

IOWA

Fraternity and Sorority Life

RESOURCE MANUAL

Fraternity and Sorority Life
Iowa Memorial Union - 152
University of Iowa University, IA 52242
<https://fsl.uiowa.edu/>
319-335-3059

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UNIVERSITY AND LOCAL CONTACT NUMBERS

Chad Warrick

Director

chad-warrick@uiowa.edu

Work: 319-335-3059

McKenzie Pendry

Assistant Director

mckenzie-pendry@uiowa.edu

Work: 319-335-3059

Alicia Hein

Coordinator

alicia-hein@uiowa.edu

Work: 319-335-3059

William Keen

Coordinator

william-keen@uiowa.edu

Work: 319-335-3059

University Police

Emergency: 911

Suicide and Crisis Lifeline: 988

Non-Emergency: 319-335-5022

Iowa City Police

319-356-6800

Department of Public Safety

319-335-5022

UIHC Emergency Room

319-356-2233

State Fire Marshal

515-725-6145

ORGANIZATION/CHAPTER CONTACT INFORMATION

Fill in your chapter's information below:

Position	Name	Phone Number
Chapter President		
Chapter Vice President		
Chapter Advisor		
Regional/National Headquarters Contact		
House Manger		
House Director		
Other		

CHAPTER TRANSITION AND IMPORTANT DATES

CHAPTER TRANSITION CHECKLIST

Please remember that a successful transition is not only the glue that will hold your organizations together from year-to-year but also continues to move the chapter in a positive direction. Please remember that all the following tips may not pertain to your chapter, but most are relevant and important for most chapters.

For a successful transition, below is a list of responsibilities for outgoing officers:

Be sure to do the following:

- Discuss your organization's history (successes and failures, strong and weak characteristics, etc.)
- Review the University of Iowa policies and procedures
- Review your organization's constitution, mission statement, and officer responsibilities (if old information needs updating, now is a great time to do that!)
- Review and pass on old records (including meeting agendas and minutes), binder(s), files, notebooks, copies of documents, emails, used for advertising past events, and correspondence (Pass along everything you have.)
- Review officer job descriptions and written expectations for each new officer regarding their role and responsibilities (offer advice on past successes and mistakes)
- Share and review your organization's calendar (and any important annual events that non-exec board members might not know about, i.e. leadership training events, university meetings, council meetings, and/or budget and bill deadlines)
- Share and review your organization's annual budget (what bills are still outstanding?), evaluations for projects and events, achievements, and mistakes
- Pass along rosters, update alumni information, mailing lists, computer passwords, bank accounts, contracts, keys, addresses, phone numbers, emails, etc....
- Sit with your incoming officers and help them plan their first courses of action over their first few months
- Change Engage (Campus Labs) portal information and give administrative/officer access to new officers.
- Introduce officers and share contact information to key contact people, especially your chapter's advisors, university advisors, and headquarters staff.
- Explain officer role(s) in organization and meetings
- Complete the Annual Report together

Incoming Officers First Tasks:

- Develop a master calendar with meetings, programs, and events
- Develop a webpage and/or update current webpage with new officer information.
- Establish meeting agendas, meeting times, and locations
- Evaluate with outgoing officers last year's concerns, achievements, and past goals
- Establish new goals and prioritize
- Plan chapter goal setting at next meeting
- Utilize Fraternity & Sorority Life's resources
- Remember to keep well organized and detailed records in the upcoming year so it will be easy to transition when you select new office

TRANSITION QUESTIONS FOR OUTGOING LEADERSHIP

Below is a list of questions and exercises that are important to think about while training new officers:

1. What was your best experience in this position?
2. What tips could you give your successor to make things smoother for next year?
3. Name the administrators/staff/advisors you found to be helpful in your position.
4. What did you find most difficult in this position?
5. What was the best resource you used in this position?
6. Which offices/departments/student groups did you co-sponsor with that worked well?
7. Please list any projects or ideas you were developing that you would like to see continue.
8. Name one thing you wished you knew when you started the position.
9. What are some things you wish you would have accomplished during your term?

FRATERNITY AND SORORITY TRAINING AND EDUCATION

The Chapter Officer Training Series is a resource for chapter officers to meet two goals; to better prepare chapter officers to successfully self-govern their community and to connect student leaders with influential campus and community partners. This training is designed to provide a small group experience led by compelling facilitators expertly trained within their respective fields.

Any officers or members interested in officer positions are welcome to attend any, some, or all of these sessions.

Mandatory Education and Trainings				
Date & Time	Topic	Facilitator	Audience	Location
August 24th	Welcome Back	FSL Staff	Council Officers, Chapter Presidents, Advisors	IMU Black Box Theater
Prior to Recruitment/Intake	PNM Orientation	FSL Staff and Council Leaders	Potential New Members	Varies
After Recruitment/Intake	New Member Academy	Modules on Icon	New Members	ICON—due one month after distribution of Gold Card. 100% New Member Completion Required
After Recruitment/Intake	Tiered Violence Prevention Education	WRAC/RVAP Staff	All Members	Various
Once per year	Chapter-wide Alcohol and U	Student Wellness	All Chapters	Various

CHAPTER COMPLIANCE FORMS AND DUE DATES

	Form/Document	Location	Date
FSL Programming Fee Information	Chapter Roster Adjustments Completed (Returning Members)		Fall Semester: August 30th Spring Semester: January 29th
	Chapter Roster Adjustments Completed (New Members)		Fall Semester: November 13 th Spring Semester: April 13 th
	FSL Programming Fee Assessed	Assessed to member accounts via U-Bill	Fall Semester: September 1 st Spring Semester: February 1 st Fall Semester: November 15 th Spring Semester: April 15 th
	Chapter Officer Acknowledgement Form	Campus Labs Engage	First Day of Spring Semester
	Confidentiality Document		Signed copy due at ADVANCE
	Fraternity & Sorority Life Award Applications	Campus Labs Engage	Date determined each Spring semester
	Summer Chapter Housing Form	Campus Labs Engage	Last day of Spring Semester
	Chapter Individual & Community Grade Reports Released	Emailed to Chapter President	February 1 st July 1 st
	Membership Intake Packet		See Packet
	Alcohol & U	Student Health	Semesters pre-determined
	Violence Prevention Education	Varies, Tiered	Every year
	Pre-Joining Education	Recruitment/Intake Orientation	Prior to Recruitment/Intake
	Annual Report	Campus Labs Engage	Date determined each Fall

FRATERNITY AND SORORITY INFORMATION

FRATERNITY AND SORORITY LIFE MISSION

To best serve the members of our community and the University of Iowa at large, the staff of Fraternity & Sorority Life is dedicated to living out our mission statement.

Our mission:

Through collaboration with students, international organizations, alumni, the Division of Student Life, Fraternity and Sorority Life Programs at the University of Iowa fosters a holistic college experience by providing opportunities for belonging, serving, leading, thriving, and success. These opportunities are based on our strategic outcomes: support, health and safety, and inclusion.

Fraternity & Sorority Life works with chapters and the governing councils to promote the success of our defining opportunities: Belong, Serve, Lead, Thrive and Succeed. These five opportunities have been outlined by our unit as the foundation of healthy and successful fraternity and sorority chapters and advance the missions of each of our chapters. The defining opportunities are in line with the Division of Student Life and further values and goals of the University of Iowa. Below is a description of each of the defining opportunities and how they align with the Division of Student Life and the University of Iowa.

BELONG

We all want friendships that are true, that are real, that are more than college acquaintances. Iowa Fraternity & Sorority Life presents the opportunity to belong to something big, something important, something unforgettable, and something that will last throughout life.

SERVE

We all want to contribute to the greater good. We all want to matter. Iowa Fraternity & Sorority Life provides the opportunity to serve our campus, our community, and our world in ways that make a real impact.

LEAD

We all want to leave a legacy in our own way. We all want to feel the respect of our peers and the appreciation of our friends. Iowa Fraternity & Sorority Life offers the opportunity to lead, to influence, and to guide our organizations and our community.

THRIVE

We all want a college experience that is academically successful, but we also want to build collegiate memories that are rich with tradition, full of real relationships, and a sense of personal fulfillment. Iowa Fraternity & Sorority Life challenges its members to not settle for the average college doldrums, but instead to flourish as a fully engaged student.

SUCCEED

We all want to graduate, get a job, and have a successful career, but that's easier said than done. Iowa Fraternity & Sorority Life connects its members to the largest and most successful support network available to Hawkeye students. Our alumni are positioned all over the globe and are committed to helping us succeed as professionals and as members of a productive society.

FSL STAFFING STRUCTURE AND RESPONSIBILITIES

Fraternity & Sorority Life at University of Iowa is supported by four professional full-time staff members who serve the organizations & individual members of the Fraternity and Sorority Life community. The staff works with all governing councils, students individually, fraternities and sororities organizations, and inter/national organizations that support the success of fraternal organizations. The Fraternity & Sorority Life Community is also supported by multiple campus partners, who share our goal of uplifting our organizations.

