

President's Manual

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Vision and Mission Statements

The Center for Student Involvement

Vision:

Through interaction with the Center for Student Involvement, Clemson University students will be engaged global citizens who live and lead with integrity.

Mission:

The Center for Student Involvement will provide quality opportunities to intentionally challenge and develop students through involvement in organizations, leadership education, student events and community service. We will facilitate collaboration, leadership development and social responsibility to contribute to the development of the whole student.

Adopted May 1, 2007

College Panhellenic Council Constitution

CONSTITUTION OF CLEMSON UNIVERSITY
PANHELLENIC ASSOCIATION

Updated March 2007

ARTICLE I. NAME

The name of this organization shall be the Clemson University Panhellenic Association.

ARTICLE II. OBJECT

The object of this Panhellenic Association shall be to develop and maintain fraternity life and Inter-fraternity relations at a high level of accomplishment and in doing so:

- (1) Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- (2) Promote superior scholarship as basic to intellectual achievement.
- (3) Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
- (4) Act in accordance with National Panhellenic Conference rules and policies.
- (5) Act in accordance with all rules established by Panhellenic Association as do not violate the sovereignty, rights and privileges of member fraternities.

ARTICLE III. MEMBERSHIP

There shall be two classes of membership: Regular and Associate.

- (1) The REGULAR membership of the Clemson University Panhellenic Association shall be composed of all chapter members in good standing of the National Panhellenic Conference at Clemson University.
- (2) The ASSOCIATE membership of the Clemson University Panhellenic Association shall be composed of all chapter members in good standing of such National Panhellenic Conference colonies, such local and/or national sororities at Clemson University as have been approved by its Panhellenic Association.

ARTICLE IV. THE CHAPTER MEMBERSHIP ROLL

- (1) Every regularly enrolled undergraduate woman who is a new member and/or initiated member of a chapter on that particular campus shall be counted as a member of the college chapter on that campus, except as provided for in this Article.
- (2) Every regularly affiliated undergraduate transfer, and every affiliated graduate student shall likewise be counted as a member of the college chapter on that campus, affiliation to be defined as meeting the constitutional requirement of the individual member group.
- (3) When the regulations of an individual national fraternity provide for granting inactive status, the following requirements shall be observed.
 - (a) That inactive extends over the period of the entire college year during which inactivity is granted.
 - (b) That inactive members may not participate in recruiting and shall not be counted on membership selection total.
 - (c) That grades of inactive members shall not be counted in the comparative scholastic ratings.
 - (d) That inactive members shall have limited social privileges.
 - (e) When any National Council grants inactive status to any member on a given campus, that chapter, shall notify the local college Panhellenic and the Panhellenic Advisor's office.
- (4) Alumnae Status: Vacancies in Chapter total are not created by the granting of alumnae status to undergraduate members except when a group is recolonizing.
- (5) Transfer Members: If a chapter is at Total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put it over Total.
- (6) Repledges: A woman who is repledged to a chapter is not included in the year's new Quota, but is counted in the chapter's Total.

ARTICLE V. OFFICERS

- (1) The officers of the Clemson University Panhellenic Association shall be President, Vice-President, Public Relations & Programs, Education & Finance, Vice-President of Recruitment.
- (2) The officers shall be delegates from fraternities holding regular membership in the Clemson University Panhellenic Association. Delegates from fraternities holding associate membership shall not be eligible to hold office.
- (3) The officers shall serve for a term of one year, the term of office to begin no later than the second weekend in February.

ARTICLE VI. MEETINGS

- (1) **REGULAR.** The Clemson University Panhellenic Association shall hold a regular meeting bi-weekly.
- (2) **SPECIAL.** A special meeting of the Clemson University Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any regular or associate member from the Association.
- (3) The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Clemson University Clemson Panhellenic Association.

ARTICLE VII. THE PANHELLENIC COUNCIL

The administrative body of the Clemson University Panhellenic Association shall be the Clemson University Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Clemson University Panhellenic Association and to compile rules governing the Panhellenic Association, including recruiting and pledging, which do not violate the sovereignty, rights and privileges of member fraternities.

- (1) **MEMBERSHIP.** The Clemson University Panhellenic Council shall be composed of the President, a delegate and an assistant delegate from each National Panhellenic Conference fraternity chapter at Clemson University and from such National Panhellenic Conference fraternity colonies, local or national sororities at Clemson University as the council may approve for membership in the Clemson University Panhellenic Association. Alumnae advisors and any fraternity members are invited to attend all meetings.

- (2) SELECTION OF DELEGATES AND ADVISORS. Delegates and alumnae advisors to the Panhellenic Council shall be selected by their representative fraternity chapters for a term from the first Wednesday in January of one year to the following first Wednesday in January of the next year.
- (3) DELEGATE VACANCIES. When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic VP of Administration of her name, address, and telephone number
- (4) OFFICERS. The officers of the Clemons University Panhellenic Association shall serve as the officers of the Panhellenic Council.

The officers shall serve as the Executive Council of the Panhellenic Council and shall have such powers and duties as are prescribed in the By-Laws of the Clemson University Panhellenic Council.

- (5) QUORUM. Three-quarters of the member fraternities shall constitute a quorum for the transaction of business.
- (6) VOTING
 - (a) The voting body of the Clemson Panhellenic Association shall be its Council.
 - (b) The Voting Members of the Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, the vote shall be cast by its assistant. If the assistant is absent, the vote shall be cast by the President. If the delegate, assistant, and president are absent, the vote may be cast by a member of the fraternity providing her credentials have been presented in writing to the Council President prior to the meeting.
 - (c) In case of a vote resulting in a tie, the proposed business will fail, and a new proposal must be submitted to the council in order to receive a majority vote.

ARTICLE VIII. NATIONAL PANHELLENIC CONFERENCE

- (1) All members of the Clemson Panhellenic Association shall act in accordance with the fundamental Panhellenic rules established by the National Panhellenic Conference in the Unanimous Agreements. (The

Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements on Questionnaires and Constitution, and The Jurisdiction of a College Panhellenic Council).

- (2) All Clemson Panhellenic Association rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

ARTICLE IX. VIOLATIONS

- (1) Violation of any regulations of this Constitution or its related By-laws, or Recruitment Rules, or rules concerning matters other than Recruiting of the National Panhellenic Conference Unanimous Agreements shall be the occasion of penalties established by the Clemson Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.
- (2) Any dispute growing out of the violation of the Panhellenic Association rules and regulations shall be referred to Mediation, chaired by the Panhellenic President. If mediation is unsuccessful, the violation will then go to the Judiciary Board, chaired by the Vice President. This includes violation of sorority floor or chapter room regulations, the university social policy, national alcohol policies, and off campus events, etc.
- (3) Violations against any university policy, city, or state law or any situation that brings unfavorable publicity to the fraternity/sorority system shall be referred to Mediation, chaired by the Panhellenic President. If mediation is unsuccessful, the violation will then go to the Judiciary Board, chaired by the Vice President. This includes violations of sorority floor or chapter room regulations, the university social policy, national alcohol policies, and off campus events, etc.

ARTICLE X. AMENDMENTS

This constitution may be amended by a three-fourths majority vote of the voting members of Clemson Panhellenic Council provided notice of the proposed amendments has been given in writing at the preceding regular meeting.

BY-LAWS
OF
CLEMSON PANHELLENIC ASSOCIATION

ARTICLE I. FINANCE

- (1) FISCAL YEAR. The fiscal year of the Clemson Panhellenic Association shall be from January 1 to January 1 of the following year.
- (2) CONTRACTS. The signature of the Advisor and either the President or the VP Finance shall be required to bind the Clemson Panhellenic Association.
- (3) CHECKS. All checks issued on behalf of the Clemson Panhellenic Association shall be signed by the VP Finance and the President or the Panhellenic Advisor.
- (4) PAYMENTS. All payments due to the Clemson Panhellenic Association shall be made to the VP Finance who shall record them. Checks for payment shall be made payable to the Clemson Panhellenic Association.
- (5) AUDIT. An annual audit is required at the end of each individual Treasurer's Term.
- (6) MEMBERSHIP DUES.
 - (d) Amount. The dues of each Panhellenic member fraternity shall be an assessment per member pledge. The amount of such dues shall be a minimum of \$11.00 per semester.
 - (e) Time of Payments. The dues of each Panhellenic Association member fraternity shall be payable at the beginning of each semester.

