



# HARRIS-STOWE

STATE UNIVERSITY

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OFFICE OF STUDENT ENGAGEMENT

## Harris-Stowe State University Greek Life Handbook



## **Introduction**

Harris-Stowe State University acknowledges that fraternities and sororities can have a positive impact on the educational and social experiences of members and others in the campus community. For this to happen, there must be consistency between the University goals and those of individual chapters. This Handbook provides a mechanism for encouraging consonance of goals and describes the relationship between fraternities and sororities and Harris-Stowe State University.

Harris-Stowe State University has a tradition of encouraging individual development through self-government by student groups. Fraternities and sororities recognized by Harris-Stowe State University will be expected to create and foster individual and group growth and responsibility. The Greek Life community at Harris-Stowe is dedicated to the ideals of scholarship, leadership development, community service/philanthropy, and lifelong brotherhood/sisterhood.

\*With the exception of a few organizations, Harris-Stowe State University is a member of the St. Louis City-Wide Greek Life model.

### **The Division of Student Affairs and the Office of Student Engagement**

Fraternities and sororities will have support from the Division of Student Affairs via the Office of Student Engagement. This support will include implementation of programs, providing leadership training, and handling administrative policy matters. Student Engagement provides support to all students, clubs, and organizations in event and program planning assistance, educational programming, and social events. In particular, members of fraternities and sororities can utilize the Office of Student Engagement for guidance and support related to chapter business and governance, leadership training, community service projects, and academic success programs and recognition.

The Office of Student Engagement will serve as the liaison between Harris-Stowe Greek Life affiliated students and chapters within the city-wide model and the National organization offices. The Office of Student Engagement will assist in promoting fraternity and sorority life to new students, families, and the campus community.

Student Engagement has a designated space on its website for Greek Life organizations. Greek Life is included in the end of year Student Leadership Award Celebration which celebrates the achievements of the chapters and members.

## **Periodic Review of Policy**

All aspects of this policy manual will be subject to review at the end of each semester and may be amended, expanded, or withdrawn as is deemed necessary and appropriate by the Office of Student Engagement and/or Dean of Student Success.

## **Mission Statements**

### ***Harris-Stowe State University:***

Harris-Stowe State University's primary mission, as set forth in Senate Bill 153, is to address the higher education needs of the metropolitan St. Louis region. Toward the fulfillment of this mandate, the University offers a solid General Education curriculum, which serves as the foundation for the University's various baccalaureate programs in three broad professional areas, including baccalaureate degree programs in business, education, and arts and sciences.

In addition, the University is thoroughly committed to meeting to the greatest extent possible the needs of a student population that is diverse in age, culture, ethnicity and experiential backgrounds. In short, Harris-Stowe State University is strongly committed to providing a high-quality higher education experience that is both affordable and accessible to the diverse populations within and beyond the metropolitan St. Louis region. The University seeks to accomplish this overarching goal through an extensive academic support program, a college-preparatory academy for urban youth, supervision of student progress and through many community outreach and collaborative partnerships with businesses, government and educational institutions.

Underlying this commitment to a high-quality education is the University's emphasis on professional growth and personal development that is essential for an educated person entering a professional field.

### ***Division of Student Affairs:***

The Division of Student Affairs focuses on the integration of learning, development of the whole student, and the life, mind and body of the student beyond the classroom. Collectively, the Division of Student Affairs and its affiliated offices foster growth, learning, engagement and development of students as individuals and community members. Student Affairs advocates on behalf of student needs and concerns, upholds student rights and responsibilities, and builds a strong and just student community.

### ***Office of Student Engagement:***

To engage, develop, and support students' leadership development and promote student engagement in co-curricular activities on the campus of Harris-Stowe State University and surrounding communities.

## Hazing

### 578.360. Definitions

As used in sections 578.360 to 578.365, unless the context clearly requires otherwise, the following terms mean:

- (1) "Educational institution", a public or private college or university;
- (2) "Hazing", a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm. Acts of hazing shall include:
  - (a) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products;

Or

- (b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
- (c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

§ 578.363. Colleges and universities to have written policy prohibiting hazing Each educational institution in this state shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.

### § 578.365. Hazing—consent not a defense—penalties

1. A person commits the crime of hazing if he knowingly participates in or causes hazing, as it is defined in section 578.360.
2. Hazing is a Class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case it is a Class C felony.
3. Nothing in sections 578.360 to 578.365 shall be interpreted as creating a new private cause of action against any educational institution.
4. Consent is not a defense to hazing. Section 565.080 does not apply to hazing cases or to homicide cases arising out of hazing activity.

## **Harris-Stowe State University's Hazing Policy:**

Harris-Stowe State University has always renounced acts of brutality and hazing during the intake process, and this statement serves to reaffirm that long-standing commitment.

"Hazing" is any action taken or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including but not including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the University.

"Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion for social contact, forced conduct that could result in extreme embarrassment or other forced activity that could adversely affect the mental health or dignity of the student. In addition, late work sessions which interfere with scholastic activities and any other activities which are not consistent with policies of Harris-Stowe State University or which violate local, state or federal laws are expressly forbidden.

Anyone violating this policy will be subject to disciplinary action and may also face criminal prosecution. Cognizance and understanding of the above definition and the use of common sense in the carrying out of intake activities should be sufficient to guide campus chapters to avoid hazing violations. A good rule of thumb is: "IF IN DOUBT, LEAVE IT OUT."

All Harris-Stowe State University students and student organizations must adhere to the State of Missouri anti-hazing legislation. According to State Statutes (573.360-578.365). Chapter members and advisors are responsible for seeing that the intake process follows steps prescribed by their respective national offices, within HSSU guidelines. No chapter or member is "above the law." All participants should be urged to remember that the intake process is designed to prepare new "sisters" and "brothers," and hazing has no place in this important process.