FRATERNITY AND SORORITY LIFE STAFF MAIN AREAS OF RESPONSIBILITY

CHAD

- Provide administrative oversight and strategic direction to the UI Fraternity & Sorority Life (FSL) Community, consisting of 40+ chapters and 3,200+ students.
- Supervise three Professional & Scientific staff members and graduate students who provide advice, programmatic coordination, and fiduciary oversight of the four governing councils – Interfraternity, Multicultural Greek, National Pan-Hellenic, and Panhellenic Councils.
- Serve as the UI liaison to chapter/graduate advisors, alumni/ae advisors, housing corporation board officials, house directors, and inter/national headquarters representatives. Coordinate and assess FSL Strategic Plan and FSL Alcohol Harm Reduction Initiatives.
- Establish and maintain the traditions and values of UI Fraternity and Sorority Life while also creating culture change to advance FSL at Iowa.

MCKENZIE

- Serve as the advisor to the Interfraternity Council
- Oversee the Interfraternity Council's primary and informal recruitments; including but not limited to checking grades, providing conflict resolution, minimizing risk, and assisting with orientation and pre-joining sessions
- Supervision of two (2) Coordinators of Fraternity and Sorority Life Programs
- Contribute to the FSL Strategic Plan including direct oversight of key initiatives focused on diversity, equity, and inclusion, demonstrated by coordinating committee meetings, developing implementation timeline, and executing key critical tasks
- Serve as the primary coordinator for all office-led education and curriculum initiatives
- Develop and maintain curriculum for New Member Academy and Bystander Intervention Education
- Coordinate with campus partners to facilitate Violence Prevention Education
- Develop curriculum for, implement, and facilitate an Authentic Masculinity Peer Cohort for fraternity men
- Represent Fraternity and Sorority Life on the UI Men and Masculinities Coalition

ALICIA

- Serve as the advisor for the Multicultural Greek Council/National Pan-Hellenic Council
- Advise the Order of Omega

- Supervises student staff and graduate practicum student
- Co-Teaches LS:1021 Current Issues and Leadership in Fraternity and Sorority Life
- Coordinate the branding and social media of Fraternity and Sorority Life
- Facilitate the approval of MGC/NPHC growth and intake processes
- Serves on the Late-Night Programs Grant Funding Committee
- Serves on the On Iowa! Multicultural Programming Committee

WILLIAM

- Serve as advisor to the Panhellenic Council/National Pan-Hellenic Council
- Supervises the summer student staff
- Co-Teaches LS:1021 Current Issues and Leadership in Fraternity and Sorority Life
- Oversees office and council programs and events

COUNCIL AND CHAPTER SUPPORT

Services Provided to Chapters

- Fraternity and Sorority Life Staff
- Training, advising, and mentoring to the governing councils and chapter membership
- Advising on recruitment/intake to the councils and individual chapters
- Chapter/organization coaching and support provided by FSL staff in conjunction with university campus partners
- Training education for executive councils, chapter leadership, advisors, and sorority/fraternity housing partners through educational sessions
- Extensive advising and support for new groups on campus
- Student organizations resources as available to all registered student organizations
- Annual Awards program to reward chapters and individuals for achieving excellence
- Advise Order of Omega

MEMBERSHIP EXPECTATIONS

Operating as a Fraternity or Sorority at the University of Iowa is a great privilege. With that privilege comes many benefits that we hope will help your organization to thrive. These benefits create opportunities for leadership, growth and development, healthy and safe environments, and the creation of an inclusive community. With these benefits and opportunities come certain expectations and responsibilities.

It is your responsibility as leadership for your organization to understand these policies and guidelines, including how to enact them within your own chapter. Lack of information is not an excuse for lack of compliance. If at any point, you have questions about any of these policies or guidelines, please don't hesitate to reach out to any FSL staff.

It is the expectation that all organizations abide by both University of Iowa policies and Fraternity and Sorority Life operational guidelines. Those two sections are outlined below:

University of Iowa Policies

- UI Code of Student Life
- UI Alcohol Policy
- UI Hazing Policy

- Arrest and citation policy
- UI Operations Manual
- Student Organization Business Office (SOBO) Policies

Fraternity and Sorority Life Operational Guidelines

- General Expectations
 - Follow the standards and trainings of your prospective organization and evaluate how they coincide with University of Iowa policies
 - Comply with:
 - University policies
 - Fraternity and Sorority-specific guidelines and policies
 - Council specific constitutions, bylaws, and guidelines
 - Well Being Philosophy Statement
 - FSL Member Code of Ethics
 - Chapters agree to:
 - Chapters to fully initiate their new members and hold any new member presentations/bid days by established deadline
 - Chapters will attend council meetings and financially support their governing council.
 - Chapter officers will read and understand the governing council's constitution and bylaws and guidelines and their individual chapter's constitution and bylaws.
 - Support Council programming
 - Presidents will inform Fraternity and Sorority Life of any emergencies or serious situations.
- Administrative Expectations
 - Turn in required membership intake and/or recruitment information as relevant for your organization
 - Secure a chapter advisor that focuses on the daily operations of the chapter
 - Chapter will maintain accurate and up-to-date financial records at all times
 - Chapter will pay both FSL Programming Fee dues and council specific dues by the due date outlined or risk facing loss of organization recognition
 - Chapters will maintain an up-to-date roster with Fraternity and Sorority Life
 - These updates must be made during designated update periods
 - This roster will be used for all official University events (attendance, programming fee, disciplinary concerns, etc.)
 - Chapters will turn in the following for the FSL scorecard:
 - Number of service hours performed and who received the service at the end of each semester
 - Dollars raised for charity and who received it at the end of each semester
 - Assessment information for each chapter per Assessment Evaluation needs.
 - Chapters will turn in the Chapter Officer Transition Form after chapter elections
 - Utilize Fraternity and Sorority Life web site for updates, calendar, forms, stats, etc.
 - Attentive to important dates and email updates
- Meetings/Trainings Expectations

- Attend training sessions, education sessions, round tables, monthly President Meetings, etc.
 - Chapters to fully initiate their new members and hold any probates/bid days by established deadline
 - Chapter Presidents will have regularly scheduled meetings with their council advisor.
 - Council officers and Presidents will attend President meetings monthly.
 - Chapter presidents and council officers will attend beginning of semester trainings including Welcome Back Meeting and ADVANCE
 - Position specific trainings (judicial board, new member educators, etc.)
 - Chapter officers will attend designated training sessions for Presidents or assign others to attend.
- Education Expectations
 - Complete required ICON training modules and all other required education and training

FRATERNITY AND SORORITY LIFE MEMBER CODE OF ETHICS

In order to honor the founders of the organizations we joined; maintain a standard of excellence; support the goals and initiatives of the University of Iowa; as leaders and people who represent something larger than ourselves; to ensure our actions lead toward the betterment of the global community; preserve the integrity our ourselves, families, organizations and the University of Iowa; ensure membership in our organization remains a desirable and honorable affiliation; and to protect our organizations, ourselves, families, and the University of Iowa from harassment, ridicule, scandal or legal liability, I do voluntarily agree to observe the following rules of conduct;

1. To respect and comply with the laws and ordinances of the United States, state of Iowa and city of Iowa City, University of Iowa policies, Fraternity and Sorority Life Programs Guidelines and Operating procedures, and Council constitutions and bylaws
2. To remain subject to the authority of the Council of which my organization is a member, Fraternity and Sorority Life Programs and the University of Iowa
3. To respect our elected/appointed leaders and support them in conducting chapter and/or council business
4. To present myself publicly in a way that reflects character beyond reproach by:
 - a. Obeying the law;
 - b. Exercising good manners;
 - c. Refraining from acts of violence and criminal conduct;
 - d. Exhibiting respect for other fraternity and sorority organizations by avoiding demeaning remarks or ridiculing them;
 - e. Wearing identifiable paraphernalia only if conduct or circumstances will bring no negative repercussion to my organization or to the University of Iowa
5. To demonstrate the regard for the health and well-being of our brothers, sisters, and siblings by:
 - a. Avoiding derogatory, demeaning, and insulting remarks;
 - b. Being polite, kind, honest, fair, and conciliatory;
 - c. Assisting with the special needs of those who may require it
 - d. Maintaining confidentiality;
 - e. Refraining from acts of hazing; reporting its occurrence to the appropriate authority
 - f. Abiding by and actively supporting official chapter, council and university decisions even in the events of personal disagreement.
6. To work diligently to foster the programs of the organization of which I am a member and to participate fully in meetings and conferences to enhance personal knowledge and improve my organization's effectiveness.

7. To maintain integrity in financial matters relating to my organization by:
 - a. Remaining current with all dues and financial obligations;
 - b. Following accepted financial procedures;
 - c. Avoiding the co-mingling of personal and organizational funds;
 - d. Utilizing the tax-exempt status only as legally permitted;
 - e. Expecting the financial officers will maintain records, make them available for inspection, and pass them on to succeeding officers and/or chapter Advisors;
 - f. Reporting the misappropriation of organizational funds and/or property to the appropriate authority and taking the necessary action to protect or retrieve funds and/or property belonging to the organization.
8. To invite for organizational membership only those community minded people of high ethical and moral standards and character who value the positive goals of my organization

I shall remain cognizant that others will judge the values and principles of my organization and the University of Iowa by my personal behavior and conduct. Furthermore, should I attain a leadership position in my organization or on the governing council, that requires me to be an official spokesman or public representative, I understand that my conduct must rise to the highest standard. Should my behavior compromise my organization's image or the reputation of its members, I shall relinquish my position either of my own volition or when instructed to do so by my Chapter or council. In promising to obey these rules of conduct, I acknowledge that the preservation of my organization and existence of the fraternal and sororal experience at the University of Iowa, depends on my compliance.