ARTICLE II. SELECTION OF OFFICERS

- (1) The office of President and the office of Vice President of Recruitment of the Clemson Panhellenic Association shall be held in rotation by each National Panhellenic Conference chapter in order of its establishment at Clemson University. The President must have served on the Panhellenic Council for at least one year as Vice President. The Vice President of Recruitment must have served on the Panhellenic Council for at least one year as Assistant Vice President of Recruitment. If the delegate from the fraternity, in order of rotation is not prepared to serve as President or Vice President of Recruitment that fraternity shall relinquish its place to the next fraternity in order of rotation. The fraternity so past

may resume its place the following year and normal rotation shall be resumed.

- (2) The office of Vice President, Vice President of Administration, Vice President of Finance, Vice President of Education, Vice President of Public Relations, and Vice President of Recruitment shall also be held in rotation by each National Panhellenic Conference fraternity chapter.
- (3) Rotation order shall follow the order of colonization on Clemson University's Campus:
 - 1) Chi Omega
 - 2) Delta Delta Delta
 - 3) Kappa Kappa Gamma
 - 4) Kappa Alpha Theta
 - 5) Alpha Delta Pi
 - 6) Kappa Delta
 - 7) Alpha Chi Omega
 - 8) Gamma Phi Beta
 - 9) Zeta Tau Alpha
 - 10) Delta Zeta
- (4) Officers of the Panhellenic Association do not represent their chapter in Council decisions. Their representation is maintained through the chapter delegate.

ARTICLE III. OFFICER DUTIES

The Executive Board shall:

- (1) Attend a weekly executive board meeting and the Panhellenic meeting.
- (2) Must have at least a ~~2.0~~ 2.5 GPA to be appointed and she must maintain this average while holding office.
- (3) Participate as a member of the Panhellenic Recruitment Team during formal Recruitment.
- (4) Attend the Southeastern Panhellenic Conference.
- (5) Participate in Officer Transition as incoming and outgoing officers.
- (6) Appoint all Standing and Special Committees and their chairpersons, and in making these appointments, recognize representation from all member fraternities.
- (7) Administer routine business between meetings of the Panhellenic Council when advisable and of such other business as has been approved for action by Panhellenic Council vote.
- (8) All action taken by the Executive Board shall be reported at the next regular meeting of the Panhellenic Council by the ~~Recording Secretary~~ VP of Administration and inserted in the minutes of that meeting.

- (9) For a Panhellenic member to be excused from that meeting a call must be made to the Panhellenic Secretary or President. The accumulation of two unexcused absences can lead to probation and five unexcused absences can lead to expulsion. The Executive Council reserves the rights to enact probation from attendance if the problem persists. If the attendance problem continues to persist, the Executive Council reserves the right to demand a replacement of the Panhellenic delegate.

Offer ten Panhellenic Scholar awards each year. Each sorority will nominate three members. One member from each chapter will be awarded a Panhellenic Scholarship. Vote to decide whom the ten Panhellenic Scholars will be awarded. These scholarships are for a sophomore or a junior.

- (10) Serve at least two hours in the Panhellenic office each week and the President shall serve at least four hours.
- (11) Plan faculty recognition event once a year. One professor will be nominated per chapter. One professor will be selected as Panhellenic Professor of the Year. The winner will be invited to attend the Greek award banquet and presented with a plaque.

The Criteria for the "Panhellenic Scholar" are:

- (1) Activities
- a. Involvement in Greek System
 - b. Involvement in campus/community
 - c. Scholarship Honors/Memberships
- (2) Grades
- a. Cumulative GPA of 3.5 or higher

The President shall:

- Serve as the representative of the College Panhellenic Council and act as a representative to the entire Greek community
- Have overall responsibility for the operation of the Panhellenic Council.
- Report directly to the advisor for Fraternity and Sorority Life
- Reserve rooms for weekly Panhellenic meetings.
- Call and preside at all regular meetings of the Panhellenic Council.
- Call and preside at all meetings of the Panhellenic Executive Board. Sign all contracts involving the Clemson University Panhellenic Association.
- Serve as member ex-officio of all Panhellenic Council Committees with voice but no vote.
- Report as required to the National Panhellenic Conference Area advisor. Maintain a complete up-to-date President's file which will include a copy of all the current Clemson University Panhellenic Association Constitution, by-law, and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials; current correspondence and materials received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
- Be responsible for the assembly of the Panhellenic binders
- Serve as an active member of the Recruitment Team
- Present executive board with budget proposal for position
- Perform all duties usually pertaining to this office.
- Receive a stipend of \$500 a semester for scholarship purposes.

The Vice President shall:

- Perform the duties of the President in her absence, inability to serve, or at her call.
- Serve as Chief of the Greek Judicial Board.
- Serve as chairperson and Advisor of the Junior Panhellenic Council and attend all meetings.
- Revise the Constitution and By-laws of the Clemson Panhellenic Association every year
- Be responsible for the official correspondence of the Panhellenic Council unless otherwise provided for.
- Keep up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings.
- Keep current statistics concerning the number of initiated members and pledges of each Panhellenic Association and its Panhellenic Council and current correspondence.
- Keep full minutes of all meetings of the Panhellenic Association, the Panhellenic Council and a record of all the action taken the Executive Board.
- Minutes should be distributed the Friday following each Panhellenic meeting.
- Maintain a complete and up-to-date file which will include the minutes of the meetings of the Clemson University Panhellenic Association and its Panhellenic

Council; and current correspondence. Keep track of all excused and unexcused absences and refer excess absences to the Executive Board.

- Sign Panhellenic Association contracts when authorized to do so.
- Present executive board with budget proposal for position
- Perform all other duties usually pertaining to this office.
- Receive a \$100 stipend per semester for scholarship purposes.

The Vice President of Public Relations & Programs shall:

- Serve as chairperson of Greek Relations Committee.
- Maintain relations and correspondence with the Interfraternity Council and the National Pan-Hellenic Council.
- Attend Interfraternity Council meetings bi-weekly and report their outcomes at each Panhellenic Council meeting.
- Maintain relations and correspondence with the campus and community.
- Update and maintain council website
- Plan a Faculty Recognition Event in the fall.
- Be responsible for sending a letter of introduction to parents of newly pledged members.
- Be responsible for planning Officer Transition and Panhellenic Retreat. Plan introduction into Panhellenic for newly pledged members in the fall semester.
- Present executive board with budget proposal for position
- Perform all other duties pertaining to this office.
- Receive a \$100 stipend per semester for scholarship purposes

The Vice President of Education & Finance shall:

- Be responsible for the general supervision of the finances of the Clemson University Panhellenic Association.
- Be responsible for the preparation of the annual budget and following its approval by the Panhellenic Council and responsible for providing a copy of it to each Clemson University Panhellenic Association.
- Receive all payments due to the Panhellenic Association, collect dues, and give receipts.
- Be responsible for the prompt payment of all bills of the Clemson Panhellenic Association and the Junior Panhellenic Council.
- Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of each term of office.
- Maintain an up-to-date status report of the unrestricted scholarships given by the Panhellenic Association.
- Be responsible for the selection process for the Annual 10 \$100.00 scholarships given by the Panhellenic Council.
- Assist in the performance of an annual audit of the Association's financial records.