Additional information can be found at: [www.hazingprevention.org](http://www.hazingprevention.org) and [www.stophazing.org](http://www.stophazing.org)

## Hazing Compliance Form

All Harris-Stowe State University students and organizations must adhere to the State of Missouri Anti-Hazing Legislation, State Statutes (573.360-578.365).

Chapter members and advisors are responsible for seeing that the new membership intake process follows steps prescribed by their respective national offices and are within HSSU guidelines. No chapter member is "above the law." All participants should be urged to remember that the intake process is designed to prepare new "sisters" and "brothers," and hazing has no place in this important process.

Please sign below, indicating that you have read this document in its entirety (including the Hazing and HSSU Hazing policy) and agree to abide by each campus' rules regarding hazing. When completed, please return a physical copy to your campus' fraternity/sorority life office/representative.

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Printed Name

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Organization Chapter and Organization Affiliation

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Signature

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Date

## **RISK MANAGEMENT**

Risk Management is a guideline in establishing and developing policies and practices for responsible behavior within the Greek Life community. The policy of Risk Management reduces and limits liability by educating fraternal members of their responsibility to their fraternity/sorority, their campus and their community.

All fraternities and sororities are expected to practice sound risk management. Organizations should follow their national organizations' guidelines for risk management and observe all campus policies, and local, state, and federal laws. The Fraternal Information and Programming Group (FIPG) offer great guidelines for risk management. FIPG policy can be found online at <http://www.fipg.org/>.

### **Greek Life at Harris-Stowe**

#### **Team Members:**

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## Membership Intake and Requirements for Interested Students

For students interested in Greek Life, you must do/have the following:

- ✓ Attend ONE Greek Life 101 session per academic year. Students must attend one session until accepted into fraternity/sorority.
- ✓ GPA: 2.5 or above (cumulative)
- ✓ Credit Hours: 2<sup>nd</sup> semester freshman
  - 15 **earned** credit hours
- ✓ Full-time student at the time of application and duration of intake
  - 12 credit hours or more:
    - \*Graduating seniors must have a minimum of 90 credit hours to appeal. National/Headquarters supersedes University policy.
- ✓ No current disciplinary sanctions within the academic year, including summer
- ✓ Transfer students: completion of one full semester (full-time) at Harris-Stowe State University

*\*Some organizations have a higher GPA requirement and/or higher credit requirements. Harris-Stowe sets the **minimum** requirement for interested students.*



## Expectations for Chapters Conducting Intake

Please keep in mind, due to the city-wide model, chapters are to follow guidelines and requests given from **both** the Office of Student Engagement and the St. Louis Coalition:

1. Submit any Intent to Take Intake and/or Intake Request forms
2. Submit current roster of chapter
3. Provide any updates regarding changes or additions to the Office of Student Engagement and St. Louis Coalition
4. Submit hazing compliance form for current members and newest additions
5. Submit all dates and updates regarding timeline for new membership intake
6. A list of ALL selected candidates **PRIOR** to the start of the intake process. The Office of Student Engagement will provide final clearance or denial of selected members before the start of the new membership intake process.

***All documents submitted to the Office of Student Engagement and/or St. Louis Coalition are kept confidential from students, student workers, and campus staff/faculty. They may be shared with specific university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the advisor, chapter president or intake chair must notify the Office of Student Engagement. It is at the discretion of HSSU and the Office of Student Engagement to cancel any event.***

## New Member Presentation Expectations

All organizations must adhere to the following guidelines when presenting new members to the campus community:

1. Organizations must provide run of show or guideline at least two weeks prior to the date of presentation.
2. Any additional and/or requests tied to the presentation must be submitted at least one month prior to show. This allows adequate time for approval/additional resources to accommodate.
3. Presentation show dates are to be approved by the Office of Student Engagement.
  - a. Presentation shows are to take place **prior** to both winter and summer break.
  - b. Shows are NOT to be scheduled on same night/time as previously scheduled event/program, including other organizations' founding and charter dates.
4. The Office of Student Engagement will submit and secure facility request for New Member Presentation Shows. However, it is the organization's responsibility to inform Student Engagement of additional needs, such as: technology access, classrooms, etc...
5. No explicit or revealing attire is to be worn by new members or other show participants.

6. Public intoxication will not be permitted.
7. No physical or mental abuse will be tolerated. This includes, but is not limited to: yelling, screaming, slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual).
8. **ABSOLUTELY NO PROFANE LANGUAGE WILL BE TOLERATED. THIS IS INCLUSIVE OF MUSIC, CHANTS, GREETINGS, INTRODUCTIONS, ETC.**
  - a. The Dean of Students and the Office of Student Engagements will provide one warning for any profanity violations. If the violations (within your control) continue, your new member presentation is at risk for being stopped immediately.
  - b. See Punitive Sanctions below for detailed information regarding violations.
9. In the event that there is a fight during the presentation, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
10. Disruptions by other organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, yelling out crude & rude statements to the participants, etc.
  - a. Audience members may be asked to vacate the premises.
11. The duration of the presentation show should be no longer than ONE-hour total. Following the show, members and guests of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement). The presenting organization will be responsible for ensuring the site used is left in its original state after use. Clubs and organizations are responsible for the behavior, actions, activities, and/or conduct of its visiting members or guests, whether it is on-campus or off-campus.
12. All presentations are to begin within 15 minutes of approved time on paperwork; otherwise, the organization risks their presentation event being cancelled. Please note that shows that do not begin and/or end on time WILL have to pay the assigned Public Safety officers each an additional hour (\$30/hour) and will face additional fines, \$50/every 15 minutes passed the time of needing to be cleared out.
  - a. If event starts late due to the University and/or Office of Student Engagement, organization will not be held responsible.
13. Chapter Advisor is **REQUIRED** to be in attendance at all New Member Presentations, from beginning to end. The presentation will **NOT** begin until the physical arrival and presence of the identified and listed advisor.
14. The Office of Student Engagement will handle reserved seating and suggestions/recommendations are encouraged. Reserved seating for the host organization will vary based on the number of new members.

