for Panhellenic chapters after Bid Day. If you bring in new members outside of Formal Recruitment, you will need to manually add them to your roster through the following procedure.

- Click on the “Member Management” folder and then click on “Member Information.”
- From here click the button at the bottom of the page “Add Member” to add a member to your chapter roster.
- Include all information as you add members that you have listed in the previous section for updating member information.

Reporting: (Optional for your use)

- Click on the “Reports” folder on the left hand side.

- Under reports click on “Member Roster.”
- Select your chapter from the drop down menu. Then select all of the statuses of your members that you want included in the report. You can then “Print” the report or “Export” it into an excel file by clicking on the appropriate buttons. This may be a helpful tool for your chapter.

ANTI-HAZING CONTRACT

Fraternity/Sorority: _____ Semester: Spring 2009

This signed form is due to the OFSL by Friday, January 30, 2009. This form must be submitted regardless of whether or not you are bringing in new members.

Please read the following and sign below. It is the responsibility of the chapter officers to educate their members regarding anti-hazing and the hazing policies and laws. Hazing is not only against inter/national organizations' and University policies, but is a violation of Connecticut state law.

Connecticut Hazing Law (Sec. 53-23a. Hazing)

a. For purposes of this section:

1. "Hazing" means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:

- A. Requiring indecent exposure of the body
- B. Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
- C. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- D. Any assault upon the person; or
- E. Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.

b. No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.

c. A student organization which violates subsection (b) of this section (1) shall be subject to a fine of not more than one thousand five hundred dollars and (2) shall forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at an institution of higher education.

d. A member of a student organization who violates subsection (b) of this section shall be subject to a fine of not more than one thousand dollars.

e. This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

University of Connecticut Hazing Policy

"Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which 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. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.” - Responsibilities of Community Life: The Student Code ([Part III.B.6.](#))

Sanctions at the University of Connecticut: “In cases of individual violators, appropriate student conduct action may be imposed as outlined in Responsibilities of Community Life: The Student Code. In cases where organizations have been involved in such conduct, loss of privileges, temporary suspension of registration, or termination of registration may be imposed. The Student Code is the University’s process for dealing with complaints within the community. Individuals and/or organizations may also be subject to the actions of local, state, or federal police agencies.

We certify that:

- We have read and understand the Connecticut State *Hazing Statutes*.
- We have read and understand the University *Hazing Policy*.
- We have read and understand our inter/national hazing policy.
- We have and will continue to educate our chapter members on these laws and policies.
- All new/line /interest group members will receive a copy of *Rights & Responsibilities: Fraternity/Sorority New/Line/Interest Group Member*
- All activities that our new/line or interest group members participate in comply fully with these laws and policies.
- Our chapter new/line/interest member program will run no longer than 8 weeks and activities will end during or before the 12th week of the semester. Initiation will be held on _____ (date required).
- All new/line/interest group members will be fully initiated using ONLY the inter/national ceremony.
- We understand that failure of our organization to uphold this policy, in whole or in part, will result in the referral of the organization and individuals involved to the Community Standards Office, the Greek Judicial Board and/or the appropriate state and local authorities.

Chapter President: _____
Signature Date

Print Name

New Member Educator: _____
Signature Date

Print Name

Chapter Advisor: _____
Signature Date

Print Name

RIGHTS & RESPONSIBILITIES: NEW/LINE/INTEREST GROUP MEMBER

This signed form is due to the OFSL within 2 weeks from the start of your New Member Education period. Please notify the OFSL if you are not taking new members during either the spring or fall semesters.

Please make copies of this document and distribute them to each of your chapter's new/line/interest group members. In addition, each new/line/interest group member needs to sign the following form signifying that they have received, read, and fully understand this document.

Your Rights

The process of introducing new members to chapter membership should be conducted in a manner that respects your dignity as well as your mental and physical well-being. Acceptable activities promote scholarship and service, develop leadership and social skills, assist with career goals, involve students with alumni/ae, improve relations with others, build awareness of fraternity/sorority history, instill a sense of brotherhood/sisterhood, foster solidarity with initiated members, and promote the mission of the University of Connecticut.

State law, University policy and the policies of your inter/national fraternity/sorority all support the concept of treating potential/new/line/interest group members with care and dignity. At no time should you be made to feel awkward, embarrassed, or fearful of your safety. You have the right to refuse to participate in any questionable activity and you have the right to notify police officers, University officials, chapter officers, and chapter advisors if you are asked to participate in any inappropriate activity. The University community will not tolerate hazing.

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- C. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- D. Any assault upon the person; or
- E. Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.

b. No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.

c. A student organization which violates subsection (b) of this section (1) shall be subject to a fine of not more than one thousand five hundred dollars and (2) shall forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at an institution of higher education.

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Your Responsibilities

As a potential/new member of a University fraternity or sorority, you assume significant responsibility. Through your fraternity/sorority membership you become a member of the larger fraternal community. Social/service fraternities and sororities that have been extended the privilege of forming at the University are expected to:

- Conduct chapter activities with pride and integrity;
- Accept collective responsibility for the behavior of members;
- Respect members of the campus community who are not fraternity/sorority affiliated;
- Respect other chapters, their members and their property;
- Create and maintain an atmosphere conducive to academic achievement;
- Provide programs in scholarship, human relations (e.g. multicultural awareness, sexism), leadership development and other areas critical to member development;
- Contribute to campus life by sponsoring or co-sponsoring public service and/or campus improvement projects, as well as social programs;
- Operate residential facilities with pride and in compliance with relevant University policies as well as local, state, and federal laws and statutes;
- Abide by all applicable policies of the University as well as all relevant local, state, and federal laws and statutes.

To anonymously report inappropriate behavior and/or allegations of hazing, please log onto the OFSL website: www.greeklife.uconn.edu and check out the Anti-Hazing page.

ANTI-HAZING CONTRACT

Fraternity/Sorority: _____ Semester: Fall 2009

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Chapter President: _____
Signature Date

Print Name

New Member Educator: _____
Signature Date

Print Name

Chapter Advisor: _____
Signature Date

Print Name

RIGHTS & RESPONSIBILITIES: NEW/LINE/INTEREST GROUP MEMBER

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- Operate residential facilities with pride and in compliance with relevant University policies as well as local, state, and federal laws and statutes;
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To anonymously report inappropriate behavior and/or allegations of hazing, please log onto the OFSL website: www.greeklife.uconn.edu and check out the Anti-Hazing page.

Letters of Support

Three Letters of Support are required as part of the accreditation criteria. They must be submitted with the entire accreditation binder in the appropriate sections on or before Friday, December 11, 2009. It will be important to ask for these letters well in advance to give appropriate time for them to be completed.

Faculty/Staff Advisor Letter of Support

As part of the *Academic Achievement* criteria, the Faculty/Staff Advisor must submit a letter of support on behalf of the chapter. The letter should detail the scope and frequency of the communication and interaction between the chapter and the advisor.

Inter/National Headquarters Letter of Support

The letter of support from your Inter/National Headquarters is referenced under two different criteria in the accreditation program. Both of those requirements can be fulfilled by through one letter. Both are listed below in order to be referenced in one spot.

Chapter Management: Chapter is current with its inter/national headquarters payments. Letter from headquarters must confirm financial good standing.

Membership Development: Chapter has not been found responsible for violating any policies of their inter/national organization during the accreditation period. Letter from headquarters must confirm good standing with regard to policies.

Chapter Advisor Letter of Support

As part of the *External Relations* criteria, the Chapter Advisor must submit a letter of support on behalf of the chapter. The letter should detail the scope and frequency of the communication and interaction between the chapter and the advisor.