ADHERENCE TO GUIDELINES AND EXPECTATIONS

These policies and operational guidelines are expectations of all Fraternity and Sorority Life organizations at the University of Iowa. Failure to comply with these policies and guidelines could result in suspension of university privileges, disciplinary accountability and/or removal of recognized organization status.

Failure to comply with Fraternity and Sorority Life Programs Guidelines and Expectations within the same semester:

Step 1: Letter from FSL staff member to president and advisor detailing lack of compliance and reminder of expectations of the organization.

Step 2: Letter from FSL staff member to president and advisor detailing lack of compliance and reminder of expectations of the organization. The president and advisor will also have to meet with an FSL staff member within 14 business days of receiving the letter. During this meeting, the staff member will go over expectations, why those expectations exist, and clarify any questions or concerns. The president and advisor will also be informed that if the fraternity or sorority should not comply again, the chapter will lose the ability host events for the remainder of the semester.

Step 3: Letter from FSL staff member to president and advisor detailing lack of compliance and reminder of expectations of the organization. This letter will also include a withdrawal of organization privileges associated with hosting any public facing programs or events. The chapter will still be considered an active student organization; however, it will not be able to host programs until the following semester. During this time, it is expected that the chapter membership work together to better understand the expectations of being a fraternity and sorority organization. Additionally, the chapter will have to submit a plan to the council's advisor for how it will address following guidance and expectations moving forward.

Please note, that all student organizations are subject to the [Policies and Regulations Affecting Students](#). Lack of adherence to these policies could result in suspension of university privileges, disciplinary accountability and/or removal of recognized organization status.

FSL PROGRAMMING FEE

Fraternity and Sorority Life Programs (FSL) at the University of Iowa will be assessing a Programming Fee to individual members of all officially recognized Greek organizations on campus regardless of council affiliation. This fee will be charged to individual students' UBill accounts based on sorority and fraternity membership.

The fee will supplement the funds that the University of Iowa already dedicates towards the members of sorority and fraternity life. FSL will be using these funds towards the following:

- Educational programs
- Leadership development opportunities
- Prevention and wellness programming
- Staff support from Fraternity and Sorority Life Programs

The programming fee is assessed based on the following fee structure:

- National Pan-Hellenic Council \$25.00/member/semester
- Multicultural Greek Council \$25.00/member/semester
- Panhellenic Council \$50.00/member/semester
- Interfraternity Council \$50.00/member/semester

Additional details can be viewed in FSL's Financial Breakdown from FY25. Please note these percentages are rounded for the purposes of this document. FSL Programming Fees are separate from council dues.

In the case where a student is incorrectly billed due to the fraternity or sorority organization failing to update its roster by the stated date, the student will be refunded and the organization will be charged (IFC/PHC- \$50 per student; NPHC/MGC- \$25 per student).

CHAPTER STRUCTURE CAPACITIES & ADDRESSES

Organization	House Capacity	Physical Address	City, State, Zip Code
Alpha Chi Omega	46	828 E. Washington St.	IOWA CITY, IA 52240-5241
Alpha Delta Phi	24	703 N. Dubuque St.	IOWA CITY, IA 52245-1920
Alpha Delta Pi	51	111 E. Bloomington St.	IOWA CITY, IA 52245-6202
Alpha Epsilon Pi	27	1032 N. Dubuque St.	IOWA CITY, IA 52245-1608
Alpha Phi	49	906 E. College St.	IOWA CITY, IA 52240-5558
Alpha Sigma Phi	20	716 N. Dubuque St.	IOWA CITY, IA 52245-1919
Alpha Xi Delta	42	114 E. Fairchild St.	IOWA CITY, IA 52245-6241
Beta Theta Pi	26	816 N. Dubuque St	IOWA CITY, IA 52245-5811
Chi Omega	60	804 Iowa Ave.	IOWA CITY, IA 52240-5218
Delta Delta Delta	55	522 N. Clinton St.	IOWA CITY, IA 52245-6219
Delta Gamma	60	305 S. Summit St.	IOWA CITY, IA 52240-3221
Delta Tau Delta	34	308 Ridgeland Ave.	IOWA CITY, IA 52246-3734

Delta Zeta	31	223 S. Dodge St.	IOWA CITY, IA 52240-5142
Gamma Phi Beta	64	328 N. Clinton St.	IOWA CITY, IA 52245-6276
Kappa Alpha Theta	53	823 E. Burlington St.	IOWA CITY, IA 52240-5113
Kappa Kappa Gamma	66	728 E. Washington St.	IOWA CITY, IA 52240-5239
Lambda Chi Alpha	20	222 N. Clinton St.	IOWA CITY, IA 52245-1703
Phi Gamma Delta	34	303 Ellis Ave	IOWA CITY, IA 52246-3706
Phi Kappa Psi		363 N. Riverside Dr.	IOWA CITY, IA 52246-2314
Pi Beta Phi	45	815 E. Washington St.	IOWA CITY, IA 52240-5242
Pi Kappa Phi	18	332 Ellis Ave	IOWA CITY, IA 52246-3705
Sigma Phi Epsilon	31	702 N. Dubuque St.	IOWA CITY, IA 52245-1919
Sigma Pi	40	630 N. Dubuque St.	IOWA CITY, IA 52245-1915
Tau Kappa Epsilon		320 Ellis Ave	IOWA CITY, IA 52246-3705
Zeta Tau Alpha	36	815 E. Burlington St.	IOWA CITY, IA 52240-5113

FRATERNITY AND SORORITY LIFE AWARDS

Fraternity and Sorority Life Programs hosts an annual Fraternity & Sorority Life Awards in collaboration with Hawkeye Excellence Awards that celebrates the accomplishments and excellence of our chapters and members. Below is a description of each award. Please visit Fraternity and Sorority Life's Engage portal for award applications.

ANDREW JAMES MOGNI LEGACY AWARD

The Andrew James Mogni Legacy Award, created in 2015, is sponsored by International Programs, Sigma Nu Fraternity, and the Interfraternity Council, and is named in honor of Andrew James Mogni and his dedication to academic excellence and commitment to improving the lives of others. This award was established to perpetuate the legacy of Andrew and his passion for teaching people how to live every day and love life to the fullest. The award honors one fraternity member annually, regardless of Council affiliation, based on proven scholarship, demonstrated leadership, and a strong commitment to serving others. The recipient will receive a \$500 stipend.

Qualifications:

- Applicant must be a UI Fraternity Member (regardless of Council affiliation)
- Undergraduate Upperclassmen (at least Junior standing)
- Applicant must be in good standing with their fraternity
- Minimum of a 3.00 cumulative GPA
- Demonstrated exemplary service to another individual(s) or organization(s) - not limited to service in Iowa City or its surrounding areas
- Please include a Letter of Recommendation from a person of your choice as well as someone who can attest to your (or the nominee's) exemplary service to another individual(s) or organization(s). These people should be able to discuss your (or the nominee's) character, abilities as a leader, and what sets you apart from other applicants.

CHARLOTTE “CHAR” M. SOJKA FBS STUDENT LEADER SCHOLARSHIP

In recognition of Charlotte “Char” M. Sojka’s 39 years of service to the University of Iowa, specifically 35 years serving the Iowa Memorial Union, Fraternity Business Services, and the UI Fraternity and Sorority Community as the FBS Account Specialist, the Charlotte “Char” M. Sojka Fraternity Business Services Student Leader Award has been created. This scholarship which will be presented to one student affiliated with UI Fraternity and Sorority Life Programs – regardless of chapter (or colony) or governing council affiliation – who is a current or former chapter (or colony) or council treasurer. The recipient will embody the characteristics of Char: dedicated, determined, organized, and an ongoing commitment to perform above and beyond their duty. The award will be in the form of a \$500 book stipend to be used at the Iowa Hawk Shop and Bookstore. The award will be presented at the annual Fraternity and Sorority Life Awards program each spring semester.

Qualifications:

- Applicant must be current or former chapter, colony, or governing council treasurer.
- Applicant must be affiliated with a chapter/colony in good financial standing with their governing council and inter/national organization.
- Applicant must be currently enrolled in nine or more semester hours at The University of Iowa at the time of application.
- Applicant must have a minimum of cumulative GPA at or above all Fraternity & Sorority Life average.
- Applicant must have demonstrated dedication, determination, and organization in their role as chapter/colony or governing council treasurer.
- Applicant must have demonstrated an ongoing commitment to performing above and beyond their duty as chapter/colony or governing council treasurer.
- In order to accept the award, applicant must be able to provide proof of enrollment in nine or more semester hours in the immediate subsequent semester (i.e., the fall semester immediately following Fraternity & Sorority Life Awards).

DINETTE MYERS QUIET LEADER AWARD

This award is sponsored by the University of Iowa Panhellenic Council in honor of Dinette Myers’ over 25 years of service to the Iowa Memorial Union and Center for Student Involvement & Leadership. This award will be presented to one member of the Panhellenic Council Sorority Community who embodies the leadership characteristics of a quiet yet contributing member of her chapter and/or the Panhellenic Sorority Community. The recipient will receive a \$500 stipend.