- Serve as chairperson of the Scholarship Committee.
- Be responsible for the recognizing of scholarship of Panhellenic Members.
- Perform all other duties usually pertaining to this office.
- Organize programming to educate all Panhellenic members.
- Present executive board with budget proposal for position.
- Receive a \$100 stipend per semester for scholarship purposes.
- Hold meetings with all New Member Coordinators on a regular basis

The Vice President of Recruitment shall:

- Serve as chairperson of the Recruitment Committee.
- Be responsible for the recruitment website and potential new member registration.
- Plan the recruitment schedule.
- Reserve rooms for Recruitment. Receive, receipt and deposit all recruitment registration fees.
- Carry out recruitment infraction mediations/judicial proceedings.
- Respond to correspondence and phone calls of parents and potential new members as well as process applications for recruitment
- Perform all other duties pertaining to this office.
- The Vice President of Recruitment will receive a \$100 stipend in the Spring Semester for Scholarship purposes and will also receive a \$300 stipend at the beginning of the summer for living purposes. The Vice President of Recruitment will be required to work live in Clemson for the summer and will work in the Panhellenic Office to complete officer duties and respond to correspondence and phone and process applications concerning Recruitment.

The Assistant Vice President of Recruitment shall:

*(*Not an Executive Position)*

- Observe and assist the Vice President of Recruitment in all activities pertaining to Recruitment.
- Automatically be disassociated with her chapter for formal rush during her term in office
- Must be in Clemson during the second Summer Session.
- Move into position of Vice President of Recruitment the following year.
- Perform all other duties usually pertaining to this office.

The Panhellenic Executive Board will disassociate from their chapters during recruitment week and will assist the recruitment officers and the Fraternity and Sorority Life staff.

All Recruitment officers, Recruitment Counselors, Head Recruitment Counselor, Vice President of Recruitment, and Assistant Vice President of Recruitment, Executive Board,

Panhellenic Advisor, and Graduate Assistant will be housed in the same location. A food stipend will be provided for all the Recruitment Team.

The Recruitment fee will be determined annually by the Panhellenic Recruitment Committee.

The Co-Head Recruitment Counselor (Pi Chi) shall:

- Perform distribution of Recruitment Counselor applications.
- Conduct Recruitment Counselor interviews and selection.
- Coordinate Recruitment Counselor training and Recruitment Counselor Retreat.
- Maintain a Recruitment Counselor summer training book.
- Supervise the Recruitment Counselors during Recruitment.
- Provide daily counseling and help sessions for Recruitment Counselors during Recruitment.
- Automatically be disassociated with her chapter for formal Recruitment during her time in office.
- Perform all other duties usually pertaining to this office.

ARTICLE IV. STANDING COMMITTEES

- (1) The Standing Committee of the Clemson University Panhellenic Council shall be: Judiciary-
- (2) The Standing Committees shall serve for a term of one year, each term of office to begin no later than ten weeks before the end of an academic year. A committee chairperson or member may be appointed to serve for a further term of office.
- (3) Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to care for the appointment of committee chairpersons and members.
- (4) Judiciary Committee
 - (a) Membership.

The Judiciary Committee shall consist of the Vice President as chairperson and the Panhellenic Delegate from each member fraternity. The Recruitment Judiciary Committee shall consist of the Vice President as chairperson and the assistant Panhellenic Delegates from each member fraternity.
 - (b) Duties.

It shall be the duty of the Judiciary Committees to deal with violations of the Constitution, By-laws, Standing Rules and Recruitment regulations of the Clemson University Panhellenic Association.

ARTICLE V. EXTENSION

- (1) When National Panhellenic Conference chapters at Clemson University are close to or over chapter total, the Panhellenic Council shall consider raising total or adding another chapter.
- (2) Such a chapter shall be organized through colonization by a National Panhellenic Conference member fraternity or through the organization of local sorority which may petition for national recognition.
- (3) Where a National Panhellenic Conference fraternity has had a chapter at Clemson University, reactivation of that chapter shall be given first consideration.
- (4) Consideration shall be given to National Panhellenic Conference member fraternities which have filed letters expressing an interest in the campus in the previous two years.

ARTICLE VI. ADMINISTRATION OF MEMBERSHIP SELECTION

- (2) Any initiated member returning or transferring to the university can be taken in the active chapter even if the chapter is above chapter total. If the chapter is below the chapter total, the transfer or returning member will not affect the pledge quota but will count on chapter total.
- (1) All NPC sororities at Clemson University be permitted to offer bids through continuous open bidding (COB) to the current chapter total, which will be reevaluated as needed in the spring of each Panhellenic term.
- (2) Chapter total is set at 140 members.

ARTICLE VII. REQUIRMENTS FOR PLEDGING AND INITIATION

- (1) A Clemson University Panhellenic Association member/fraternity may not issue an invitation to membership or formally pledge a woman during the summer vacation period.
- (2) A student must be a regular matriculated, full-time student (12 credit hours) to be eligible for recruitment (see Panhellenic Compact).

- (3) A new member may be initiated whenever he has met the requirements of the fraternity to which she pledged. She must also fulfill the university requirements.

ARTICLE VIII. HAZING

All forms of hazing pledge day and/or pre-initiation activities which would reflect unfavorably on the fraternity system and its members shall be banned. State law and university policy concerning hazing must also be observed.

ARTICLE IX. AUXILLARY GROUPS

- (1) The Clemson University Auxillary Group Program exists against the will of the inter/national fraternity and sorority organizations, and
- (2) The Clemson University Auxillary Group Program has proven to promote fractionalism within sorority groups, and that nationally Auxillary Groups may be degrading to women, and
- (3) The National Panhellenic Conference stands against Auxillary Group programs, and
- (4) The Clemson University Panhellenic Council must stand behind and with member groups who must choose between Auxillary Group membership, and sorority membership,
- (5) Be it resolved, that the Clemson University Panhellenic Council stands firmly against all Auxillary Group organizations, and that such participation may result in a judicial hearing and disciplinary action.
- (6) Disciplinary action against the member group may include, but is not limited to, loss of eligibility for awards, loss of vote, loss of eligibility for executive offices and appointment, and social probation. Membership and participation in Auxillary Groups includes, but is not limited to: participation in meetings, payment of dues, playing for Auxillary Group intramural teams, Auxillary Group dinners and specific functions, and Auxillary Group recruitment activities.

ARTICLE X. VIOLATIONS

- (1) Any dispute arising out of the alleged violation of a Panhellenic Association rule and/or regulation shall be adjusted through Mediation, coordinated by the Panhellenic President.
- (2) If the Mediation cannot produce an amicable solution, the matter shall be referred to the Judiciary Board.

- (3) If the decision of the Judiciary Board is not acceptable, the matter may be appealed to the NPC College Panhellenic's Committee Appeals Chairman. All requirements as stated in the National Panhellenic Conference Manual of Information shall be met.

ARTICLE XI. RECRUITMENT RULES

Recruitment Rules are an official part of the Panhellenic Association and By-laws and are to be revised annually during the Spring semester under the direction of the Vice President of Recruitment.

ARTICLE XII. RULES OF ORDER

The Clemson University Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order, or newly revised, except in matters specifically provided for the Constitution, By-laws, and Standing Rules.

ARTICLE XIII. MEETING ROOM ASSIGNMENTS

Meeting rooms will be assigned to all organizations and any changes shall be voted on by Panhellenic Council as necessary.

ARTICLE XIV. AMENDMENTS

These By-laws may be amended by a three-fourths vote or a majority of the voting member if Panhellenic Council has received notice of the proposed amendment at preceding regular meeting.

College Panhellenic Council Expectations

The College Panhellenic Council holds high expectations for the Council Presidents each and every semester and will continue to do so this fall.

- The Council expects Presidents to attend all regularly scheduled meetings and arrive in a timely manner.
- The Presidents should follow all guidelines of the National Panhellenic Council as well as the Office of Fraternity and Sorority Life
- There should be open communication, not only between the Council and the Presidents, but also among Presidents.
- Presidents should delegate responsibility accordingly and hold members to highest standards.
- Be open to change as new opportunities arise.
- The council expects that the members that will replace the current executive members will be informed and knowledgeable about the roles and duties of their office.
- Presidents should be enthusiastic about this last semester in term and excited about what Greek life has to offer!

