

# Georgia State University Greek President's Manual



## WELCOME AND THANK YOU FOR YOUR SERVICE

Dear Greek Chapter Presidents,

On behalf of the Office of Leadership Programs/Greek Life, thank you for your service to the campus community. Without your leadership and commitment, the growth of your chapter and Greek community would not be possible.

The "Greek Life Presidents Manual," will serve as a guide for you to call upon when handling fraternity or sorority business with the Office of Leadership Programs/Greek Life. Please feel free to give your input on the content and other ideas you may have to improve this resource.

We hope that the information provided will assist you in your role as a Greek Chapter President. We look forward to our partnership in enhancing the Greek community at Georgia State University.

Interfraternally,



Matthew Mitchell  
Coordinator for Greek Life



Jeff Benson  
Assistant Director for Leadership Programs

## **I. Introduction**

This manual is designed to assist Fraternity and Sorority Presidents in effectively leading their organizations in accordance with the policies and procedures of Greek Life at Georgia State University. Fraternity and Sorority Presidents have the responsibility of reading and understanding all policies and regulations outlined in this resource manual. In addition, Fraternity and Sorority Presidents are responsible for disseminating this information to members of their organization so that all members are aware of university policies and procedures regarding social Greek organizations. By signing the Presidential Responsibility form you are agreeing that you have read, understand and agree to abide by the guidelines set forth in this manual of information.

- **Coordinator for Greek Life & Assistant Director for Leadership Programs  
Office of Student Involvement**

These two professional staff members are assigned to advise the social Greek community at Georgia State University. The contact information for these two staff member are:

Matthew Mitchell, Coordinator for Greek Life  
Jeff Benson, Assistant Director for Leadership Programs

In Person:  
66 Courtland Street S.E., 475 Student Center West  
Atlanta, GA 30302

Mailing Address:  
Leadership Programs  
P.O. Box 3973  
Atlanta, GA 30302-3973

Phone: 404-413-1582

Please contact one of the designated staff members for any information regarding these policies or any other program pertaining to Greek Life at Georgia State University.

## **II. Chapter Information Form (Appendix A):**

The Chapter Information Form must be completed by the second Friday of each semester. In addition, each organization must have a faculty advisor who is employed by Georgia State University. It is also recommended that Greek organizations have an alumni advisor. Please complete the chapter information, advisory board, and officer information section of the

Chapter Information form thoroughly. The Leadership Programs Office must have this information on file for general use and emergency purposes.

### **III. Recruitment/Intake Guidelines (Appendix B):**

In order to maintain a safe environment for students interested in joining a Greek organization, all chapters conducting membership recruitment or intake must keep Greek Life staff informed of all membership recruitment or intake activities each semester.

The steps listed below must be completed in addition to the National Organization's New Member Policies and Procedures for recruitment, intake, and/or new member education programs. The following information is private and is only shared with Greek Life staff and select university administrators as necessary. These items are required in order to ensure the safety of members and new members of Greek organizations while preserving the fraternal traditions.

Members, new members, alumni and members of graduate chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may have repercussions on the collegiate chapter. Collegiate chapters are responsible for communicating the Membership Recruitment /Intake Guidelines and Anti-Hazing Compliance Policy to all members, new members, alumni and members of their graduate chapters.

Greek organizations planning to host recruitment, informational, or intake programs must abide by the following:

- Complete the Membership Recruitment/Intake Plan and submit to Greek Life staff three weeks prior to the beginning of any recruitment and/or informational activities.
- Set a date and time for the review of the plan with the Greek Life staff.
- Chapter must be in compliance with GPA requirements from the previous semester (Overall chapter cumulative GPA must be above 2.5 for the previous semester to engage in membership intake).
- All new member education, intake programs, initiation/induction, presentation of new members (bid day activities, and coming out or probate shows) must be completed by the following dates:
  - **Fall Semester: November 17, 2017**
  - **Spring Semester: April 13, 2017**

*\*Chapters may request exceptions to these dates which will be considered on a case-by-case basis.*

