



ALABAMA UNIVERSITY OF NORTH

HANDBOOK

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General Information

Mission

The University of North Alabama's Fraternity and Sorority Life is dedicated to enhancing the undergraduate fraternity and sorority experience by fostering an inclusive community, providing academic, personal, social, service, and leadership opportunities, and promoting a strong values-based fraternity and sorority community.

Definition of a Fraternity/Sorority

The University of North Alabama defines a fraternity/sorority as an organization that exists to promote fraternal relationships and personal development; requirement for membership is subjective and is not limited to a specific

8. Promote mutual cooperation between the IFC and the University of North Alabama, its students, faculty, staff, and local community.

National Pan-Hellenic Council (NPHC):

It is the mission of the National Pan-Hellenic Council to promote cooperation and harmony between member organizations and between members and other campus organizations in developing the best possible public image for the Greek community. The purpose of the National Pan-Hellenic Council shall be as follows:

1. To act as a unifying body that promotes scholarships, community service, campus involvement, and success for each active organization.
2. To take steps to alleviate business problems within the Greek Community. To take steps to alleviate business associated issues between organizations within the Greek Community.
3. NPHC is the governing body of the Divine Nine Greek Letter Organizations. Therefore, any other organization disputes should be handled by other means, because they are not a part of the Divine Nine.
4. To promote positive inter-

Fraternities and Sororities at UNA

Active Chartered Organizations:

Organization

Risk Management (RM) Team: Members of the organization trained and approved to monitor the event. The RM team is prohibited from consuming alcohol before or during the event and must remain in their role through the duration of the event.

Social Event/Gathering: Any event hosted by an organization that is not considered organizational business (including, but not limited to, chapter meetings, executive council meetings, recruitment events, etc.) where alcohol is present or is likely to be present.

Third Party Vendor: An entity that is properly permitted, licensed, and/or certified by the appropriate local and/or state authority, which may include the Alabama Alcohol Beverage Control (ABC) Board and the City of Florence. This might involve, among other things, both a liquor license and a special event license to sell on the premises where the event is to be held. Third party vendors must comply with all UNA policies and the requirements of these Guidelines.

General Event Guidelines

Attendance Tracking: All organizations are required to track attendance at all events using Campus Groups, which is linked to approved Campus Groups events.

Certificate of Liability Insurance: Only organizations with a current certificate of liability insurance on file with FSL are permitted to host events. An updated copy of the organization's certificate of liability insurance is due within two weeks of the previous certificate's expiration.

Coinciding Events: In the event that several organizations are requesting to host events at the same time, the following guidelines will be followed: If the event requires UNA officer presence and there are no police officers available, public safety officers will be requested. If there are not enough UNA police officers or UNA public safety officers available, FSL will coordinate with UNA PD to identify alternative security coverage. If no alternative security coverage is available, an alternative date will need to be determined.

responsible for staying in designated areas throughout the event, so there will be limited opportunities for RM team members to socialize (i.e. dance, stroll, etc.).

RM Team Meeting: Thirty minutes prior to the start of the event, the RM team must meet to discuss the event responsibilities and review any pertinent information with the designated event officers. All RM team members must arrive to this meeting sober and wearing their RM team buttons. At events with alcohol, the RM team is required to introduce themselves to Police/Security officers at this meeting. At the conclusion of the RM team meeting, the RM team will clear the venue and begin the check in process.

Reporting RM Team Members: Risk management team member names will be reported on the event registration form. If there are changes to the RM team after registration, an event update must be submitted through Campus Groups.

RM Team Placement: It is recommended that RM team members be assigned to the following roles throughout the event:

- 1 person at check in/check out
- 1 person at each point of entry (unless the point of entry is a door that is closed and locked)
- 1 person at each stairwell
- 1-2 people roaming the event as monitors

RM Team Resources: Prior to the start of the RM team meeting, the RM team must gather all necessary resources. The RM team must have: (a) designated orange RM team buttons; (b) Campus Groups QR code to check in attendees, (c) Certificate of Liability Insurance, (d) pertinent contact information in the event of an emergency, and (e) a copy of these event guidelines. At events with alcohol, the materials must also include: (f) a large dark permanent marker (for marking hands of underage attendees), (g) a printed copy of the invitation list, and (h) a highlighter to check in attendees on the invitation list.

RM Team Responsibilities: RM team members must g

Events with Alcohol

Alcohol Products: No common sources of alcohol are permitted, including, but not limited to, punch in coolers

attendance list (with all invitees who attended highlighted) must be submitted to greeklife@una.edu within 48 hours of the event's conclusion. Failure to submit an invitation list after the event may result in the cancellation of future events. Repeated failure to submit invitation lists or attendance lists may result in one semester of social probation and/or a referral to Student Conduct.