\*More information listed under Standard Guidelines

## **Greek Life Code of Conduct**

The Fraternity and Sorority Code of Conduct was developed in order to champion in an era of accountability for the fraternity and sorority community at Harris-Stowe State University. Fraternities and sororities often state that they have higher standards or stand for certain values, and the code was developed to help chapters meet and exceed those higher standards. Below is a list of each code and a brief description:

**A.01 – University Paperwork/Updates:** Failure to maintain accurate records; not submitting paperwork in a timely manner at the request of the Office of Student Engagement.

**A.02 – Event Attendance:** Not meeting attendance requirements or expectations for activities; failing to attend Greek Leadership Training required events/meetings.

**A.03 – Membership Infractions/Violations:** Failing to follow Inter/National HQ recruitment policies, procedures and guidelines (e.g. alcohol free); not submitting recruitment dates, activities; using ulterior or misleading calendars/information.

**A.04 – General Social Policy Infractions:** Failing to follow specific social or Inter/National risk management policies as related to social events; failing to register social events. Failing to submit venue request on-time.

**A.05 – Sponsorship of or Attendance with Unrecognized or Affiliate Groups:** Sponsoring, hosting, or participating in a program, party, speaker, or other event with a non-recognized organization; supporting, promoting or assisting an affiliate. Organization not recognized on the campus of HSSU or suspended organizations.

**A.06 – New Member Period Violations/Initiation Non-compliance:** Violating HSSU's same semester New Member Education period by failing to initiate new members within the given time; failing to comply with Inter/National new member period or initiation expectations.

**B.01 – Misuse of University Space/Property:** Destroying or vandalizing any University property/space; reserving and using property/space for another organization without prior approval; using property/space in a way other than the way described and subsequently approved.

**B.02 – Alcohol-related Issues:** Conduct issues related to alcohol or alcoholic social events; noise disturbances; large group misconduct; distributing alcohol; failure to comply with law enforcement, council mandates, or University policy.

**B.03 – Academic Integrity Issues:** Failing to maintain minimum cumulative grade point average (for HSSU students) and/or chapter minimum GPA (may be requirement per organization's headquarters.) Falsifying documentation; organized cheating or plagiarism; group-related violations of any University academic integrity policy.

**B.04 – Individual/Group Conduct Unbecoming:** Any incident or activity that is incongruent with the values and purpose of fraternity/sorority membership or the University's code of conduct.

**B.05 – Assault/Fights:** Any incidents where a group of members inflict minor to major harm upon another individual or group. Subject to HSSU Student Code of Conduct.

**B.06 – Vandalism:** Any acts of physical destruction, littering or unwelcome alteration perpetrated against another chapter facility, community residence, University facility, or public property.

**C.01 – Theft:** Stealing of any property not owned by the chapter from any residence, fraternity or University facility, or public property.

**C.02 – Disorderly Conduct:** Disturbances of public peace and decency; ranging from verbal assault using profanity towards others to fostering a riotous environment.

**C.03 – Reckless Endangerment:** Any situation that places members, guests, or other individuals in an unsafe situation; fostering or allowing a dangerous environment or activity to take place.

**C.04 – Organizational Bashing/Cyber Bullying/Harassment:** any violation of taunting another organization verbally, socially, or via social media: chat, tweet, text, as to provoke unbecoming behavior.

**C.05 – Drug Use/Possession:** Any use or possession of any illegal drugs by members; citations involving use or possession in the chapter facility; any organized use of illegal substances by chapter members or by guests as allowed by chapter.

**C.06 – Hazing:** any violations of the University anti-hazing statement by members of the organization.

**D.01 – Drug Distribution or Intent to Distribute:** reports or citations noting the distribution or intention to distribute illegal substances; organized sale or distribution of illegal substances using the chapter member network; use of chapter funds or facility to harbor, sell, or distribute illegal substances.

**D.02 – Sexual Assault or Abuse:** any member(s) engaging in nonconsensual physical acts of a sexual nature; organized facilitation of nonconsensual physical contact of a sexual nature by chapter or members.

**D.03 – Violations of local, state, federal statutes/laws:** any reports or citations indicating local, state, federal statute/law violations by local, state, federal, or University officials.

## Overview of Sanctions

Fraternities and sororities are values-based organizations with the purpose of providing a richer, more meaningful experience to college students. When fraternities/sororities or their members stray from their purpose, a system of accountability must be used to correct negative or harmful behavior. By providing sanctions when an organization is found responsible to be in violation of the code of conduct, the University is able to reinforce the positive virtues and aspects that are acceptable in the community.

Because the Organizational Conduct Process is educational, not strictly regulatory, there are two types of sanctions assigned when an organization is found responsible for code violations: educational and punitive. Educational sanctions are assigned in order for the fraternity or sorority to better learn from their actions, and provide them with an opportunity to benefit the chapter, community, or others. Punitive sanctions are assigned to deter the chapter from future actions through the loss of certain privileges. Below is an overview of the various types of sanctions that may be utilized.