- Presentation of new members (bid day, “coming out shows”, etc.) will be held on campus and must have their location approved by Greek Life staff. These programs should not disrupt classes or any other campus activity and abide by the Special Event and Late Night Event Policy (*see section J. of the Student Code of Conduct and Administrative Policies and Procedures*). All national fraternity/sorority and University policies and procedures must be followed.
- Presidents and/or new member educators must furnish names and panther IDs of all students who have been selected for membership within 48 hours of selection. Further, a New Member Information Form must be submitted for each student within 48 hours of notification to the student that they have been selected for membership.
- New Member Presentation Guidelines
  - All new member presentations must start within 15 minutes of scheduled time.
  - Profanity and derogatory language towards another organization is discouraged as this does not promote Greek unity.
  - New members may not participate in any activity requiring them to march around the campus or participate in any type of public hazing.
  - Failure to abide by the preceding guidelines may result in cancellation of the presentation by Greek Life staff.
- The Membership Recruitment/Intake Plan must be completed and submitted three weeks prior to the start of recruitment or intake accompanied by:
- A copy of paperwork from the national headquarters, which indicates permission for the chapter to initiate new members (if applicable).
- Schedule for the recruitment/intake program, including start and end date of the process. This should include:
  - When flyers will be posted around campus (marketing plan).
  - Recruitment activities, informational programs, and interview dates.
  - Applications: date of distribution, when due, selection, and participate notification.
  - Day by day schedule of the new member education/intake program.
  - Initiation/induction date, time, and location.
  - Presentation of new members (bid day, “coming out show”).
  - ✓ The schedule must include date, times, participants (who all will attend) and short description of all activities and events. Example: Monday,

October 16 at 10:00 a.m. New Members will meet in the 460/462 Student Center West to learn about the history of XYZ Sorority.

- ✓ If any of the above activities do not apply, please type "N/A" on your sheet.

- Membership Activity Forms for each individual recruitment activity, informational program, new member education meeting, and/or intake process date. Forms must be submitted at least 48 hours prior to any event where prospective or new members are present.
- A signed copy of the Georgia State University Anti-Hazing Compliance Policy.
- Additional items to be completed and submitted prior to new member selection:
  - Grade Inquiry Form (must have signatures of all potential members to release the information to the organization).
  - Interviews (NPHC & MGC only): Place a list of names, Panther IDs, and phone numbers for each student you have selected to be interviewed for your organization. This information must be submitted to Greek Life staff at least 48 hours before interviews begin.
  - Chapter Presidents should complete a Roster Change Form if new members do not complete the process and 'de-pledge'. This would occur when a new member is not initiated or inducted into the fraternity/sorority.
  - Binding Agreements must be completed for women signing bid cards from sororities in the Panhellenic Council.

#### **IV. Chapter Roster Changes (Appendix C):**

- Roster Change Form:

The Roster Change Form allows social Greek organizations to officially change the status of an initiated chapter member. Every social Greek organization must complete a Roster Change Form whenever a change occurs. Roster updates are required for roster additions and deletions.
- Roster Update Deadlines:

At the beginning of each semester the chapter president must complete the Roster Change Form (Appendix C) and submit it to Greek Life staff. For changes throughout a term, Roster Change Forms must be completed within 48 hours after officially reinstating or suspending a member. Justification for the member's reinstatement or suspension must accompany the Roster Change Form.
- Importance of Accurate Rosters:

Those members appearing on the roster will be directly reflected on the Greek Life Academic Grade Report prepared at the conclusion of the fall and spring semesters. It is important for the Greek Life Office to have an accurate account of all chapter members for verification of minimum academic standards and for chapter awards. Chapter grade reports will be e-mailed at the end of each semester to alumni/ae advisors and the (inter) national office for each fraternity and sorority. In addition, those students who appear on your organizations roster may be granted swipe card access to their respective Greek Townhome.

**V. Membership and Anti-Hazing Compliance Form (Appendix D):**

- All new members, associate members, or students participating in the recruitment/intake process of a Social Greek organization must complete and submit to the Leadership Programs Office the Greek Membership Form (Appendix D) within one week of accepting an invitation of membership. The president and/or new member educator has the responsibility of reviewing this policy with all members to ensure that no members are participating in any form of hazing. The organization's intake/recruitment officer should provide this form to all new members for completion, signature and submission.
- Hazing is expressly forbidden at Georgia State University. For more information about Georgia State University's Hazing Policy please refer to the Student Code of Conduct which is available online at [www.gsu.edu/deanofstudents](http://www.gsu.edu/deanofstudents).

**VI. Membership Activity Form (Appendix E):**

- Membership Activity Forms must be submitted with the Membership Recruitment/Intake Plan (this plan is due three weeks prior to the occurrence any event relating to recruitment or intake).



**Presidential Responsibility and Signature**

By signing below, I am stating that I have read and I understand my responsibilities as President of my Georgia State University Greek organization as outlined in the Greek Chapter President's Manual. I also affirm that under my guidance, my Georgia State University Greek organization will abide by ALL policies, guidelines, and procedures as outlined in this manual.

President's Name (print): \_\_\_\_\_

President's Signature: \_\_\_\_\_

Greek Organization: \_\_\_\_\_

Date: \_\_\_\_\_