Qualifications:

- Nominee must be in good standing with her sorority.
- Nominee member must have a minimum of 2.5 cumulative GPA.
- Responses to questions 2 & 3 are limited to two (2) pages in length **total**.

EMERGING LEADER AWARD

This award recognizes one individual from each of the four Greek councils as an emerging leader in the UI Fraternity and Sorority Community. Sponsored by the Delta Beta chapter of Order of Omega, the award recipients will receive a \$25 stipend each.

Qualifications:

- Applicant must be in good standing with his or her chapter and have at least a 3.0 cumulative GPA.
- Applicant must be a member of a fraternity or sorority for at least one (1) academic year, but no more than one and one-half (1 ½) years at the time of nomination.
- Applicant should display exceptional involvement in the chapter and initiative to lead through positions and/or committees and be involved on campus and/or in Fraternity and Sorority Life (i.e. Dance Marathon, community service).
- The Fraternity and Sorority Life Awards Selection Committee will choose one winner from each council (IFC, MGC, NPHC, PHC).
- Please include a **Letter of Recommendation** from a chapter advisor, campus/graduate advisor, professor, or executive board member from the nominee's Chapter. This person should be able to discuss the nominee's character, abilities as a leader, and what sets the nominee apart from other applicants.

HELEN REICH SCHOLARSHIP

As the Dean of Women at The University of Iowa, Helen Reich advised the sorority community and served as a role model for the women of Iowa. This scholarship was created by the Panhellenic Council to honor a junior sorority member, regardless of council, based on scholarship, leadership, and service. The recipient will receive \$500.

Qualifications:

- Applicant must be a sorority-affiliated student with Junior (60 – 90 semester hours) class standing.
- Applicant must be in good standing with their organization.
- Applicant must have a minimum of 2.50 cumulative GPA.

LOUIS B. WHITE MODEL THE WAY AWARD

Louis B. White was a 1927 initiate of the Alpha Theta Chapter of Alpha Phi Alpha Fraternity, Incorporated, the first Black Phi Beta Kappa scholar and the first Black athlete to become a member of the University of Iowa varsity soccer team. In recognition of Mr. White's dedication to leading and modeling the way for members of his chapter and the University of Iowa fraternity and sorority community, we have created the Louis B. White Model the Way Award.

This award serves to honor one (1) fraternity member and one (1) sorority member, regardless of council, for serving as a role model in the University of Iowa fraternity and sorority community. The award recipients will have gone above and beyond to display brotherhood, sisterhood, and siblinghood to facilitate a fraternal and sororal experience optimal for belonging, serving, leading, thriving, and succeeding.

Qualifications:

- Applicant must be in good standing with their chapter.
- Attach a Letter of Recommendation from a member of your chapter that speaks to your involvement as a brother/sister/sibling.

MARY PETERSON FRATERNITY/SORORITY MEMBER OF THE YEAR

This award is sponsored by the University of Iowa Panhellenic and Interfraternity Councils in honor of Mary Peterson. Mary Peterson served The University of Iowa as the Fraternity and Sorority Advisor for over 20 years. During her time, she acted as a mentor, confidant, and role model for all students on Iowa's campus. This award is sponsored by the University of Iowa Fraternity & Sorority Community and was renamed to honor Mary and her commitment to the UI Fraternity and Sorority Community and UI community at large. This award is different from all other awards because rather than judging specifically on impacts in the fraternity/sorority community, special consideration is taken to look at the broad scope of how each applicant has impacted the entire university community. The recipients will receive a \$500 stipend from the Panhellenic Council (Sorority Member of the Year) or Interfraternity Council (Fraternity Member of the Year).

Qualifications:

- Applicant must be in good standing with his/her fraternity/sorority.
- Applicant must have a minimum of 60 semester hours completed.
- Applicant must have a minimum of 3.33 cumulative GPA.
- Please include a **Letter of Recommendation** from a person of your choice, as well as someone who supervised you (or the nominee) in a non-fraternal organization. These people should be able to discuss the nominee's character, abilities as a leader, and what sets the nominee apart from other applicants.
- **If selected as a finalist, you may be notified via e-mail to sign-up for an interview**

OUTSTANDING COMMUNITY SERVICE AWARD

This award honors one (1) fraternity member and one (1) sorority member, regardless of council, for dedicating time and energy to the greater UI and Iowa City/Coralville communities. **Sponsored by Iowa Zeta chapter of Pi Beta Phi, the award recipients will receive \$50 each.**

Qualifications:

- Applicant must be in good standing with their chapter.
- Attach a **Letter of Recommendation** from one of the organizations for which you volunteered.

OUTSTANDING PROGRAM AWARD

This award honors the chapter (s) who has excelled in creating successful, unique programming in any aspect of Fraternity and Sorority Life. The Outstanding Program Award is geared toward (but not limited to) the following areas: social, educational, risk management, philanthropic, service, cultural/diversity, alumni, and scholarship. The chapter may submit more than one application for consideration if they wish. Multiple awards may be issued.

Qualifications:

- Chapter must have hosted the program in the calendar year
- Documentation of event is required (Fliers, Pictures, Forms, Other Media, Etc.)

OUTSTANDING SORORITY MEMBER IN LEADERSHIP AWARD

This award is sponsored by the University of Iowa Panhellenic Council to recognize one (1) senior sorority member and one(1) sophomore sorority member regardless of council, who has dedicated a large amount of time, energy, and commitment to their individual organization and the greater UI Fraternity & Sorority Community.

The senior recipient will receive \$250 from the Panhellenic Council and the sophomore recipient will receive \$250 to be used for books and supplies at the beginning of the fall semester of their junior year.

Senior Award Qualifications:

- Senior Applicant must be a sorority-affiliated student with senior class standing (90 semester hours or more).
- Applicant must be in good standing with their chapter.
- Attach a letter of recommendation from one of the following: Chapter/Graduate Advisor, Chapter Executive Council, Traveling Consultant or Inter/National Headquarters, or Regional Volunteer.

Sophomore Award Qualifications

- Applicant must be a sorority-affiliated student with sophomore (30 – 60 semester hours) class standing.
- Applicant must be in good standing with their chapter.
- Applicant must have a minimum of 2.50 cumulative GPA.
- Include a personal statement of financial need. Include a detailed explanation of financial status (expected costs, parent contributions, employment income, loans, etc.).
- Include a letter of support from the Financial Aid Office, Academic Advisor, or your parent(s)/legal guardians.

OUTSTANDING SUPPORT STAFF AWARD

This award recognizes one outstanding chapter support staff member for their contributions to their respective chapter, as well as The University of Iowa Fraternity and Sorority Community. This can be your house director, cook or another support staff member, who is not an advisor, which assists in the success of your chapter.

RANDY ROSS SENIOR LEADERSHIP AWARD

Sponsored by the Interfraternity Council, this award is named Randy Ross, the first Resident Advisor/House Director to a fraternity at Iowa. The award honors a senior fraternity member, regardless of council, whose leadership has contributed to the advancement of our fraternity community. The recipient will receive \$500 from the Interfraternity Council.

Qualifications:

- Applicant must be a fraternity student with senior class (90 semester hours or more) standing.
- Applicant must be in good standing with their chapter.

T. ANNE CLEARY SCHOLARSHIP

The T. Anne Cleary Scholarship is sponsored by the Panhellenic Council and is named in recognition of Anne's dedication to academic excellence while serving at The University of Iowa as the Associate Vice President for Academic Affairs. The scholarship honors a sorority member, regardless of council, based on scholarship, leadership, and service. The recipient will receive \$250.

Qualifications:

- Applicant must be a sorority-affiliated student.
- Applicant must be in good standing with their chapter.
- Applicant must be currently enrolled at The University of Iowa.

Applicant must have a minimum of 2.75 cumulative GPA

THOMAS A. ARCÉ LEGACY AWARD

In recognition of Thomas Arce's consistent dedication to the growth and support of the University of Iowa Fraternity and Sorority community, and for their efforts in the formation of the fourth fraternity and sorority governing body, the Multicultural Greek Council, the Thomas Arce Legacy Award Fraternity has been created.

This award serves to recognize the contributions of an outstanding chapter advisor, alumni/ae volunteer, faculty, or staff member that supports the operations and goals of the University of Iowa Fraternity and Sorority community. This person has gone above and beyond to connect UI FSL students and staff with resources and support needed to facilitate a fraternal and sororal experience optimal for belonging, serving, leading thriving, and succeeding.

Please upload a letter from the nominee's organization confirming the member is in good standing with the organization. This should come from either a chapter president or chapter advisor.