## Educational Sanctions

**Educational Workshop** – a chapter hosted educational program/workshop may be required for the completion of the sanction. It may be stipulated that the chapter facilitate a workshop on its own, or that they must host a third-party to facilitate or speak. Depending on the nature of the violation, the workshop may be done for the benefit of the members/chapter, their respective council, or the entire fraternity or sorority community. The program will be required to be completed by a specified time, and should be related to the violation that occurred.

**Service Project** – the completion of a service project, service hours, or a service learning project may be required as a sanction. The Office of Student Engagement will determine the service project or the St. Louis Coalition (the City-Wide Council of University staff overseeing Greek Life) may permit the chapter to suggest a project for approval. The purpose of using service as an educational sanction is to provide a meaningful and reflective learning experience, while giving back to the surrounding community.

**Implementation Plan** – an implementation/strategic plan may be required when an area of chapter operations (i.e. new member education, risk management, etc.) fails and causes a violation. The purpose of this sanction is for the chapter to strategically plan for improvements in a specific area, and to avoid future similar violations. For example, a chapter violating recruitment policies may be required to develop a strategic recruitment plan that follows specified guidelines for the subsequent recruitment periods.

**Other** – anything educational in nature that does not fall into the above categories. The review/hearing board may decide to assign a more creative/innovative sanction that fits the specific violation that occurred.

## **Punitive Sanctions**

**Monetary Fine** – A monetary fine (\$250 - \$5000) may be assessed to a chapter for violation of policies and/or procedures.

**Administrative Probation** – assigned administrative probation for a specified period of time, and is intended to provoke learning and positive change within the organization. Any other misconduct that occurs during administrative probation may lead to administrative suspension or loss of recognition by the university or governing council.

**Administrative Suspension** – all of the organization's privileges, operations, activities, and administrative functions are revoked for a specified period of time. The only activities permitted are those that are needed to meet the conditions and terms of the organization's sanctions in order to be in good standing with the university. If a chapter is found to be suspended, the respective organization's plot will be revoked. Benches (and other accessories added to the plot) will be painted black. Organizations can re-paint once in good standing. Organizations will be responsible for purchasing supplies needed and an application must be submitted.

**Educational Programming** – many sanctions will also include an educational programming component. Examples of educational programs may involve the chapter providing a risk management program for other chapters/members, hiring/asking a speaker or facilitator to do a workshop with the organization's members on a specified issue, using another campus professional/service to improve chapter members or anything else the conduct review/hearing board best determines will fit to insure the conduct issue does not occur again.

**Loss of Privileges** – as a condition of a sanction certain privileges may be revoked for a specified period of time or permanently by the University or the organization's Governing Council. For instance, if a fraternity or sorority destroys University property they have rented they may lose their University rental privileges. The loss of privileges is intended to match the discipline issue.

**Loss of Recognition** – the fraternity or sorority is no longer recognized as a member in good standing with the university nor the Office of Student Engagement. In turn, all of the privileges that go along with membership and recognition as a social fraternity or sorority will be revoked for a specified period of time. A fraternity or sorority that loses recognition will no longer be able to operate. Benches (and other accessories added to the plot) will be painted black during the period of time period in which the fraternity or sorority is not recognized. Organizations can re-paint once in good standing. Organizations will be responsible for purchasing supplies needed and an application must be submitted.

**Social Probation** – a fraternity or sorority is assigned social probation for a specified period of time, and is intended to stimulate reflection on creating a more socially-responsible environment or behavior(s) among members. Other misconduct that occurs on social probation may lead to suspension or other more stringent sanctions. Social probation is

usually levied when the discipline issue occurred as part of a social function and/or is alcohol-related.

**Social Suspension** – all fraternity or sorority social privileges are revoked for a specified period of time, which include but are not limited to participating in, hosting, or co-/sponsoring social functions (both alcoholic and non-alcoholic)

## Standard Guidelines for Fraternities and Sororities

This document outlines the procedures that will address the organizational conduct issues of all fraternities and sororities that are recognized through the Office of Student Engagement. Disciplinary action is not limited by these standard guidelines to the list of violations or the range of sanctions outlined below. This document is intended to serve as a guideline to assist in the Conduct Process. While each case will be reviewed on a case-by-case basis, each proceeding will take into account the full context in which the incident occurred and the organization's conduct history/record over the past four years from the time of the incident. This organizational conduct history will play a role in the sanctioning decisions decided upon by the Dean of Student Success and the Office of Student Engagement.

Any violation of University Code/Policies/Rules, either stated or unstated in these particular precedent guidelines or further explained in the Code of Conduct for Fraternities and Sororities, is a serious matter and will be handled accordingly. The seriousness of the "range of sanction" will be directly related to the severity of the particular incident.

Violation/Infraction	Severity – Judicial Route –Description	Range of Sanction
<b>A.01 – University Paperwork/Updates</b>  <b>Reservations, Intake Documents, Chapter updates, Rosters, etc...</b>	<b>Minor to Moderate</b> – noncompliance in completing, repeated tardiness in paperwork/chapter updates (anti-hazing forms, document service, updating officers), repeated noncompliance in filling out forms or updating paperwork  <b>Major – NEVER</b>	<b>Minor to Moderate</b> – fines to administrative probation to administrative suspension  <b>Major – N/A</b>
<b>A.02 – Event Attendance</b>	<b>Minor to Moderate</b> – noncompliance in attending mandatory events or repeated noncompliance in attending mandatory events  <b>Major – NEVER</b>	<b>Minor to Moderate</b> – fines to administrative probation to social probation to administrative suspension  <b>Major – N/A</b>