Inter-fraternity Council Expectations

As Inter-fraternity Council president, there is a level of professionalism and certain list of expectations that must be stated for all chapter presidents to follow. Below is a list of a few of the responsibilities that are entailed with said expectations;

- To attend any and all IFC meetings at which you are required, both in the form of bi-weekly IFC meetings and out of council meetings.
- To abide by all rush and new-member regulations/procedures put forth by the state of South Carolina and Clemson University.
- To keep constant contact with the IFC executive board and the Center for Student Involvement/Office of Greek Life with any pressing matters pertaining to fraternities.
- To adhere to all IFC and campus rules surrounding tailgating and public social situations.
- To provide constructive and credible feedback towards the IFC for the betterment of our council.
- To participate, when possible, in other fraternal community and philanthropic events on campus.
- To oversee and regulate the grades of current members and incoming members, to ensure the high quality of academics expected of Clemson fraternity men.
- To act at all times as a gentlemen in social and professional settings.
- To be active in the delegation of power among positions in the fraternity so that there can be efforts towards a common goal on many fronts within the chapter.
- To maintain a constant line of communication with your chapter and executive board, so that everyone within a chapter aware of the chapter's current standings and direction.
- A plan for transition of officers should be put together and executed so to avoid confusion and increase efficiency of a chapter.

National Pan-Hellenic Council Expectations

With this year full of new changes, I have aptly entitled my expectations for the year as The "Smooth" Transition:

- Successful Fall Fest and Stepshow in the new Brooks Center.
- Adopt a newly amended Council constitution
- Move into newly renovated meeting rooms.
- Nominations for the new exec board and a preparation for transitioning officers

See a renewed sense of purpose within the Council including:

- Higher chapter GPRs,
- More community service hours
- Greater sense of connectivity
- Respect and understanding between the Councils (IFC, NPHC, NPC).

With this year's calendar already brimming with other university-wide changes (First Sunday celebration, Labor Day vacation, etc), I am anticipating a fun-filled, yet purpose driven semester!

Kaelyn McClary

President, National Pan Hellenic Council 2007

Chapter Excellence Program Outline

Chapter Excellence Program Outline

Mission of the Greek Community – Developed by the Chapter Excellence Team

We, the fraternity men and sorority women, chosen to lead the three councils commit to the Values of:

Greek Unity. We strive to accept and appreciate all our members, embracing our differences while holding our common values. We encourage and support the enhancement of our members, and their dedication to our principles. Through our thoughts, words, and actions, we are devoted to each other. We strive to pull our Greek System together through programming and support of all council activities.

Leadership. We define leaders as brothers and sisters who have proven to be the best at setting examples. Leaders demonstrate good communication skills, responsibility, maturity; they have the ability to balance scholarship, service, and friendship in everything they do. We strive to be leaders not just in the Greek Community but around the Clemson University campus and community.

Service. We ensure that our organizations are focused and dedicated to serving their national philanthropies as well as other efforts within the community. Through these actions we understand and respect that our service is an integral part of the community's well being. We are committed to supporting the community's efforts in the area of service.

Scholarship. Striving to excel in our professional and educational endeavors, we strengthen our fraternal bond and maximize personal achievement. We strive to meet and surpass the standards set by our National Organizations and the University.

Accountability. We strive to be accountable to ourselves, our organizations, and our communities. We hold ourselves and our peers accountable to the higher expectations of the Clemson Greek community. We will affirm and uphold the universal values of honesty, loyalty, and compassion, as well as the values of our individual organizations.

STEP 1

Minimum Expectations

Each year, all fraternities and sororities will be required to fill out an Annual Report – and must meet a set of minimum expectations.

1. **Non-Hazing Agreements:** Each new member will sign and uphold non-hazing agreements that affirm South Carolina statute and Clemson University policy. This agreement will also inform all new members of their rights through the Bill of Rights Statement.

2. **Academic Minimum:** Each chapter must maintain a minimum average chapter GPA of 2.5 (for their current members and new members) unless a higher average GPA is established by their Inter/National headquarters and/or their respective councils.
3. **Advising:** Each chapter must have an active and involved advisor who attends chapter meetings on a regular basis, has consistent meetings with chapter officers, and must attend at least two advisor roundtable sessions per year sponsored by the Office of Fraternity and Sorority Life.
4. **Financial Management:** Each chapter must be in good standing with their Inter/National headquarters, Council, Alumni/Housing Corporations, and the University with regard to financial obligations and operate under a chapter budget certified as sound and responsible by the chapter advisor, Alumni/Housing Corporation and Inter/National Headquarters.
5. **Community Standards:** Each chapter must document that they are in compliance with the expectations and policies of their Inter/National Headquarters, Council, Federal, State, and Local laws and codes, and, where applicable, their House Corporations, Residence Life, and/or landlords. Each chapter must be recognized in accordance with the recognition criteria of Clemson Undergraduate Student Government.
6. **Administrative Management:** Each chapter must be in good standing with the Office of Fraternity and Sorority Life and their Council, completing all necessary paperwork within designated deadlines. Additionally, chapters must attend all mandatory events and must keep their online chapter roster information updated each semester.
7. **New Member Period:** Each chapter shall operate a new member education program that complies with the Clemson University policy concerning New Member Programs or the standard established by the Inter/National headquarters, if less. The program content shall be consistent with that established by the Inter/National Headquarters. All membership related activities must end 15 days prior to the beginning of exams. Delaying or extending initiation of new members over a semester may only be done with the prior, joint approval of the Office of Fraternity and Sorority Life and the Inter/National headquarters.
8. **Risk Management:** Each chapter will provide evidence that a copy of their national organization's risk management policy is in the possession of the local chapter and has been communicated to the general chapter membership.

Chapters not meeting minimums could face any of the following consequences. This is a list of examples, not a final list.

1. **Union Facilities:** Chapters could have to pay rental charges for using space in the Hendrix Center or Union.
2. **Academic Probation:** Chapters could be placed on an academic plan/probation to bring their grades to minimums.
3. **Social Probation:** Chapters could be placed on social probation and not allowed to participate in various social activities.
4. **Warnings:** Chapter could be given a warning with a period of time to correct the problems.

5. **Suspension:** Chapter could be suspended from Campus for a period of time as deemed by the administration.

STEP 2**Chapter of Excellence Designation**

Those chapters that annually meet the Minimum Expectations *and* provide evidence of meeting or exceeding the Standards of Excellence will be recognized by the University as a Chapter of Excellence and will be eligible to benefit from the corresponding rewards and recognition programs for achieving that level of excellence.

Excellence Categories

1. **Social Policy Requirements:** Each chapter will implement a social policy that complies with Inter/National headquarters and Council guidelines, and takes significant steps to reduce underage and binge drinking.
2. **Responsible Citizenship:** Each chapter must develop, maintain and participate in active service to the local community. Philanthropy efforts of chapters are expected to actively support Inter/National philanthropies and other community service initiatives.
3. **Intellectual Development:** Each chapter will maintain grade point averages that are equal to or greater than that of All University averages and/or respective Inter/National academic requirements (whichever is higher) and uphold academic integrity through all of their actions.
4. **Defined and Organized Recruitment:** Each chapter will establish and adhere to a defined and documented recruitment plan per semester that is consistent with Council plans and University and Inter/National headquarters policies.
5. **Strategic Planning:** Each chapter will engage in Strategic Planning that ensures adherence to minimum standards while encouraging growth and development. The planning process should include the advice and council of Inter/National headquarters, chapter advisors, Alumni/Housing Corporations, and the Office of Fraternity and Sorority Life.