INTERFRATERNITY COUNCIL CONTACT INFORMATION

Organization	Name	Email
Alpha Delta Phi	Brayton Maske	brayton-maske@uiowa.edu
Alpha Epsilon Pi	Jake Zoloto	jacob-zoloto@uiowa.edu
Alpha Sigma Phi	Will Slawitschka	william-slawitschka@uiowa.edu
Alpha Tau Omega	Luca Bosco	luca-bosco@uiowa.edu
Beta Theta Pi	Ryan Bybee	ryan-bybee@uiowa.edu
Delta Tau Delta	John Wombacher	john-wombacher@uiowa.edu
Lambda Chi Alpha	Austin Beam	austin-beam@uiowa.edu
Phi Delta Theta	Jacob Cooper	jacob-cooper@uiowa.edu
Phi Gamma Delta	AJ Moss	andrew-moss@uiowa.edu
Phi Kappa Psi	Max Simmons	max-simmons@uiowa.edu
Pi Kappa Phi	Patrick Dunn	patrick-dunn@uiowa.edu
Pi Lambda Phi	Kadin Gordon	kadin-gordon@uiowa.edu
Sigma Alpha Epsilon	Max Beckman	max-beckman@uiowa.edu
Sigma Phi Epsilon	Will Fitzpatrick	willem-fitzpatrick@uiowa.edu
Sigma Pi	Daniel Mendez	daniel-a-mendez@uiowa.edu
Tau Kappa Epsilon	Colin Hill	colin-hill@uiowa.edu

2024 IFC Executive Council		
Position	Name	Email
President	Ryan Nagel	gc-ifc-president@uiowa.edu
VP Recruitment	Ky Girgis	gc-ifc-recruitment@uiowa.edu
VP Finance & Operations	Ethan Walz	gc-ifc-finance@uiowa.edu
VP Risk Reduction & Management	Tristen Gile	gc-ifc-riskreduction@uiowa.edu
VP Leadership & Education	Aidan Gilleland	gc-ifc-leadership@uiowa.edu
VP Academic Achievement	Joe Mahoney	gc-ifc-academic@uiowa.edu
VP Public Relations & Marketing	Sam Freudenberg	gc-ifc-pr@uiowa.edu
VP Philanthropy & Community Service	Kyle Scaccia	gc-ifc-philanthropy@uiowa.edu
Chief Justice	Spencer Jones	gc-ifc-chiefjustice@uiowa.edu
VP of Diversity and Inclusion	Phoenix Khongmaly	gc-ifc-diversity@uiowa.edu

MULTICULTURAL GREEK COUNCIL CONTACT INFORMATION

Organization	Name	Email
alpha Kappa Delta Phi International Sorority Inc.	Erica Sons	uiowa.akdphi.president@gmail.com
Gamma Rho Lambda National Sorority	Shannon McCleary	shannon-mccleary@uiowa.edu
Lambda Theta Nu Sorority Inc.	Melanie Flores	alphaupsilon.president86@gmail.com
Sigma Lambda Beta International Fraternity Inc.	Edwin Diaz	edwin-diaz@uiowa.edu
Sigma Lambda Gamma National Sorority Inc.	Kyree Sisk	kyree-sisk@uiowa.edu

2024 MGC Executive Council

<i>Position</i>	<i>Executive Member</i>	<i>Email</i>
President	Jocelyn Macias	gc-mgc-president@uiowa.edu
VP Finance & Operations	Adrian Placido	gc-mgc-finance@uiowa.edu
VP Membership	Alyssa Moss	gc-mgc-membership@uiowa.edu
VP Programming	Leah Takes	gc-mgc-programming@uiowa.edu
VP Risk Management & Health	Angela Bambo	gc-mgc-riskmanagemen@uiowa.edu
VP Public Relations & Marketing	Natalie Coronel	gc-mgc-pr@uiowa.edu
VP Reports and Records	Gina Tran	gc-mgc-records@uiowa.edu

PANHELLENIC COUNCIL CONTACT INFORMATION

Organization	Name	Email
Alpha Chi Omega	Pratibha Khatri	axosigmachapterpresident@gmail.com
Alpha Delta Pi	Jenna Stuck	adpi.ab.president@gmail.com
Alpha Epsilon Phi	Jamie Womack	jamie-womack@uiowa.edu
Alpha Phi	Jessi Dolezal	jessica-dolezal@uiowa.edu
Alpha Xi Delta	Alexandra Bazianos	alexandra-bazianos@uiowa.edu
Chi Omega	Mary Kate Moeder	mary-moeder@uiowa.edu
Delta Delta Delta	Chloe Cramer	phi.ccp.ddd@gmail.com
Delta Gamma	Mary-Faith Murray	mary-faith-murray@uiowa.edu
Delta Zeta	Olivia Hurwitz	olivia-hurwitz@uiowa.edu

Gamma Phi Beta	Ryan Maley	gphibetapresident@gmail.com
Kappa Alpha Theta	Sophia Digiorgio	sophia-digiorgio@uiowa.edu
Kappa Kappa Gamma	Grace Kelly	grace-c-kelly@uiowa.edu
Pi Beta Phi	Reese Lieser	iazetacp@gmail.com
Zeta Tau Alpha	Katie Beerman	catharine-beerman@uiowa.edu

2024 PHC Executive Officers and Directors

<i>Position</i>	<i>Name</i>	<i>Email</i>
President	Kate Fitzgerald	gc-phc-president@uiowa.edu
Executive Vice President	Elizabeth Hurley	gc-phc-executive@uiowa.edu
VP of Accountability	Kaitlyn Tiernan	gc-phc-peeraccountability@uiowa.edu
VP of Finance	Alyssa Miner	gc-phc-finance@uiowa.edu
VP of Recruitment	Annalise Harp	gc-phc-recruitment@uiowa.edu
VP of Recruitment Personnel	Hailey Steffen	gc-phc-recruitmentpersonnel@uiowa.edu
VP of Risk Prevention	Addison Eckard	gc-phc-riskprevention@uiowa.edu
VP of Community Development	Alexi Tauras	gc-phc-commdevelopment@uiowa.edu
VP of Scholarship and Education	Eliza Hajek	gc-phc-educationt@uiowa.edu
VP of Diversity, Equity, and Inclusion	Nyah Chamberlain	gc-phc-diversity@uiowa.edu
VP of Communications	Julia Sassen	gc-phc-communications@uiowa.edu
VP of Campus Relations	Grace Kohlhof	gc-phc-campusrelations@uiowa.edu

NATIONAL PAN-HELLENIC COUNCIL CONTACT INFORMATION

Organization	Name	Personal Email
Alpha Kappa Alpha Sorority Inc.	Alexis Njoroge	alexis-njoroge@uiowa.edu
Alpha Phi Alpha Fraternity Inc.	Trejahn Manning	trejahn-manning@uiowa.edu
Delta Sigma Theta Sorority, Inc.	Jaide Domatob	jaide-domatob@uiowa.edu
Kappa Alpha Psi Fraternity, Inc.	Shane Salvant	shane-salvant@uiowa.edu

2024 NPHC Executive Officers

<i>Position</i>	<i>Name</i>	<i>Email</i>
President	Nya Bottley	gc-nphc-president@uiowa.edu
Vice President	DeAndre Steger	gc-nphc-vp@uiowa.edu
Secretary	<i>Vacant</i>	gc-nphc-secretary@uiowa.edu
Treasurer	<i>Vacant</i>	gc-nphc-finance@uiowa.edu
Social Media/PR Chair	Kabedi Mutamba	gc-nphc-pr@uiowa.edu

CODE OF STUDENT LIFE POLICIES AFFECTING FRATERNITIES & SORORITIES

GUIDE TO UNIVERSITY RESOURCES

Category	Who (Department)	Offices	Phone
<i>Absences</i>			
Absences due to illness	Instructor	Varies	
Class Absences (prior/after class)	Instructor	Varies	
Emergency Notification and Hospitalization	Student Care and Assistance	132 Iowa Memorial Union	319-335-1162
<i>Academic and Student Support</i>			
Advisor	Academic Advisor	Varies	
Academic Support and Retention (ASR)	University College	108 Calvin Hall	319-467-1561
Office of Admissions	Tours, visits, scholarships	2900 University Capitol Centre	319-335-3847
Tutor Iowa	Supplemental instruction, tutoring	108 Calvin Hall	319-467-1561
University Registrar	Student Records		319-384-4300
Undergraduate Advising	Academic Advising Center	C210 Pomerantz Center	319-353-5700
Writing Center		110 English Philosophy Building	319-335-0188
<i>Accident</i>			
Auto Accident (on campus)	University Police	808 University Capitol Centre	319-335-5022
Auto Accident (off-campus)	Iowa City Police	410 E. Washington Street Iowa City, IA	319-356-6800
Emergency (on campus)	University Police	808 University Capitol Centre	911
Emergency (off-campus)	Iowa City Police	410 E. Washington Street Iowa City, IA	911
Injury-Minor	Student Health	4189 Westlawn South	319-335-8370