<p><b>A.03 – Recruitment Infractions/Violations</b></p>	<p><b>Minor or Moderate</b> – handled according to specific violation (e.g. violating recruiting dates, using ulterior calendars, promoting/using inappropriate activities, “dirty recruitment”), repeated violations and/or infractions of greater severity (using alcohol/drugs, use of sexually explicit activities)</p> <p><b>Major</b> – NEVER</p>	<p><b>Minor to Moderate</b> – fine / education programming/social probation to administrative probation to administrative suspension</p> <p><b>Major</b> – N/A</p>
<p><b>A.04 – General Social Policy Infractions</b></p>	<p><b>Minor</b> – handled according to specific violation (e.g. no party dates, registration noncompliance, risk management noncompliance)</p> <p><b>Moderate</b> – repeated violations of council social policy and/or infraction of greater severity (participating in an event while on probation, blatantly defying university policy and procedures)</p> <p><b>Major</b> - NEVER</p>	<p><b>Minor</b> – fine / educational programming to long-term social probation/administrative probation</p> <p><b>Moderate</b> – fine to social probation to administrative suspension</p> <p><b>Major</b> – N/A</p>
<p><b>A.05 – Sponsorship of or Attendance with Unrecognized or Affiliate Groups</b></p>	<p><b>Minor to Moderate</b> – first two incidents indicating sponsorship of affiliate groups or co-sponsorship/active participation as organization in an unrecognized student organization’s event, repeated violations indicating sponsorship of affiliate groups or co-sponsorship /active participation as organization in an unrecognized student organization’s event</p> <p><b>Major</b> – NEVER</p>	<p><b>Minor to Moderate</b> – fine / social probation to administrative probation to administrative suspension</p> <p><b>Major</b> – N/A</p>

<p><b>A.06 – New member period violation/Initiation non-compliance</b></p>	<p><b>Minor to Moderate</b> – reports/incidents indicating failure to initiate within given deadlines, failure to attend mandatory council/Greek Life programs, failure to register new members, violations of membership intake requirements, advisors not present</p> <p><b>Major</b> – repeated report(s)/incident(s) indicating failure to initiate within given deadlines, failure to attend mandatory council/Greek Life programs, failure to register new members, violations of membership intake requirements, advisors not present</p>	<p><b>Minor to Moderate</b> – fines / educational programming to short- term administrative probation to administrative suspension</p> <p><b>Major</b> – fines to administrative probation to loss of recognition</p>
<p><b>B.01 – Misuse of university space/property</b></p>	<p><b>Minor to Moderate</b> –report indicating misuse of university property at a council function or misusing when rented/reserved under organization's name, second report indicating misuse or first indicating destruction of university property when rented/reserved by chapter</p> <p><b>Major</b> – repeated reports indicating misuse or destruction of property when rented/reserved by chapter</p>	<p><b>Minor to Moderate</b> – fines / restitution to loss of university space privileges or loss of recognition, fines/restitution to administrative suspension</p> <p><b>Major</b> – fine/restitution to loss of recognition</p>

<p><b>B.02 – Alcohol-related issues</b></p>	<p><b>Minor to Moderate</b> – reports indicating alcohol-related chapter issues; first chapter citation involving distribution, disorderly conduct or other alcohol-related issues, second citation involving distribution, disorderly conduct or other alcohol-related issues</p> <p><b>Major</b> – repeated citation(s) involving distribution, disorderly conduct or other alcohol-related issues.</p>	<p><b>Minor to Moderate</b> – fines / educational programming/fines to short-term administrative probation to long-term social probation/administrative probation</p> <p><b>Major</b> – fines to long-term social probation/ administrative suspension to loss of recognition.</p>
<p><b>B.03 – Academic Integrity Issues</b></p>	<p><b>Minor to Moderate</b> – not registering all members with council/FSL for grade reports, falsifying documentation, organized cheating or plagiarism using chapter network</p> <p><b>Major</b> – repeated organized cheating or plagiarism; organized distribution, sale, or trade of tests, papers, class work, or any academic work</p>	<p><b>Minor to Moderate</b> – monetary fines/educational programming to administrative probation to administrative probation</p> <p><b>Major</b> – fines to administrative probation to loss of recognition</p>
<p><b>B.04 – Individual/Group Conduct Unbecoming</b></p>	<p><b>Minor to Moderate</b> – incidents where a group or its members acting because of their affiliation with the group acts in a way that is contrary to the principles set forth by their organization or council standards, the Minimum and Reasonable Expectations, or their respective fraternal values, the third or fourth type of incident as outlined above.</p> <p><b>Major</b> – the fifth or more type of incident as outlined above.</p>	<p><b>Minor to Moderate</b> – fines / educational programming to administrative suspension to administrative suspension</p> <p><b>Major</b> – fines administrative probation to loss of recognition</p>

<p><b>B.05 – Assault/Fights</b></p>	<p><b>Minor to Moderate</b> – first incident involving assault(s)/fight(s) that results in minor injuries, second incident involving an assault(s)/fight(s) that results in minor injuries</p> <p><b>Major</b> – assault(s)/fight(s) that results in major injuries; repeated incidents that result in minor injuries</p>	<p><b>Minor to Moderate</b> – fines to educational programming to administrative suspension</p> <p><b>Major</b> – fines to administrative probation to loss of recognition</p>
<p><b>B.06 – Vandalism</b></p>	<p><b>Minor to Moderate</b> – any/all council documented vandalism, minor acts of vandalism</p> <p><b>Major</b> – major vandalism; repeated acts of minor vandalism</p>	<p><b>Minor to Moderate</b> – fines/educational programming to administrative probation; possible loss of recognition for repeated incidents documented by council to long-term administrative probation</p> <p><b>Major</b> – fines to short-term administrative suspension to loss of recognition</p>
<p><b>C.01 – Theft</b></p>	<p><b>Minor to Moderate</b> – any/all council documented theft, citations involving minor acts of theft</p> <p><b>Major</b> – citations involving major theft; repeated acts of minor theft</p>	<p><b>Minor to Moderate</b>- fines/educational programming to administrative probation; possible loss of recognition for repeated incidents documented by council to long-term administrative probation</p> <p><b>Major</b> – fines to short-term administrative suspension to loss of recognition</p>
<p><b>C.02 – Disorderly Conduct</b></p>	<p><b>Minor to Moderate</b> – any council reports indicating disorderly conduct issues; first chapter citation involving disorderly conduct or related charges, second citation involving disorderly conduct or related charges</p> <p><b>Major</b> – repeated citations involving disorderly conduct or related charges</p>	<p><b>Minor to Moderate</b> – fines / educational programming/fines to administrative probation to administrative suspension</p> <p><b>Major</b> – fines to administrative suspension to loss of recognition</p>