Rewards and Recognition: To reward those chapters that demonstrate that they have achieved Chapter of Excellence status by fulfilling the Standards of Excellence outlined above, Clemson University will provide significant rewards and recognition. The appropriate administrators are exploring the feasibility of rewards and recognition programs and fully intend to provide the following to Chapters of Excellence:

1. **University Certification, Recognition and Promotion:** Each chapter will be officially recognized by the University as a Chapter of Excellence. Public statements of University support will aid in the promotion and development of these Chapters of Excellence.
2. **Programming Funds OR Chapter Funding:** Funding resources will be established and available for those chapters demonstrating need and successfully applying for assistance for educational programming, leadership development and facility usage and rental.
3. **Banquet:** Each Spring, a banquet will be held in honor of the Chapters of Excellence with the University President. Parents, Advisors and Inter/National Officers will be invited.
4. **Block Seating:** Chapters of Excellence would receive priority block seating for athletic events and concerts.

Community Service & Philanthropy Project Form

Community Service & Philanthropy Project Form
Clemson University – Office of Fraternity and Sorority Life

Information on service and philanthropy will be collected on a rolling basis, and compiled at the end of each semester in an effort to show the significant impact that Clemson University fraternities and sororities have on both the local and national community.

By collecting this data, the Office of Fraternity and Sorority Life is able to track the total amount of hands-on service that individual chapters and the fraternal community as a whole are providing, as well as the individual and total amounts of philanthropic donations. The compiled information will then be used to project an accurate portrayal of the wide variety of service and philanthropy projects in which the Clemson University chapters are engaged.

Chapter Information

Fraternity/Sorority Name: _____ Contact Person: _____

Project Information & Description

Title of Event: _____ Location of Event: _____

Type of Event: **Community Service** (Hands-On) **Philanthropy** (Fundraising & Donations)

Benefiting Organization: _____ Date(s) of Event: _____

Description of Event:

Is this project being completed as a part of a judicial sanction? Yes No

Is this project being completed as a part of another organization's philanthropic event? Yes No

If yes, which organization(s) is sponsoring the project? _____

Philanthropy/Donation Information

Calculating Philanthropy (Fundraising and Donations):

Money—Sponsoring organization gets full credit for all money **donated** (money raised minus expenses) to the philanthropic cause. Organizations making financial donations to another group's philanthropy do NOT get credit.

Examples: \$1000 donated to the YMCA by ΔΑΩ = \$1000 credit for ΔΑΩ
\$40 entry fee paid by ΧΒΨ to participate in Anchor Splash = \$0 credit for ΧΒΨ

Total Amount of Money **Raised** on behalf of benefiting organization: _____

Total Amount of Money **Spent** by chapter to put on project (PR, Facilities, etc.): _____

CHAPTER'S TOTAL MONETARY DONATION: _____

Material Goods—Sponsoring organization gets full credit for all material goods **donated** to the philanthropic cause. Organizations making material donations to another organization's philanthropy do NOT get credit.

Examples: 12,000 items of food collected by Sigma Chi = credit for Sigma Chi
75 items of food collected by Sigma Chi for ΚΑ philanthropy = no credit for Sigma Chi
5 members of Sigma Chi donate blood during campus blood drive = credit for Sigma Chi

CHAPTER'S TOTAL MATERIAL GOODS DONATION: _____

Service Hours Information

Calculating Community Service (Hands On) Hours:

Service—One member performing one hour of hands on community service work = 1 service hour
Examples: working in nursing home, staffing crisis center phone hotlines, highway litter pickup, hospital volunteer, tutoring, Big Brothers/Sisters, staffing an educational booth, educational literature distribution, etc.

Number of Active Members Participating: _____ X Number of Hours Served: _____ = _____ Service Hours

Number of New Members Participating: _____ X Number of Hours Served: _____ = _____ Service Hours

CHAPTER'S TOTAL HOURS COMPLETED = _____ Service Hours

Participating Member Information (Attach additional Sheets if necessary)

Student ID#	Name (Last, First)	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

Project Verification

Please attach a letter of verification documenting the number of hours served, amount of money raised, and/or number of material goods donated. This should be from the benefiting organization and must include a phone number or email address where the project supervisor can be reached.

Chapter President Signature: _____ Date: _____

Chapter Philanthropy/Service Chair Signature: _____ Date: _____

Then return this completed form within FIVE business days after the completion of the project to:

**Office of Fraternity & Sorority Life
210 Hendrix Center
Clemson, SC 29634
Phone: 656-5830 Fax: 864-656-1858
Email: greek@clemson.edu**

Educational Programming Form

Educational Programming Form

Clemson University Fraternity & Sorority Life

Information on educational programming will be collected annually and compiled near the end of each year in an effort to show the significant impact that Clemson University fraternities and sororities have on the development of their members. By collecting this data, the Fraternity and Sorority Life office is able to track the number of and types of programs that individual chapters and the fraternal community as a whole are providing.

Chapter Information

Fraternity/Sorority Name: _____ Contact Person: _____

Program Information

Audience: New Members Active Members Both

Type of Program: Leadership Development Multicultural / Diversity
 Scholarship / Academics Sexual Assault / Safety
 Health & Wellness Financial Management
 Risk Management / Hazing / Alcohol Education
 Professional / Career Development
 Other

Is this program mandated by your (inter)national office? Yes No

Is attendance at this program required by a judicial sanction? Yes No

Number Attending: _____ Program Date: _____

Program Name:

Program Description:

Presenter: _____ Program Location: _____

VERIFICATION

Please have the program presenter sign this form and include contact information for verification.

Chapter President Signature: _____ Date: _____

Program Presenter/Facilitator: _____

Email/Phone: _____

Then return this completed form within FIVE business days after the completion of the project to:

Office of Fraternity & Sorority Life
210 Hendrix Center phone: 864-656-5830
Clemson, SC 29634 FAX: 864-656-1858

For Office Use Only	Date Received: _____	Received by: _____
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**Office of Fraternity and Sorority Life
Attendance Policy**

Office of Fraternity and Sorority Life Attendance Policy

Chapter officers and members/representatives of Clemson University Fraternity and Sorority Life chapters must attend 85% of the Office of Fraternity and Sorority Life (FSL) sponsored events; such as, but no limited, to President/Officer Roundtables, educational speakers and Greek 101.

Events that are deemed **MANATORY** and require a specific number in attendance will fall under this policy. Note: If FSL has an event that requires your chapter to have a specific number of representatives in attendance; and your chapter fails to send the specific number of representatives, this event will not count towards your 85%.

Clemson Panhellenic Council Continuous Open Recruitment (COR) Policy

In accordance with the National Panhellenic Conference, Clemson's Panhellenic Council supports and encourages open recruitment for chapters who fall below total during an academic year. If a chapter is below total after formal recruitment, that chapter is allowed to participate in Continuous Open Recruitment until chapter total is reached. If a chapter recruits women through COR an email must be sent to the Assistant Director of Fraternity and Sorority Life with the women's names and CUID numbers with 72 hours of bid signing. An academic release form must also be turned in for each new member with five business days of bid signing.

Process for Roster Updates

Process for Roster Updates

Roster additions can be made through the FSL website under Greek Roster. Your login is required to make additions to your roster.

Roster removals have to be done by our office. Please turn in the completed form (pg. 38) to 602 University Union.

Roster Removal Form

Policy on Length of New Member Programs

Policy on Length of New Member Programs

Exerpt from Clemson University Student Code of Conduct Student Handbook

21. Student Organization Conduct

- a. No unrecognized student organization shall use the rights and privileges of recognized groups as defined in the *Student Handbook* under Student Organization Legislation.
- b. No recognized student organization shall act in a manner that does not promote or uphold the outstanding image of Clemson University as defined by the Vice President for Student Affairs or the Vice President's designee(s).
- c. All student organizations which sponsor a period of new member education, prior to full admittance into membership, must adhere to the following provisions:
 1. All new member education programs must be completed 2 weeks prior to the beginning of the final examination period as listed in the Academic Calendar each semester.
 2. New member education may not be carried over to the following semester.
 3. With prior written permission from the Office of Student Activities, the formal initiation ceremony may be held the following semester.
 4. New member education includes but is not limited to: new member education classes/activities, final votes, final initiation preparation weeks, and any and all activities that could cause a new member to be released and not initiated into full membership.