Injury-Major	University of Iowa Hospital and Clinics (UIHC)	Emergency Room- 200 Hawkins Drive	911
<i>Campus Activities</i>			
Afro-American Cultural Center		303 Melrose Ave	319-335-8296
Asian Pacific American Cultural Center		223 Lucon Drive	319-335-2719
Athletics	Ticket Office	Carver Hawkeye Arena	1-800 424-2957
Latino Native American Cultural Center		308 Melrose Ave	319-335-8298
Leadership, Service and Civic Engagement	Student Orgs, Service, Leadership trainings, etc.	260B Iowa Memorial Union	319-335-3059
Pride Alliance Center		601 Melrose Avenue	
Recreational Services	Intramurals, CRWC	309 S. Madison Street	319-335-9293
Student Engagement and Campus Programs	Campus programs, traditions, engagement advising	157 Iowa Memorial Union	319-335-3059
<i>Campus Partners/Services</i>			
Office of Access and Support	Campus outreach, TRIO	2750 University Capitol Centre	319-335-3555
Dean of Students	Student care and assistance	135 Iowa Memorial Union	319-335-1162
Financial Aid	Scholarships, work study	2400 University Capitol Centre	319-335-1450
Information Technology Services (ITS)		2800 University Capitol Centre	319-384-4357
Office of Civil Rights Compliance		455 Van Allen Hall	319-335-0705
Office of Student Accountability	Student conduct and education	203 Iowa Memorial Union	319-335-1527
Parking and Transportation	Parking passes, CAMBUS	100 West Campus Transportation Center	319-335-1475
Pomerantz Career Center		C310 Pomerantz Center	319-335-1023
Student Disability Services		141 University Capitol Centre	319-335-1462
Student Legal Services		G115 Iowa Memorial Union	319-335-3276
Student Life Communications	Marketing, publications, photos	286 Iowa Memorial Union	319-335-3117
Student Wellness		CRWC	319-335-8394
University Counseling Service	Individual and Group Counseling, education, stress management	3223 Westlawn S.	319-335-7294
University Housing and Dining		4141 Burge Hall	319-335-3000
University of Iowa Center for Advancement	Alumni engagement	One West Park Road	319-335-3305
Women's Resource and Action Center (WRAC)		Bowman House, 230 N. Clinton St.	319-335-1486
<i>Event Planning</i>			
IMU Event Services	Space reservations, EMS,	159 Iowa Memorial Union	319-335-3114
Catering	Catering for campus events	237 Iowa Memorial Union	319-335-3116
Facilities Management		200 University Services Building	319-335-5500

OFFICE OF STUDENT ACCOUNTABILITY

The Office of Student Accountability is dedicated to encouraging responsible community behavior, educating UI students, and facilitating accountability in situations where violations of the Code of Student Life have occurred.

When incidents happen, primarily on campus, and UI students are involved, our office is the main university entity that works with students to resolve disciplinary matters. We also ensure that students receive fair treatment in all hearings. Students, faculty and staff who believe there has been a violation can contact the Office of Student Accountability to discuss options available for reporting incidents to the appropriate authorities. Office staff can assist victims of assault or harassment by a University student, and they can also direct you to educational programs on a variety of related topics.

The Office of Student Accountability is located in 203 Iowa Memorial Union and can be reached by phone at 319-335-1527 or email at dos-accountability@uiowa.edu.

CODE OF STUDENT LIFE

In order to maintain a safe campus where students can meet the IOWA Challenge, the University of Iowa has adopted the Code of Student Life. The Code of Student Life sets forth standards of student behavior and conduct necessary for the maintenance of a campus where ideas are freely exchanged, University property and processes are safeguarded, and conflicts are peacefully resolved. [More...](#)

MISCONDUCT PROCEDURE

The University of Iowa's Student Misconduct Procedure is designed to provide a process to investigate and resolve alleged violations of University policies by students. The student misconduct system is not a substitute for the civil or criminal court system. [More...](#)

RESPONSIBLE ACTION PROTOCOL

A student who calls for or seeks emergency assistance on his/her own behalf or on behalf of a student experiencing an alcohol or other drug related emergency will not, in most cases, be subject to status sanctions such as disciplinary probation or suspension under the Code of Student Life. [More...](#)

DEAN CLEARANCE LETTERS

The Office of the Dean of Students (DOS) and Office of Student Accountability provides reference letters upon request to undergraduate students wishing to transfer from the University of Iowa to another institution. [More...](#)

RESPONSIBLE ACTION PROTOCOL

A student who seeks emergency assistance for themselves or on behalf of a student experiencing an alcohol or other drug related emergency will not be subject to disciplinary measures including, removal from a course, enrollment restrictions in a course or program, disciplinary reprimand, disciplinary probation, suspension, expulsion, or contract cancellation from University Housing & Dining under the Code of Student Life. However, the Office of Student

Accountability may require completion of alcohol and/or other drug education/counseling. The Office of Student Accountability may also notify the student's parents of the alcohol or drug violation.

SCOPE OF PROTOCOL

The Responsible Action Protocol applies to students who seek and obtain emergency assistance on their own behalf or on the behalf of another student for a medical emergency related to use of drugs and/or alcohol. When a student does the following, the caller may not be subject to disciplinary action for violating University alcohol and/or drug rules.

The student must:

1. Be the first person to seek medical assistance, before a university staff member, law enforcement officer, or emergency medical personnel. Provide their name and contact information to law enforcement and/or medical personnel. Stay until assistance arrives or is provided. Cooperate with medical personnel or law enforcement.
2. An "emergency" communication is a timely contact with 911 or University Housing & Dining staff when those staff members are not yet aware of the situation. The Responsible Action Protocol does not apply to individuals who telephone friends for assistance, for example, or who experience an alcohol or drug-related emergency that is first discovered by University employees or public safety officials.
3. In most cases, neither the student requiring emergency assistance nor an individual or group who assists will be subject to punitive University disciplinary action. Students who repeatedly violate the Code of Student Life in regard to alcohol and other drugs may be required to complete alcohol education in order to remain in good disciplinary standing.
4. In some instances, the Responsible Action Protocol may not apply to the caller if they purchased, supplied, or otherwise made available the alcohol or drugs contributing to the student needing medical assistance. Such instances will be examined on a case-by-case basis and will take into account the severity and the degree of responsibility for the circumstances.
5. If a representative of an organization hosting a registered event calls for medical assistance, this act of responsibility may mitigate potential disciplinary consequences that could arise against the organization (i.e., the fact that an organization representative sought help may be considered in potential sanctioning of the organization for policy violations).
6. The protocol applies to the Code of Student Life as well as certain situations involving people under the age of 21, including those receiving citations for the Possession of Alcohol Under the Legal Age, Possession of a Fake ID, as well as arrests for Public Intoxication. See information pertaining to the Iowa Medical Amnesty Bill for more information regarding law enforcement agencies and similar protocols which provide individuals immunity from charges and/or prosecution under the law.
7. The Responsible Action Protocol applies only to alcohol and other drug-related medical emergencies. It does not apply to other prohibited behavior such as disorderly conduct (including physical or verbal abuse), property damage, or distribution of controlled substances.
8. When a Reporting Party, Responding Student, third-party reporter, or witness to an incident of sexual misconduct participates in a good faith report, the Office of Student Accountability will not pursue disciplinary violations related to the impermissible drug or alcohol use against any of the involved student(s). To encourage reporting and participation in the process, University of Iowa maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage use of alcohol or the use of controlled substances – related to the incident.

A student who is under the influence of alcohol or drugs at the time of a sexual misconduct incident should not be reluctant to seek assistance for that reason. In addition, law enforcement authorities in Johnson County have a policy of not pursuing charges for improper use of alcohol against a victim of sexual assault.

REQUIREMENTS OF PROTOCOL

Students considered for the Responsible Action Protocol are required to meet with a staff member from the Office of Student Accountability or University Housing & Dining following the incident. When one student seeks emergency assistance on behalf of another student, both students may be required to meet with the staff member. After evaluating the situation, the staff member may refer either or both students to a behavioral health consultant for assessment, education, and/or possible referral for treatment. Students who are referred for substance abuse counseling, education, or treatment, but fail to complete the program requirements, will be subject to disciplinary action.

Even if disciplinary action is not taken, the Office of Student Accountability reserves the right to notify the student's parents, per standard practice. In accordance with the Discipline Records Management protocol, a case file will be maintained for reference should subsequent alcohol or other drug violations occur. In those subsequent cases, staff members will take into account the previous emergency incident when considering sanctions

POLICIES AND REGULATIONS AFFECTING STUDENTS

2023-2024 ACADEMIC YEAR - CURRENT

The Office of Student Accountability is dedicated to encouraging responsible community behavior, educating UI students, and facilitating accountability in situations where violations of the Code of Student Life have occurred. When incidents happen, primarily on campus, and UI students are involved, our office is the main university entity that works with students to resolve disciplinary matters. We also ensure that students receive fair treatment in all hearings. Students, faculty and staff who believe there has been a violation can contact the Office of Students Accountability to discuss options available for reporting incidents to the appropriate authorities. Office staff can assist victims of assault or harassment by a University student, and they can also direct you to educational programs on a variety of related topics.