<p><b>C.03 – Reckless Endangerment</b></p>	<p><b>Minor to Moderate</b> – any council reports indicating chapter creating/causing an unsafe environment; first chapter citation involving reckless endangerment or related charges, second citation involving creating/causing an unsafe environment or reckless endangerment</p> <p><b>Major</b> – repeated citations involving creating/ causing an unsafe environment or reckless endangerment</p>	<p><b>Minor to Moderate</b> – fines / educational programming/fines to loss of recognition to administrative suspension</p> <p><b>Major</b> – fines to long-term administrative suspension to loss of recognition</p>
<p><b>C.04 – Organizational Bashing/Cyber Bullying /Harassment</b></p>	<p><b>Minor to Moderate</b> – reports/incidents use of slander /text/ tweet/ chat against another organization as to bash, harass, or provoke unbecoming behavior</p> <p>Major – repeated reports/incidents</p>	<p><b>Minor to Moderate</b> – Fines / educational programming to administrative probation to administrative suspension to loss of recognition</p> <p><b>Major</b> – fines to administrative probation to loss of recognition</p>
<p><b>C.05 – Drug Use/Possession</b></p>	<p><b>Minor to Moderate</b>– council reports/finding use or possession of illegal substances; first citation of a member(s) use or possession of an illegal substance, second citation indicating member(s) or chapter’s use or possession of an illegal substance</p> <p><b>Major</b> – repeated citations indicating member(s) or chapter’s use or possession of an illegal substance</p>	<p><b>Minor to Moderate</b> – Fines / educational programming to administrative probation to administrative suspension to loss of recognition</p> <p><b>Major</b> – Fines to administrative suspension to loss of recognition</p>

<p><b>C.06 – Hazing</b></p>	<p><b>Minor to Moderate</b> – minor incidents not compromising life/health/safety of individuals involved, second report of minor incidents not compromising life/health/safety of individuals involved</p> <p><b>Major</b> – repeated reports of minor incidents or first that compromise life/health/safety of individuals involved.</p>	<p><b>Minor to Moderate</b> – Fines / educational programming to administrative suspension</p> <p><b>Major</b> – Fines to administrative probation to loss of recognition</p>
<p><b>D.01 – Drug Distribution or Intent to Distribute</b></p>	<p><b>Minor to Moderate</b> – council report/finding indicating member(s) distributing or intending to distribute illegal substances, first citation involving distribution or intended distribution of an illegal substance by member(s); organized sale/distribution by member(s) using chapter network</p> <p><b>Major</b> – repeated citation(s) involving distribution or intended distribution of an illegal substance by member(s); organized sale/distribution by multiple members within the chapter network; using chapter funds to support the sale/distribution of illegal substances; use of chapter facilities in sale/distribution of an illegal substance</p>	<p><b>Minor to Moderate</b> – Fines to educational programming /administrative probation to loss of recognition to long-term social probation/administrative suspension</p> <p><b>Major</b> – Fines to long-term administrative suspension to loss of recognition</p>

<b>D.02 – Sexual Assault or Abuse</b>	<p><b>Minor to Moderate</b> - first report/citation involving one member engaging in nonconsensual physical conduct of a sexual nature</p> <p><b>Major</b> – repeated report(s)/citation(s) involving one member engaging in nonconsensual physical conduct of a sexual nature; first report/citations involving multiple members engaging in nonconsensual physical conduct of a sexual nature</p>	<p><b>Minor – Moderate</b> –Fines/social probation to administrative suspension</p> <p><b>Major</b> – Fines to administrative suspension to loss of recognition</p>
<b>D.03 – Violations of local, state, and federal statutes/laws</b>	<p><b>Minor to Moderate</b> – council reported violation(s) of local, state, or federal statutes, first organized violation of local, state, or federal statute</p> <p><b>Major</b> – repeated organized violation(s) of local, state, or federal statutes</p>	<p><b>Minor to Moderate</b> – Fines / educational programming to loss of recognition to administrative suspension</p> <p><b>Major</b> – Fines to administrative probation to loss of recognition</p>

### Disciplinary Sanctions

**Administrative Probation** –assigned Administrative Probation for a specified period of time, and is intended to provoke learning and positive change within the fraternity or sorority. Any other misconduct that occurs during administrative probation may lead to administrative suspension or loss of recognition by the University or the Office of Student Engagement

**Administrative Suspension** – privileges, operations, activities, and administrative functions are revoked for a specified period of time. The only activities permitted are those that are needed to meet the conditions and terms of the organization’s sanctions in order to be in good standing with the University and the Office of Student Engagement

**Admonition** – an oral statement to the fraternity or sorority explaining that the organization has violated a code or policy

**Censure** – an official written statement to the fraternity or sorority explaining that the organization has violated a code or policy. It is intended to communicate most strongly both the disapproval and the reprimand of the University community

**Educational Programming** – many sanctions will also include an educational programming component. Examples of educational programs may involve the chapter providing a risk management program for other chapters/members, hiring/asking a speaker or facilitator to do a workshop with the organization's members on a specified issue, using another campus professional/service to improve chapter members or anything else the conduct review/hearing board best determines will fit to insure the conduct issue does not occur again

**Loss of Privileges** - The University may revoke loss of privileges – as a condition of a sanction, certain privileges for a specified period of time or permanently. For instance, if an organization destroys university property they have rented, they may lose their University rental privileges. The loss of privileges is intended to match the discipline issue.