Number of Events with Alcohol per Organization per Semester: 6. Organizations may host events with alcohol on or off campus, but may not exceed 6 events with alcohol in any given semester.

Officers

Invitation List Format

As attendees (including members) arrive, their names should be highlighted. Member names should be alphabetical by last name. Guests may attend ONLY if the member who invited them is in attendance.

Member Name	Guest #1	Guest #2	Guest #3

SECTION I

A. Governance Structure

The governance structure established by the University of North Alabama includes student input and participation. Student input and participation is accomplished through authority delegated by the Office of Fraternity and Sorority Life to designated student governing councils. Fraternities and sororities must abide by applicable university policies, regulations, and procedures governing student organizations, as well as policies, guidelines, and procedures established by the Office of Fraternity and Sorority Life and the designated governing councils.

B. Residential Units/Housing

A fraternity/sorority that operates a residential unit and provides opportunities for housing to university students must abide by facility management policies and standards as established by the University, including, but not limited to, the following: (1) o

- g. National Constitution and By-Laws
- 3. Colonization:
 - a. List of University of North Alabama Students Interested in Affiliating with the Organization (L Numbers Included) *
 - b. List and Status of Provisional Chapters/New Chapters Established in the Last Five Years
 - c. Rules, Regulations, Policies, and Related Information Pertaining to the Colonization
 - d. Criteria for Chartering
 - e. Plan of Action/Timeline for the Expansion
- 4. Organizational Structure:
 - a. List of all Active Chapters, including Locations
 - b. Chapter Officer Structure*
- 5. Housing:
 - a. Plans Related to Provisional Chapter/Chapter Housing*
 - b. Housing Support*
 - c. Inter/National Housing/Regional Housing Corporation*
- 6. Resources:
 - a. Inter/National Headquarters/Regional:
 - i. Foundation Scholarships/Loans*
 - ii. Leadership Development Programs (Local, State, Regional, and/or National Level)*
 - b. Volunteer Support:
 - i. Contact Information for Alumni Residing in the Immediate Area (100 Mile Radius of Florence)
 - ii. Letter of Commitment from Person(s) Willing to Serve as Advisor(s)
 - iii. Documentation of Support from Inter/National Office for the Person(s) serving as Advisor(s)
 - c. Financial Support:
 - i. Financial Support Available to the Chapter from the Inter/National Headquarters and Alumni
 - ii. Statement Concerning How the Headquarters Will Address Any Outstanding Liabilities

All fraternities/sororities at the University of North Alabama are required to be Registered Student Organizations (RSO) through the Center for Student Engagement. Fraternity and Sorority Life staff will work with the new/returning organization to register as an RSO and review the expectations and privileges of RSOs.

Substance Free Recruitment/Intake

Alcohol and drugs are prohibited at all recruitment/intake events and during any new member education/initiation process.

Academic Verification Process

Each chapter and some governing councils (see council governing documents) have a set minimum grade point average for membership. Chapters should obtain the academic verification of potential/prospective members prior to inviting the student to join the organization (i.e., prior to distributing a bid). Academic verifications are obtained through several methods:

Women participating in CPH formal recruitment will have their academics verified during the registration

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No profanity will be tolerated in speeches or chants before, during, or after the presentation.
Chants/sayings/songs will not allude to any other Greek organization, individual, or student group in a

Awards & Recognition

Annual Recognition

Daniel R. Leasure Award

The Daniel R. Leasure Award will recognize one chapter at the University's Awards Gala. The award may be given to one fraternity and one sorority each year. The applications will be scored by an external committee based on the areas of: (1) campus involvement, (2) chapter management and programming, and (3) community service and philanthropy. Additionally, points may be added to a chapter's score for GPA or deducted from a chapter's score for conduct violations during the academic year. The application will open on December 1st with applications being due by January 31st. Applications must include a nomination letter and a letter of support from a current chapter advisory board member.

Fraternity Man and Sorority Woman of the Year

These awards recognize one man and one woman of junior or senior status with at least a 3.0 cumulative GPA. Chapters may nominate two men and two women for the award. Nominations must include a nomination letter and the nominee's resume. Nominations open on December 1st and are due by January 31st. All nominations are reviewed by an external review committee (consisting of campus and headquarters professionals outside of UNA). These awards are given annually at the University's Awards Gala.