POLICIES AND REGULATIONS AFFECTING STUDENTS

I. Student Rights

- i. [Student Bill of Rights](#)
- ii. [Policies Related to Student Rights and Responsibilities](#)
- iii. [Student Records Policy](#)
- iv. [Student Complaints Concerning Faculty Actions](#)
- v. [Student Complaints Concerning Actions By Teaching Assistants](#)
- vi. [University Policy on Human Rights](#)
- vii. [Office of the University Ombudsperson](#)
- viii. [University Policy on Sexual Harassment](#)
- ix. [University Policy on Consensual Relationships Involving Students](#)
- x. [University Policy on Anti-Harassment](#)
- xi. [Student Employee Grievance Procedure](#)
- xii. [Complaints of Discrimination](#)
- xiii. [Disability Protection Policy](#)
- xiv. [Anti-Retaliation Policy](#)

- xv. [Statement of Religious Diversity and the University Calendar](#)
- xvi. [Policy on Sexual Harassment and Sexual Misconduct](#)
- xvii. [Sanctioning Guidelines for Sexual Assault](#)

II. Student Responsibilities

- i. [Code of Student Life](#)
- ii. [Accountability Procedure](#)
- iii. [Academic Misconduct](#)
- iv. [Policy Regarding Use of Illegal Drugs and Alcohol](#)
- v. [Responsible Action Protocol](#)
- vi. [Minimum Sanctions for Violations of the University Alcohol and Drug Policies](#)
- vii. [Uniform Rules of Personal Conduct at Universities Under the Jurisdiction of the State Board of Regent](#)
- viii. [Judicial Procedure for Alleged Violations of the Regents' Rules of Personal Conduct](#)
- ix. [Legal Assistance for Students](#)
- x. [Use of Campus Outdoor Areas](#)
- xi. [Campus Policy on Violence](#)
- xii. [Policy on Acceptable Use of Information Technology Resources](#)
- xiii. [Frequently Asked Questions about Code of Student Life](#)
- xiv. [Flowchart for the Accountability Procedure](#)

III. Student Organizations

- i. [Registration of Student Organizations](#)
- ii. [Administration of Student Organizations](#)
- iii. [Discipline of Registered Student Organizations](#)

IV. Miscellaneous

- i. [Registration of Student Automobiles](#)
- ii. [Lost & Found](#)
- iii. [Reporting Correct Residential Address and E-mail Address](#)
- iv. [Mandatory Student Fees Policy](#)
- v. [Voter Registration](#)
- vi. [Picture Student Identification](#)
- vii. [Graduation Rate](#)
- viii. [Critical Mentoring and Student Support \(Critical MASS\)](#)
- ix. [Federal Student Aid Penalties for Illegal Drug Convictions](#)
- x. [Annual Reports](#)
- xi. [Dean Clearance Letters](#)
- xii. [Preferred First Name Policy](#)

V. Campus Crime Policies & Statistics

- i. [Department of Public Safety](#)
- ii. [Safety & Respect](#)

VI. Tables

- i. [Controlled Substances - Uses & Effects](#)
- ii. [Federal Tracking Penalties - Marijuana and Penalties for Possession](#)
- iii. [Penalties under Iowa Law for Manufacturing, Delivering, Possessing with the Intent to Deliver a Controlled Substance, a Counterfeit Substance or a Simulated Controlled Substance](#)
- iv. [Summary of Penalties for Various Offense Categories](#)

HEALTH AND WELLNESS RESOURCES AND CONTACTS

NUTRITION/EXERCISE

JoAnn Daehler-Miller

joann-miller@uiowa.edu

319-335-8394

- [Intuitive Eating Workshops](#): We offer free 4-week workshops on Intuitive Eating.
- [Eating Disorder Network](#): a collaborative group of health professionals from across the University of Iowa campus that have come together to offer services for the treatment and prevention of eating disorders.
- [Food Pantry at Iowa](#): Free service for any student, faculty or staff
- [Recipes Page](#): Student-friendly recipes for [breakfast](#), [salads](#), [soups](#), [main dishes](#), [crockpot](#), [snacks](#) and [desserts](#).
- [Click here](#) for "**Learn to Cook**" videos.
- [Weight Management Clinic](#): a group of health professionals from the University of Iowa that have come together to offer services to those struggling with weight concerns

SEXUAL HEALTH

Student Health

student-health@uiowa.edu

319-335-8370

Student Health provide a variety of services related to sexual health for all registered University of Iowa students. Some of our services include:

- Sexually Transmitted Infection (STI) testing and treatment
- Prescription and non-prescription contraception
- Emergency contraception
- Annual exams for women
- Free condoms
- [Medications for HIV prevention](#)

More sexual health resources and information:

- [Information on emergency contraception \("Plan B"\)](#)
- [Help for sexual assault survivors](#)
- [It Gets Better](#) - The University of Iowa

ALCOHOL AND DRUG SUPPORT

Student Wellness

student-wellness@uiowa.edu

319-335-8394

Student Wellness provides consultations on alcohol and other drug use. Confidential consultations are available with our substance abuse counselor or health educators for any questions you may have or issues you may be experiencing.

Student Wellness does not offer treatment for substance use dependence, but can refer to an agency in the community if treatment is needed.

[UI Collegiate Recovery Program](#) (CRP) includes an environment that is supportive to the therapeutic and educational needs of Iowa students who are in any stage of recovery from addiction, from considering changes to abstinence. The CRP provides support through community building, social support, and substance-free activities. The CRP includes two ways for students to get involved:

- Success, Not Excess provides a small, safe and supportive space for UI students wanting to make or considering changes in their alcohol or other drug use.
- Strength in Numbers is a student organization dedicated to creating an inclusive community that promotes social activities and events that do not involve drugs or alcohol. The mission of Strength in Numbers is to offer alternatives for students to connect with their peers. Email studorg-strgthinum@uiowa.edu to learn more.

[Red Watch Band](#) is an interactive and educational program that gives students free alcohol bystander training and CPR/AED training.

[UI Alcohol Harm Reduction Plan](#) includes information on alcohol initiatives on campus and outcomes

University of Iowa resources

- Alcohol and Drug Support through Student Wellness: <https://studentwellness.uiowa.edu/appointments/alcohol-drugs/>
- UI Collegiate Recovery Program: <https://mentalhealth.uiowa.edu/collegiate-recovery-program/>
- Red Watch Band Training: <https://studentwellness.uiowa.edu/programs/red-watch-band/>
- UI Alcohol Harm Reduction Plan: <https://vp.studentlife.uiowa.edu/initiatives/alcohol-harm-reduction/>

External resources

- Alcoholic Anonymous <https://www.aa.org/>
- College Drinking Changing the Culture <https://www.collegedrinkingprevention.gov/>
- Collegiate Recovery <https://collegiaterecovery.org/>
- Consequences of College Drinking <https://www.collegedrinkingprevention.gov/statistics/consequences.aspx>
- Drinking Apps <https://riahealth.com/2019/06/04/6-apps-to-quit-drinking/>
- National Institute of Alcohol Abuse and Alcoholism <https://www.niaaa.nih.gov/>
- NIAAA College Student Drinking <https://www.niaaa.nih.gov/publications/brochures-and-fact-sheets/college-drinking>
- SAMHSA Find Treatment <https://findtreatment.samhsa.gov/>
- Campus Drug Prevention <https://www.campusdrugprevention.gov/>
- Drug and Alcohol Helpline 1-877-872-0540 or live chat at <https://www.higheredcenter.org/>
- Higher Education Center Prescription Drugs <https://www.higheredcenter.org/prescription-drugs.html>
- National Institute on Drug Abuse <https://www.drugabuse.gov/>

- Office of National Drug Control Policy <https://www.whitehouse.gov/ondcp/>

MENTAL HEALTH SUPPORT

University Counseling Service

- University Counseling Service is a confidential office that provides mental health services to students free of charge, as well as psychoeducational programming and outreach services to support mental well-being, nurture student success, and contribute to an inclusive and safe campus community.
- Services include individual, group, and couples therapy; psychoeducational programming, and consultations to address a range of mental health concerns such as anxiety, depression, suicide prevention, substance abuse, eating disorders, trauma, loss/grief, identity development, and relational concerns.
- Practicum and internship training for students in doctoral-level psychology or master's-level social work academic programs.

Seashore Psychology Clinic

- A division of the Department of Psychological and Brain Sciences at the University of Iowa, the Seashore Psychology Clinic offers a wide range of psychological services for individuals in the community. The clinic is a training center for graduate students working toward their doctoral degrees in clinical science and is a setting for clinical research. Graduate students conduct their assessments and therapy under the close supervision of the clinical science faculty and clinic staff psychologists. Please note that all sessions are video-recorded. This is for supervision and training purposes and to ensure that all clients receive the highest-quality services.
- We offer individual psychotherapy for children and adults as well as parent-management training. We also offer general psychological assessments as well as assessments for learning disorders and IDD waivers. We also perform gender-affirming evaluations.

LGBTQ Counseling Clinic

- The LGBTQ Clinic, in the College of Education, is staffed with couple and family therapy and counseling psychology doctoral students who provide services to LGBTQ individuals, families, and the community. The clinic provides services including assessments, letters of support, and ongoing individual, couple, and family therapy. All services are free of charge.
- Psychosocial assessments and letters of support for hormone replacement therapy (HRT) and gender affirming surgery (GAS). Ongoing individual, couple, and family therapy to anyone who identifies as LGBTQ, their families, and the community at large

University of Iowa resources

- Mental Health at Iowa: <https://mentalhealth.uiowa.edu/>
- University Counseling Service: <https://counseling.uiowa.edu/>
- Student Care and Assistance: <https://dos.uiowa.edu/assistance>
- Suicide Prevention: <https://mentalhealth.uiowa.edu/suicide-prevention/>

External resources

- Active Minds <https://www.activeminds.org/>
- Lifeline Chat: Text HOME to 741741 from anywhere in the U.S. to text with a trained crisis counselor.
- JED Foundation <https://www.jedfoundation.org/>
- National Suicide Prevention Lifeline: 1-800-273-8255 (TALK), www.suicidepreventionlifeline.org

Office of Civil Rights Compliance (OCRC)

- The Title IX and Gender Equity Unit (TIXGE) in the Office of Civil Rights Compliance (OCRC) coordinate the university's response to reports of sexual harassment and sexual misconduct, including dating/domestic violence, and stalking when those reports involve members of or visitors to the university community. Whatever your connection—whatever brings you to this website—you are not alone as you seek to address the problems you're facing. And we are here to assist.
- [Complainant Options:](#)
Learn about campus and community resources, download a copy of the Resource and Referral Guide, or view a map of local agencies and offices that can help.
- [Report a Problem:](#)
Report an incident to university administration with our online form.
- [Mandated Reporter Defined:](#)
Find out if you have reporting responsibilities as an A/AO or a CSA, read about A/AO reporting responsibilities.