**Loss of Recognition** – the fraternity or sorority is no longer recognized as a member in good standing with the university or the organization's respective governing council. In turn, all of the privileges that go along with membership and recognition as a social fraternity or sorority will be revoked for a specified period of time. A fraternity or sorority that loses recognition will no longer be able to operate. Benches (and other accessories added to the plot) will be painted black during the period of time period in which the fraternity or sorority is not recognized. Organizations can re-paint once in good standing. Organizations will be responsible for purchasing supplies needed and an application must be submitted.

**Monetary Fines** – the fraternity or sorority is required to pay a monetary fine.

**Social Probation** – a fraternity or sorority is assigned social probation for a specified period of time, and is intended to stimulate reflection on creating a more socially responsible environment or behavior(s) amongst members. Other misconduct that occurs on social probation may lead to social suspension or other more stringent sanctions. Social probation is usually levied when the discipline issue occurred as part of a social function and/or is alcohol-related.

**Social Suspension** – all fraternity or sorority social privileges are revoked for a specified period of time, which include but are not limited to participating in, hosting, or co-/sponsoring social functions (both alcoholic and non-alcoholic). A fraternity or sorority that is suspended will no longer be able to operate. Benches (and other accessories added to the plot) will be painted black during the period of time period in which the fraternity or sorority is not recognized. Organizations can re-paint once in good standing. Organizations will be responsible for purchasing supplies needed and an application must be submitted.

\* Any/all disciplinary sanctions can be lengthened or the severity increased due to additional judicial/discipline issues or failing to meet the conditions and terms of the original/initial sanctions.



## **Standard Guidelines for Fraternities and Sororities**

In order to implement positive change within the Greek Life community and for Harris-Stowe State University to pledge its support for each chapter's continued presence on campus, all fraternities and sororities will complete a **Chapter Annual Report**. See Chapter Management section for details regarding the annual report.

By meeting these expectations, chapters will be recognized by the University as an active fraternity/sorority on campus and will be provided with a variety of services and support. Failure to meet these minimum standards will result in progressive action against chapters, ranging from a required action plan to the loss of recognition.

1. **Anti-Hazing Commitment:** The University is committed to providing an environment that is safe, respectful, and educational for the Greek Life community. In order to educate and hold the community responsible for this shared commitment, each member and new member will sign an anti-hazing agreement that affirms Missouri Statutes and Harris-Stowe State University policies. This agreement will also inform all members and new members of the process for reporting violations to the Office of Greek Life and Office of Public Safety, anonymously if desired. \*The Anti-Hazing Agreement can be found on the Office of Student Engagement webpage
2. **Academic Minimum:** Each HSSU student must maintain a cumulative 2.5 GPA. Members not meeting the minimum requirement will be subject to an action plan by the Office of Student Engagement and/or Dean of Student Success
3. **Advisor:** All recognized student organizations at Harris-Stowe State University are required to have an approved Advisor. Each fraternity and sorority is expected to have an active and involved Chapter Advisor who attends chapter meetings on a regular basis, has consistent contact with chapter officers and members. Each advisor is required to be present at functions of the fraternity or sorority where Public Safety is required. The advisor shall keep in contact with the Office of Student Engagement and/or the St. Louis Coalition. The Advisor should also assist in completing the annual report.
4. **Financial Management:** Each chapter is expected to be in good standing with their Inter/National Headquarters with regard to financial obligations.
5. **Policy Expectations:** Each chapter will document that they are in compliance with the expectations and policies of their National Headquarters, including but not limited to mandates by the State and/or Local councils. *In addition, the chapter must provide proof of a valid Certificate of Liability Insurance naming Harris-Stowe State University as an additional insured. The limits of said policy shall be no less than \$250,000 for injury to any person \$1,000,000 for injuries in any one accident and \$1,000,000 for property damage.* This certificate must be provided at least two weeks prior to the event.

6. **Official Recognition:** Each chapter must be registered with the Office Student Engagement and be in good standing as a chapter, representing local, state, and National councils. Each new chapter must be affiliated and in good standing with an Inter/National fraternity or sorority organization. Those chapters currently not affiliated with an Inter/National organization must establish an affiliation prior to seeking new membership.
7. **Chapter Management:** Each chapter will:
  - a) Complete all necessary paperwork within designated deadlines
  - b) Attend all mandatory programs (training programs) designed by the Office of Student Engagement and/or the St. Louis Coalition
  - c) Maintain their active chapter membership at all times
  - d) Document all philanthropy projects, community service projects, and educational programs attended by chapter members (to be submitted within annual report)
    - i. Annual Reports are to include: documented philanthropic programs and events, documented community service, documented programs and events that took place on or off campuses, chapter roster, advisor name and contact information, and chapter GPA. For each event, please document time/date/location/#of participants, and flyer for program.
  - e) Adhere to all University policies and procedures (per institution)
8. **New Membership Intake:** Each chapter shall operate a new member education program that completes all educational aspects and requirements during a single semester and during the standard established by the organization's National Headquarters. *New member presentations are to take place within the same semester of intake/initiation.* New member presentations are not to take place during Finals week. HSSU students can access University calendar to identify University dates and information, including when finals will be taking place.