Process for requesting an Extension...

1. Extensions can only be granted for the initiation ceremonies, no additional activities can be approved.
2. To request an extension, the president of the organization must submit a request in writing with a letter of support from their advisor by **November 1st for Fall or April 1st for Spring.**
3. Included in this letter should be documentation of why the initiation cannot meet the previous set deadline. Scheduling is not considered a reason for extension. However, grade checks are justifiable.
4. Notification of extension approval will be returned within one week of the request being received.

APPLICATION FOR PERMISSION TO INITIATE

APPLICATION FOR PERMISSION TO INITIATE

This form **must** be submitted to the Office of Fraternity and Sorority Life a minimum of **7 working days prior to initiation**. Approval must be obtained **BEFORE** initiation takes place.

EXCEPTION: For NPHC organizations conducting Membership Intake, this form should be turned following the end of intake.

Permission is requested that the following pledges/associates/new members that have completed the requirements for full membership in the _____ Chapter of _____ Fraternity/Sorority be initiated on _____ (list location/date(s)).

****Attach a copy of all members to be initiated with their CU IDs.**

_____	_____
President Name Printed	Advisor Name Printed
_____	_____
President Signature/Date	Advisor Signature/Date

End of New Member Programs Policy

21. Student Organization Conduct

- a. No unrecognized student organization shall use the rights and privileges of recognized groups as defined in the *Student Handbook* under Student Organization Legislation.
- b. No recognized student organization shall act in a manner that does not promote or uphold the outstanding image of Clemson University as defined by the Vice President for Student Affairs or the Vice President's designee(s).
- c. All student organizations which sponsor a period of new member education, prior to full admittance into membership, must adhere to the following provisions:
 - 5. All new member education programs must be completed 2 weeks prior to the beginning of the final examination period as listed in the Academic Calendar each semester.
 - 6. New member education may not be carried over to the following semester.
 - 7. With prior written permission from the Office of Student Activities, the formal initiation ceremony may be held the following semester.

New member education includes but is not limited to: new member education classes/activities, final votes, final initiation preparation weeks, and any and all activities that could cause a new member to be released and not initiated into full membership

South Carolina State Law Hazing Policy

South Carolina State Law Hazing Policy

SECTION 59-101-200. Hazing prohibited; penalties. [SC ST SEC 59-101-200]

- (1) "Student" means a person enrolled in a state university, college, or other public institution of higher learning.
 - (2) "Superior student" means a student who has attended a state university, college, or other public institution of higher learning longer than another student or who has an official position giving authority over another student.
 - (3) "Subordinate student" means a person who attends a state university, college, or other public institution of higher learning who is not defined as a "superior student"
 - (4) "**Hazing**" means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.
- (B) **Hazing** at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of **hazing**, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.
- (C) The provisions of this section are in addition to the provisions of Article 6, Chapter 3 of Title 16.
- (D) The provisions of Section 30-4-40(a)(2) and 30-4-70(a)(1) continue to apply to **hazing** incidents.

Clemson University Campus Hazing Policy

Clemson University Campus Hazing Policy

Hazing:

No **student** shall engage in **hazing**. **Hazing** is defined as intentionally or recklessly engaging in acts which have a foreseeable potential for causing physical or emotional harm to any person for the purpose of initiation or admission into or affiliation with any chartered **student**, fraternal or sorority organization. Depending on the circumstances, such actions may include, but are not limited to, paddling, consumption of alcohol or gross mixtures, causing excessive fatigue, physical or psychological shock, blindfolding, treasure hunts, scavenger hunts, road trips, causing the wearing of apparel which is insufficient or excessive for weather conditions, buffoonery, morally degrading or humiliating games or events, and work sessions which interfere with scholastic requirements.

Potential/New Member Bill of Rights

Clemson Fraternity & Sorority Life Potential/New Member Bill of Rights

There are a number of activities that are constructive parts of new member education and will contribute to your becoming a more active and productive member of your organization. However, there are other activities in which you might be asked to take part that are a violation of the Clemson University Student Code of Conduct, South Carolina State Law and/or inter/national fraternity regulations. These activities may constitute “hazing.”

Listed below is a *Potential/New Member Bill of Rights* that specifically outlines activities that fraternity or sorority members **cannot** require of you.

If they do so, the fraternity or sorority and the individual member(s) in question may be subject to severe penalties up to and including permanent removal of Clemson University recognition for the organization, suspension/removal from Clemson for the individuals involved, and possibly removal of the chapter's national charter.

Potential/New members participating in “hazing” activities may also be subject to judicial sanctions. Please study your rights and make certain that they are not violated.

No new member shall be required by any person or persons to perform any act which:

1. Interferes with the academic process – causes a potential/new members to miss or be ill prepared for classes, labs, study sessions, or tests
2. Causes the potential/new member to violate the Clemson University Code of Conduct, Clemson University policies, or reflects negatively upon the reputation of Clemson University, the participants, or the organization
3. Requires or pressures a potential/new member to consume any substance (including alcohol)
4. Prevents a potential/new member from securing normal amounts of sleep (no activities between the hours of midnight and 8 a.m.)
5. Requires a potential/new member to perform personal services for collegiate or alumni members (including, but not limited to, driving around members and/or their guests, “shopping” for members, etc.)
 - Services performed by all members maybe allowed for the benefit of the organization, once approved by the Office of FSL
6. Treats a potential/new member in a “sub-human” manner
7. Is illegal – including the use of drugs and alcohol
8. Places a potential/new member in physical danger or in jeopardy of losing his or her life
9. Places severe emotional stress upon a potential/new member
10. Requires a potential/new member to be present at activities for unreasonable periods of time
11. Requires more than six hours/week on potential/new member activities (not including study hours), unless activities are approved by the Office of FSL

12. Coerces potential/new members to attend meetings/activities through fines/sanctions that are not also levied against existing members
13. Requires a potential/new member to participate in any form of "line-ups" – defined as lining up and being required to answer questions, followed by punishment if they get it wrong.
14. Requires a potential/new member to answer the telephone in a manner unlike a member would answer it
15. Involves the abandonment of potential/new members or organization members thereby requiring them to find their own way back to campus
16. Requires the blindfolding of a potential/new member (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for Ritual)
17. Requires ONLY potential/new members to stand when a collegiate or alumna/us member enters a room
18. Requires a potential/new member to intentionally deface a house/chapter room/suite/apt. etc.; or requires a potential/new member to clean the house/chapter room/suite/apt., etc. of others
19. Requires a potential/new member to enter the house/suite/building only from a specific door (outside of formal Initiation)
20. Requires potential/new members to attend unscheduled meetings or sleep in the house/suite/apt. together for any length of time
21. Requires potential/new members to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.

THIS LIST IS IN NO WAY INCLUSIVE.

Any questions regarding believed hazing or violations of new members' rights or other questionable activities should be reported to the Office of Fraternity and Sorority Life at 864-656-5830.

Each new member must sign the Anti-Hazing agreement as confirmation that they acknowledge their understanding and support of our zero tolerance for Hazing.

Hazing Policy Compliance Certification

Clemson University Hazing Policy Compliance Certification

As President of the _____ chapter of _____ Fraternity/Sorority, Inc., I do hereby certify that I have received a copy of Clemson University's Hazing Policy and the laws of the State of South Carolina governing hazing. All active members of the chapter have been informed of the Hazing policy, the SC laws governing Hazing, and our Inter/National Headquarter's Policy.

I further certify that the chapter understands and will be in compliance with all Hazing Policies. The members of my chapter further understand that they are not to engage in any membership activities outside the parameters outlined by our Inter/National Headquarters. The members also understand that if found in violation of the Hazing Policy, immediate disciplinary action will be taken. Such action may include, but is not limited to revocation of the University recognition of the chapter and suspension or dismissal of individual chapter members.