Honor Societies

Rho Lambda Sorority Honor Society

Rho Lambda exists to recognize sorority leaders. Membership is open to active affiliated junior and senior students with a cumulative grade point average of 2.5 or above. Students eligible for membership will be emailed an invitation to apply. All applicants are ranked based on the quality of their application (including question answers and the uploaded resume). Invitations to membership will be sent out mid-semester. Students wishing to accept their invitation to membership must pay their membership dues by the date indicated on their invitation email.

Order of Omega Greek Leadership Honor Society

The Eta Omega chapter of Order of Omega exists to recognize fraternity men and sorority women who have attained a high standard of leadership in interfraternity activities, to encourage them to continue along this line, and to inspire others to strive for similar conspicuous attainment. Membership is open to active affiliated junior and senior students with a cumulative GPA above the all-Greek average from the previous semester. Students eligible for membership will be emailed an invitation to apply. All applicants are ranked based on the quality of their application (including question answers and the uploaded resume). Applicants selected for membership will be notified via email and be required to pay dues to accept the membership.

Campus Visibility/Recognition

GUC Display Wall

The Fraternity and Sorority Life display wall located in the GUC was created in 2019. The display was funded by the governing councils and chapters. New chapters wishing to add their crest to an acrylic plate on the wall must submit an EPS file of their crest and a check for \$50 payable to the University of North Alabama. The Office of Fraternity and Sorority Life will cover the remaining \$200 and will coordinate the purchase and placement of the plate. Plates are placed in alphabetical order by organization.

NPHC Garden

The National Pan-Hellenic Garden was dedicated in 2011. There are nine stones, one for each of the divine nine organizations in the National Pan-Hellenic Council. The engraved bronze plaques that sit atop each stone include the chapter name, crest, founding date, and charter date. The plaques are funded by the chapters and the NPHC Garden Foundation Account. Chapters wishing to add their plaque to a stone in the NPHC Garden must submit a

check for \$600 payable to the University of North Alaba

Housing

Housing Fire Inspections

Fire inspections will be conducted once a semester. For sororities residing in the Appleby residence halls, fire inspections are coordinated by Housing and Residence Life. For fraternities residing in housing (whether university or chapter owned), Fraternity and Sorority Life staff

Resources

Code of Student Conduct

Students and organizations are responsible for upholding university standards and behavioral expectations. The [Code of Student Conduct](#) is available on the UNA website.

Council Governing Documents

The [College Panhellenic Council \(CPH\)](#), [Independent Greek Council \(IGC\)](#), [Interfraternity Council \(IFC\)](#), and [National Pan-Hellenic Council \(NPHC\)](#) maintain all governing documents online. All council governing documents are available on the FSL website.

Title IX Policies and Procedures

The University of North Alabama [Title IX policies and procedures](#) are available on the UNA website.

RSO Handbook

The University of North Alabama's [Registered Student Organization Handbook](#) is available on the UNA website.

Glossary of Terms

Ace: the first person on the line of an NPHC organization

Active Member: a member who has been initiated into lifelong fraternity or sorority membership and participates in chapter activities at the collegiate level.

Advisor: An individual (often an alumna/alumnus) who establishes and maintains a close advisory relationship with a chapter and serves as a teacher, counselor, and friend.

Alumnus/Alumna: member of a fraternity/sorority who has graduated (plural is alumni/alumnae)

Big Brother/Sister: an older member assigned to assist a new member or associate member

Bid: a formal invitation

Interest Group: a group of interested students or an interested inter/national organization beginning the expansion process at the university. The organization has not yet become a colony and is in the beginning stages of gaining interest on campus.

Interfraternity Council (IFC): the student governing body for the IFC fraternities. The council is made up of delegates from each chapter and lead by an executive board.

Inter/national Organization: a common way to refer to the larger fraternity or sorority organization beyond the chapter on campus. With respect to the business center of these organizations' headquarters, "central office" or "executive office" is appropriate.

Lavalier: a pendant with a fraternity or sorority's Greek letters on it

Legacy: a student whose mother, father, brother, sister, or grandparent was a member of a particular fraternity or sorority. Some organizations consider additional relatives such as aunts and uncles in the definition.

Line: individuals in an NPHC organization who went through the membership intake process together, similar to a new member class

Line Brother/Sister: term for members of an NPHC organization who were initiated at the same time into the same organization. Lines are ordered and there is terminology for a person's position in the line.

Line Name: the name given to a line. Some organizations number their lines by Greek letters, but may have a descriptive name as well that is specific to characteristics of the organization.

Line Number: the number an NPHC member is assigned based on the chronological order they are in their initiation line

Local Chapter: an organization that is not affiliated with an inter/national organization

Membership Recruitment Acceptance Binding Agreement (M4.6 (ere-5ze72I9 o)10.(o)10.1)-2.63.4 (n)10.8 (1.9e)10.

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