Please refer to the New Member Presentation Expectation for additional details that include policies and procedures.

9. **Parties on campus:** There will be a \$275.00 administrative charge for any parties being hosted (or co-hosted) by a fraternity or sorority. Fees will be utilized for professional development programs, events, and opportunities dedicated to our Greek Life community. The \$275.00 fee will be re-evaluated year to year.
  1. Submit event request form (a month prior to ensure proper resources are in place)
  2. Liability Insurance must be submitted two weeks prior to the party
    - a. Insurance document must include: chapter affiliation, University name, Date and location of Event
  3. Advisor must be physically present. Doors will not open until he/she arrives.

4. No public intoxication
5. Those with egregious fumes of drug paraphernalia will not be permitted to enter.
6. Parties are to end no later than 1:00 AM. They may begin as early as 9:00 PM.
7. Hosting organization is expected to assist with crowd disbursement out of the University facility once party has ended.
8. Hosting organization is expected to assist with clean up once party as ended.
9. Organization hosting the party is expected to work the party.
10. All members of the organization must follow all University policies and procedures as well as adhere to all University officials.

**Chapters are highly encouraged to participate in University sponsored events, such as:**

- Welcome Week:
  - Organization Fair
  - Meet the Greeks Yard Show
- Homecoming Greek Stroll Off / Step Show
- Joint NPHC/Greek Life event within Homecoming Week
- MLK Day of Service (through University or respective organizations)
- Black History Month (one event)

Failure to do so will result in:

- Facility rental charges for future events
- Public Safety charges

To remain in good standing, chapters are expected to provide programming (minimum of two within the academic school year) on campus for the student body, such as (not including parties)

- Educational programs and activities
- Awareness programs and activities
- Civic Engagement opportunities (community service)

## **Submitting an Event Request**

The Office of Student Engagement and the University Events office work directly together to approve and/or deny any event requests submitted by student organizations. When utilizing Harris-Stowe State University's campus, your organization is subject to all HSSU's student organization rules and regulations and student code of conduct.

Recognized (and active) student organizations, including fraternities and sororities, at Harris-Stowe State University wishing to hold an event, program, or meeting on campus should ensure the following steps are taken:

1. **Submit your event request via the online reservation system at least two weeks (business days) prior to preferred date.** You can access the online reservation link [HERE](#)
  - a. Please note: Once you submit your event request, the Events office will forward your request to the Office of Student Engagement. The Office of Student Engagement cannot view your request until it has been forwarded.
  - b. Be sure to provide as many details as possible for your event, including a diagram, if necessary.
  - c. If the venue of your preference is not listed, that is an indication that the venue is not available or not able to accommodate based on attendance expectation.
  - d. For catering needs, be sure to contact Perkins Management: [hssucatering@perkinsusa.com](mailto:hssucatering@perkinsusa.com)
  - e. Please be sure to inform your Advisor as he/she is expected to be in attendance for all events.
  - f. The individual completing the event must be a student at Harris-Stowe. That individual is also the contact person for the event.
2. Once the Office of Student Engagement approves your request, **the Events office will place room reservations**, with confirmations provided.
3. **Flyers wanting to be posted on campus** are to be submitted to the Office of Student Engagement for approval. Once approved and stamped, your organization has 24 hours to remove flyers. You can provide a hard copy of a flyer or email the flyer to: [negronc@hssu.edu](mailto:negronc@hssu.edu)
4. **If your organization incurs any charges**, your organization will be invoiced upon the completion of the event.

**Things to remember:**

- Although two weeks is the minimum requirement, please submit as soon as possible. Event requests are on a first come, first serve basis.

- The Office of Student Engagement only allows two parties per month (campus wide) and cannot take place back to back. Parties are to end no later than 1:00 AM.
- Your chapter **MUST** be in good standing with not only HSSU but also the city-wide involved institutions.
- Do not advertise your event until it is approved.

## **GREEK LETTER PROCEDURES FOR PAINTING CAMPUS PLOTS**

The Office of Student Engagement must approve any organization wishing to paint or otherwise upgrade a plot on the campus of Harris-Stowe State University. Persons or groups who paint or otherwise deface property on the campus of Harris-Stowe State University are subject to disciplinary action. Vandalism is a serious offense (see HSSU student handbook). Permission to paint plots must be approved by the Director of Student Engagement and the Dean of Student Success.

### **STEPS FOR APPROVAL TO PAINT GREEK PLOTS**

1. Chapters must seek written approval from chapter members and advisor(s). There shall be no additions to the plot area unless prior approval is received from both the Director of Student Engagement and the Dean of Student Success.
2. The Office of Student Engagement will provide approval of the paint for use in the project. Water based paint must be used in order to prevent damage to the benches (Trees are not to be painted until further notice). A written document of approval must be obtained from the Director of Student Engagement. This document must be kept at the work site when work is proceeding, in order to allow Public Safety officers and University officials to know that the project has official approval.
3. The Office of Student Engagement will arrange and finalize with the requesting group a date, time, and place for the work detail.

## ***Application for Approval: Paint/Update Greek Plot***

We, the members of \_\_\_\_\_, wish to paint/upgrade our campus plot, located within the Pohrer Family Greek Plaza, on the date and time of \_\_\_\_\_.

We have read the associated policy on painting plots (bench only) and agree to abide by these procedures. We further understand that any violation could result in removal of designated plot for our respective organization and/or disciplinary actions against the organization.

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Chapter President Name

Signature

Date

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Undergraduate Chapter  
Advisor Name

Signature

Date

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The group has been approved to proceed with the project. Paints and other materials are cleared as safe for the plants and their immediate environment.

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Director of Maintenance

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Director of Student Engagement

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Dean of Student Success