I understand that **the Dean of Students, Vice President of Student Affairs, Office of Community and Ethical Standards, and/or the University Police, as well as the National Headquarters and the chapter advisor(s) will be notified of cases of alleged and confirmed violations of the Hazing Policy.**

_____ President (print)	_____ Signature	_____ Date
_____ Membership Officer (print)	_____ Signature	_____ Date

This assurance is hereby acknowledged by the Fraternity/Sorority Advisor(s).

_____ Advisor (print)	_____ Signature	_____ Date
_____ Advisor (print)	_____ Signature	_____ Date

Member Academic Release & Anti-Hazing Form

**Member Academic Release & Anti-Hazing Form
Clemson University – Office of Fraternity and Sorority Life**

Student Name: _____ CU ID number _____

Chapter: _____ Semester: _____

***** IMPORTANT – PLEASE READ *****

Academic Release Authorization

The Family Educational Rights and Privacy Act (FERPA) prohibit the release of personally identifiable information from the education records of university students without the student's prior written authorization. Exceptions to this requirement include but are not limited to a) release of such information to a school official with a legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public Directory Information which has not been previously restricted by the student. For further information about FERPA, please see the Clemson University Undergraduate Announcements.

I hereby consent to and authorize the release of my enrollment status and grade point averages (cumulative and previous semesters) by Clemson University to my sorority or fraternity chapter president, scholarship chair, new member educator, chapter advisor, and national headquarters staff. The purpose of this disclosure is to verify eligibility for membership, verify achievement of the chapter's minimum academic standards, verify awards recognition by Clemson University and the chapter, and for use in chapter scholarship programming.

This authorization shall remain in effect as long as I remain a member of the fraternity/sorority and am enrolled at Clemson University, unless I submit written revocation of this authorization to the Office of Fraternity and Sorority Life.

Signature _____ Date _____

The Office of Fraternity and Sorority Life is committed to fostering and maintaining an environment free from all forms of hazing. As such, fraternities and sororities are not permitted to engage in any form of hazing activities.

Clemson University's Anti-Hazing Statement

No student shall engage in hazing. Hazing is defined as intentionally or recklessly engaging in acts, which have a foreseeable potential for causing physical or emotional harm to any person for the purpose of initiation or admission into or affiliation with any chartered student, fraternal, or sorority organization. Depending on the circumstances, such actions may include, but are not limited to, paddling, consumption of alcohol or gross mixtures, causing excessive fatigue, physical or psychological shock, blindfolding, treasure hunts, scavenger hunts, road trips, causing the wearing of apparel which is insufficient or excessive for weather conditions, buffoonery, morally degrading or humiliating games or events, and work sessions which interfere with scholastic requirements.

Any activity as described in this definition, or included on the **New Member Bill of Rights** (located on the reverse of this document), upon which the initiation or admission into, affiliation with, or continued membership in a fraternity or sorority is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any fraternity or sorority that commits hazing is subject to disciplinary action. If you feel like your rights have been violated by hazing activities, you can contact our office either anonymously or with your name at greek@clemson.edu.

My signature indicates that I hereby consent to abide by the Anti-Hazing Statement above and the New Member Bill of Rights.

Signature _____ Date _____

Process for after hazing complaint is filed

Complaint Filed Against Chapter

1. Complaint is filed with The Office of Fraternity and Sorority Life
2. FSL staff member contacts chapter president and chapter advisor to schedule meeting.
3. FSL staff member contacts National Headquarters after initial meeting.
4. Complaint is turned over to the Office of Community and Ethical Standards, if applicable.

Clemson Panhellenic Council's Extension Process

Clemson Panhellenic Council's Extension Process

Clemson's Panhellenic Council's extension process is detailed in the Manual of Information. Any national sorority must petition CPC and NPC following the proper steps as defined in the Manual of Information

NPHC Expansion & Colonization

General Posting & Publicity Locations

General Posting & Publicity Locations

1. Kiosks: Kiosks are the outdoor posting areas with two locked bulletin boards each. If you wish to have flyers posted on the kiosks, bring eleven copies to the Union Information Desk. All flyers must be 8 1/2" X 11" and the layout should be vertical. Flyers will be posted on kiosks twice a week (inquire about posting schedule at the Union Information Desk).
2. Designated General Posting Boards (designated by the Union logo):
It is the responsibility of the group receiving approval to post their own materials on designated boards in academic buildings. Flyers can not exceed 11" x 17". No material should be placed over existing, approved materials. Groups are responsible in making efforts to remove their dated fliers and posters.
3. Designated Bulletin Boards within the University Union and Student Center: (Union) - Bulletin boards are located in the stairwells, Loggia, and outside the Palmetto Ballroom. (HSC)- Bulletin boards are located by the Student Lounge, McKissick Theater, and outside the Michelin Career Center. Flyers may not exceed 11" x 17".
4. Banner Alley: All banners must be approved at the Union Information Desk. The standard size of a banner can be a maximum of 30" tall x 42" wide. Banners will be posted on a first come first serve basis and will only be posted for a time period of two weeks. The Union will also post banners approved for the Library and HSC banner alley. All of these areas will be maintained by the University Union.
5. University Housing: Only recognized student organizations can post in the residence halls. Flier distribution is as follows:
 - a. EAST CAMPUS HOUSING (Mauldin Hall) 60 total fliers
 - b. WEST CAMPUS HOUSING (707 Univ. Union) 132 total fliers
 - c. GREEK COMMUNITY AREA (Norris) 20 total fliers
6. Other Bulletin Boards: Most other bulletin boards in buildings are reserved for specific department use. In order to put your materials on their boards, you must secure their approval.
7. Light Pole Banners: Contact University Facilities at 656-4940 to hang professional banners.
8. Advertising Options:
 - a. The Tiger Newspaper: Contact 656-2167, or come by the Hendrix Center.
 - b. Clemson Cable Network (CCN): Contact 656-1CCN or come by the Hendrix
9. Mass Student E-mail: Recognized student organizations may use mass e-mail for important announcements of broad interest or recruiting. The message should read exactly as it is intended to be read. Mass e-mails to students should be sent to STUDENTS-L@CLEMSON.EDU.

10. Table Tents: For more information on how to distribute tables to the dining facilities, please contact ARAMARK at 864-656-2007. For further information about the posting policy or mass e-mail; please contact the Union Information Desk at 656-HELP (4357).

Clemson University Posting Policy

Clemson University offers posting areas throughout campus and in most buildings because publicizing is a necessary part of supporting the success of events and programs of recognized student organizations, university departments, and academic units.

The purpose of this policy is to:

1. Provide guidelines and procedures by which groups and organizations can post materials.
2. Outline the approval process for posting materials on campus.
3. Explain the enforcement avenues of the policy.

Approval Process:

Prior to posting, all materials must be approved by the proper area.

- Materials to be posted in general posting areas, kiosks, or banner alleys must be approved by the University Union's information desk.
- Materials to be posted in University Housing must be authorized by University Housing at one of the three branches. (Mell Hall, East Campus Housing, or West Campus Housing Offices).
- Materials to be posted in University dining facilities must receive authorization from each facility manager and are valid only at that location.
- The content of all items for posting must be consistent with the University standards of good taste and may not jeopardize campus safety. Alcoholic beverage consumption may not be the primary message of any posted material. You should bring an original flier or poster for stamping BEFORE it is photocopied.
- Appeals may be made to Housing or the UUSC using the University's appeal form.

Posting Guidelines:

- Only recognized student organizations, university departments, academic units, faculty, staff, and students can post on campus.
- All commercial posting by off-campus organizations, businesses, entities, and individuals is prohibited unless sponsored by a recognized student organization, department, or academic unit.
- Posted materials must clearly promote the activity publicized and the sponsoring university organization as its primary message, rather than the commercial advancement of the non-affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier or a non-university affiliate on the flier, it must not appear as the dominant message.
- The expiration date on all printed materials for posting will be a maximum of two weeks from the date of approval.
- The University Union will post all materials in the kiosks, and the banner alleys in front of the Library, and in the Hendrix Center. No materials may be placed over the materials of other groups.

- No fliers, posters, or banners should be posted on vehicles, trashcans, sidewalks, support columns, lampposts, buildings, ATM's, or any other areas, which are not listed in the categories of this policy.
- Items must be posted with only tacks. Adhesive affixtures are not permissible. The use of sidewalk chalk for campus advertising is prohibited.
- The policy applies to all posting with the exception of Student Government elections. For information on the posting policy at this time, refer to the student handbook.

Enforcement:

All violations of this policy by students or student organizations will be forwarded to the Office of Judicial Affairs for disciplinary action. All departmental violations will be handled through the appropriate administrative channels.

University Statement:

Neither the contents of this policy nor the receipt of an approval stamp for posting should in any way be understood as endorsement of support by Clemson University of the materials being posted or the actual function(s) being advertised

Policies for Alcohol on Campus

Policies for Alcohol on Campus

Clemson University recognizes that adults will make their own personal decisions regarding the use of alcoholic beverages. However, the University also advocates a healthy lifestyle and is committed to having a campus that is free of the illegal and abusive use of drugs and alcohol.

University policy prohibits the use of alcohol on campus by anyone under age 21 as well as the illicit or unauthorized manufacture, use, possession or dispensation of alcohol or illegal drugs by employees or students on University property or as part of any University activity. Going to class or reporting to work under the influence of alcohol or drugs is prohibited. Students, faculty and staff are responsible for their actions at all times, regardless of sobriety or intoxication, and are expected to follow all University regulations, local laws and ordinances, and all state and federal laws regarding consumption of alcoholic beverages and possession or use of drugs.

To promote healthy lifestyle decisions regarding the use of alcohol and drugs, Clemson has established and actively promotes a wide range of educational programs for faculty, staff and students. Clemson is an annual participant in Alcohol and Drug Awareness Week and similar special events that feature speakers and activities designed to encourage abstinence or responsible drinking.

The University offers a range of programs and services to help students, faculty and staff cope with alcohol- and drug-related problems. Students may seek individual or group counseling services through Redfern Health Center's Counseling and Psychological Services Office (864-656-2451). Faculty and staff may contact the Employee Assistance Program (864-656-2727) for confidential, professional referral assistance for a number of personal problems, including substance abuse.

Drug and Alcohol Policy — Student

The illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol or illegal drugs by students on University property or as part of any University activity is prohibited. Penalties for such offenses are detailed in the Student Handbook.

The consumption or possession of alcoholic liquor, beer or wine is allowed by students 21 years old and older in their private rooms in University housing and in other designated areas on University property in accordance with the Social Policy as stated in the Student Handbook. The consumption or possession of alcoholic liquor, beer or wine by students on University property other than as provided above is prohibited.

Alcoholic liquor, beer or wine may be served or available for consumption at University-sponsored events in other University buildings or on other University property only with the prior approval of the vice president responsible for that area or his/her designee. Notwithstanding the above, alcohol may not be served, consumed or available for consumption during normal University working hours (8:00 a.m. until 4:30 p.m., Monday through Friday) at any location on University property. Exceptions may be granted only by the vice president responsible for that area.

Checklist for Retaining University Recognition

Checklist for Retaining University Recognition

Submit an updated Constitution containing all bylaws. An organization can view the status of the Constitution and verify if the organization has a Constitution on file with Student Government by going to the "Organizational Status" section of the Organizations Web page or contacting the Student Government Office.

Have a representative attend one of the Organization Meetings held each semester. The Organizations Meeting will be held within two weeks after the start of the semester.

Update the Organization Report Form for Student Government. The Report Forms should include all current information. Please be sure that each form is properly completed. Incomplete forms cannot be accepted. Failure to complete this process at the start of each semester will result in derecognition of the Student Organization.

The completed forms may be e-mailed interactively to orgaff@clermson.edu or a hard copy can be turned into the Undergraduate Student Government Office.

If any questions or concerns should arise while managing this process, please do not hesitate to contact the student organization director, orgaff@clermson.edu.

**Robert's Rules of Order
For Fair and Orderly Meetings & Conventions**

Robert's Rules of Order For Fair and Orderly Meetings & Conventions

Provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

The "immediately pending question" is the last question stated by the Chair!

Motion/Resolution - Amendment - Motion to Postpone

The member moving the "immediately pending question" is entitled to preference to the floor!

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Main Motion: Brings new business (the next item on the agenda) before the assembly

Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)

Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor

Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time

Limit Debate: Closing debate at a certain time, or limiting to a certain period of time

Postpone to a Certain Time: State the time the motion or agenda item will be resumed

Object to Consideration: Objection must be stated before discussion or another motion is stated

Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table

Reconsider: Can be made only by one on the prevailing side who has changed position or view

Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred

Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Leadership Resources

Acknowledge the importance of other people. *The deepest principle in human nature is the craving to be appreciated.* -William James

Show enthusiasm and energy. *Enthusiasm is by far the highest paid quality on earth, probably because it is one of the rarest; yet it is one of the most contagious.* -Frank Bettger

Encourage and facilitate two-way conversation. *Education is a kind of continuing dialogue, and a dialogue assumes, in the nature of the case, different points of view.* - Robert Hutchins

Ask other people's opinions? *I have opinions of my own -- strong opinions -- but I don't always agree with them.* -George Bush

Ask questions instead of giving orders. *Never tell people how to do things. Tell them what you want them to achieve and they will surprise you with their ingenuity.* -Gen. George S. Patton

Show sincere gratitude. *God gave you a gift of 86,400 seconds today. Have you used one to say "thank you?"* -William A. Ward

Give strength centered compliments. *The life of many a person could probably be changed if someone would only make him feel important.* -Dale Carnegie

10 Commandments of Meetings

Thou shalt not meet if the matter can be resolved by other means

Thou shalt make purpose known to those that are summoned

Thou shalt summon only those whose presence is needful

Thou shalt start at the time announced

Thou shalt not run beyond

Thou shalt not wander to other topics

Prepare thy thoughts that the minutes not be wasted

Schedule not in haste for the day is brief

Thou should combine into one those which need not be separated

Fear not to cancel if the need disappears

Resources

www.socialedge.org - Social Edge (Social Entrepreneurs)

www.storycorps.net - Story Corps is a national project to instruct and inspire people to record each others' stories in sound

www.dosomething.org - A collection of resources for those wishing to become active

www.youthleadership.com - An online resource for youth leadership education and development

www.selfgrowth.com - The definitive guide to personal growth, self-improvement, and self-help

www.advancingwomen.com/awl/awl.html - Advancing women in leadership

www.eiconsortium.org - Consortium for research on emotional intelligence in organizations

www.iknow.org - Short essays on leadership

www.leader-values.com - Cultural values and other related information

www.liszt.com - Searchable database for leadership related discussions

www.mygoals.com - Hints for goal setting

www.tolerance.org - Diversity resource

www.tld.org - Resources on "inner work" and leadership

www.fastcompany.com - Articles from Fast Company, a publication for breakthrough leadership

www.whomentoredyou.org - Mentoring website, sponsored by the Harvard Mentoring Project

FSL 2008 Calendar of Events

FSL 2008 Calendar of Events

January 6-8	Fraternity & Sorority Life Leadership Retreat
January 13	Greek Leadership Conference – Hendrix Center reserved
February 3	Greek 101 – Hendrix Center reserved
February 5	President/Advisor Roundtable (5:30/7:00 p.m.) Norris Conference Room
March 11	President/Advisor Roundtable (5:30/7:00 p.m.) Norris Conference room
April 1	Deadline to request an initiation extension
April 8	President/Advisor Roundtable (5:30/7:00 p.m.) Union Palmetto Ballroom
April 11 Roster/Officer	Deadline for New Member Programs and All updates online
April 14-18	Greek Week
April 22	Greek Awards (Madren Center)