Women's Resource and Action Center (WRAC)

- WRAC offers free, confidential mental health services to students, faculty and staff, with particular focus on people of color, LGBTQ+ folks. Our providers offer identity-affirming and conscious therapy.
- Services:
 - Individual counseling, confidential advocacy for harassment, discrimination, abuse, and violence

Sexual Misconduct

- University of Iowa resources
 - Office of Institutional Equity: <https://diversity.uiowa.edu/division/oie>
 - Report a concern: <https://diversity.uiowa.edu/report/report-problem>
 - Anti-Violence Coalition: <https://diversity.uiowa.edu/programs/anti-violence-coalition>
 - Rape Victim Advocacy Program: <https://rvap.uiowa.edu/>
 - RVAP Crisis Line: 319-335-6000 or 800-228-1625
 - Iowa Sexual Abuse Hotline: 800-284-7821
 - Women's Resource and Action Center: <https://wrac.uiowa.edu/>
 - Domestic Violence Intervention Program: 319-351-1043
- External resources
 - The National Domestic Violence Hotline; 1-800-799-7233 (SAFE), www.ndvh.org
 - National Dating Abuse Helpline; 1-866-331-9474, www.loveisrespect.org
 - National Sexual Assault Hotline: 1-800-656-4673 (HOPE), www.rainn.org
 - Culture of Respect: <https://cultureofrespect.org/>

Bystander Intervention and Engagement Resources

- University of Iowa Resources
 - Red Watch Band Training: <https://studentwellness.uiowa.edu/programs/red-watch-band/>
 - Women's Resource and Action Center: <https://wrac.uiowa.edu/programs-and-services/violence-prevention/>

- Responsible Action Protocol: <https://dos.uiowa.edu/accountability/responsible-action-protocol/>
- External Resources
 - National Sexual Violence Resource Center: https://www.nsvrc.org/sites/default/files/2018-02/publications_nsvrc_tip-sheet_bystander-intervention-tips-and-strategies_1.pdf
 - Green Dot: <https://alteristic.org/services/green-dot/>

FRATERNITY AND SORORITY LIFE PROCEDURES

REGISTRATION AND CRITERIA FOR GREEK-LETTERED ORGANIZATIONS

I. Registration of Student Organizations

The University of Iowa, through the Vice President for Student Life (hereinafter, "vice president"), has delegated the responsibilities and obligations of registering student organizations to the Student Organization Review Committee (i.e., on behalf of the Center for Student Involvement & Leadership and Recreational Services) (SORC) and to deans of academic colleges. The SORC is a team of students and staff that determines the approval or denial of the application for registration. Registration of a student organization by the University does not constitute an endorsement of its program or its purposes, but is merely a charter to exist.

Organizations must abide by all local, state, and federal laws. An organization's goals, objectives, and activities must not deviate from established University policies and procedures. Because participation in student organizations may enhance a student's educational experience and the University deems this important to our students' success, registered organizations are entitled to certain privileges and benefits.

The University shall not deny benefits or privileges available to student organizations based on the viewpoint of a student organization or the expression of the viewpoint by the student organization or its members, as protected by the First Amendment to the Constitution of the United States. In addition, the University shall not deny any benefit or privilege to a student organization based on the student organization's requirement that the leaders of the student organization agree to and support its beliefs, as those beliefs are interpreted and applied by the student organization, and to further its mission.

A. Benefits of Registration:

1. Registration as a University organization;
2. Establishment of an account in the Student Organization Business Office (SOBO), Fraternity Business Service, or Recreational Services and appropriate purchasing privileges in accordance with University policies;
3. Eligibility to apply for funds from mandatory Student Activity fees (i.e., for student organizations) or Recreational Services fees (i.e., for sports clubs);
4. Inclusion in appropriate University publications;
5. Utilization of the Center for Student Involvement & Leadership's (LEADERSHIP AND ENGAGEMENT) Engage software (funded by UISG & GPSG)
6. Utilization of the University's trademarks in accordance with the [UI Trademark Licensing Department's program and policies](#);
7. Eligibility for use of campus meeting facilities and outdoor spaces;
8. Eligibility, but not the right, to utilize UI Fleet Services vehicles in accordance with state and University policies, procedures, guidelines, and insurance requirements;

9. Eligibility, but not the right, to utilize University staff and programming resources;
10. Eligibility, but not the right, to utilize Information Technology Services Mass Mail once each semester;
11. Eligibility to apply for awards and honors presented to University registered organizations and members; and
12. Eligibility to apply for Student Organization Office Suite (SOOS) or Student Activity Center (SAC) office space and/or storage space.

B. Achieving and Renewing Registration

1. In order to exercise the privileges accorded to registered student organizations, students interested in starting a new registered student organization must first write a constitution for the potential student organization and hold a Pre-registration meeting with the appropriate LEADERSHIP AND ENGAGEMENT staff, BEFORE filing the New Organization Registration Form online through Engage. This form includes organizational information and the organization's Constitution and Bylaws. Upon receiving this information, the LEADERSHIP AND ENGAGEMENT staff will review it and submit it to the Student Organization Review Committee (SORC) for consideration. If approved for registration, the SORC will assign the appropriate registration tier (see below).
2. Eligibility/Registration Requirements
 - a. Any group or organization which consists of and maintains at least 80 percent University students, whose purposes are consistent with the educational objectives of the University, and do not violate local, state or federal law, is eligible for registration by the University. To start a new registered student organization, the organization must consist of and maintain at least five (5) individuals as members, of which four (4) must be currently enrolled UI students.
 - b. Membership and Leadership. It is the policy of the University that all registered student organizations be able to exercise free choice of members on the basis of their merits as individuals without restriction in accordance with the University Policy on Human Rights. The University acknowledges the interests of students to organize and associate with like-minded students, therefore any individual who subscribes to the goals and beliefs of a student organization may participate in and become a member of the organization.

Membership and participation in the organization must be open to all students without regard to race, creed, color, religion, national origin, age, sex (unless the organization is exempt under Title IX), pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons.

The University shall not deny any benefit or privilege to a student organization based on the student organization's requirement that the leaders of the student organization agree to and support its beliefs, as those beliefs are interpreted and applied by the student organization, and to further its mission.

The University will not investigate complaints related to student organization leadership selection processes or final leadership selection by organizations that select their leaders on the basis of a commitment to a set of beliefs or affirmations. These selection processes are defined and enforced by individual student organizations and the university shall respect the organization's decision-making process.

Membership in a student organization must be composed primarily of UI students (minimum 80% student membership) and be controlled and directed by UI students. Members are individuals who self-select to join an organization; "membership" is different from the audience a student organization targets, serves, or represents. The "audience" is not automatically considered a part of the organization's membership. Only UI student members shall have voting rights in a

student organization. Membership is not open to persons under the age of 18 who are not enrolled UI students. Non-university community members who are at least 18 years of age may participate in the activities of student organizations but may not be voting members. If the student organization desires to allow persons under the age of 18 who are not UI students to participate in the activities of the student organization, the student organization must follow the requirements contained in the Youth Programs Policy Manual for RSOs, including that the youth participant must have permission to participate from a parent or guardian.

As some University services and benefits require knowledge of a student's membership in the student organization requesting the service or benefit, all organizations are encouraged to have a full membership roster on file with the Center for Student Involvement & Leadership via Engage. For example, if a member of a student organization wants to request approval to drive or ride in a university vehicle for an organization event or activity, that member must be listed on the organization's full membership roster located on Engage.

The student organization must be nonprofit in nature; student organizations affiliated with for-profit businesses are not eligible for registration. Student Representatives and student organization members must not profit or benefit financially from student organization membership.

- A. Primary and Secondary Student Representatives. Student Representatives are individuals who are authorized by the organization to speak for or represent the organization in its relations with the University and who are authorized to receive for the organization official notices, directives, or information from the University. Every student organization or potential student organization, registered with the Center for Student Involvement & Leadership/Recreational Services/academic deans via Engage must include the names of two student representatives in its Org Profile. Both Representatives must be currently enrolled UI students, and in academic and non-academic good-standing. One name will be designated as the Primary Representative and the other as the Secondary Representative. It is the responsibility of each student organization to update the Org Profile with the current names of Student Representatives. A student organization no longer under the direction of currently enrolled students may lose its registration.
- B. Access to University Resources. Registered student organizations are guaranteed an equal opportunity to apply for funds from mandatory Student Activity fees (i.e., for student organizations) or Recreational Services fees (i.e., for sports clubs) or for any other benefit conferred by the University of Iowa Student Government (UISG) or Graduate and Professional Student Government (GPSG) or their constituent bodies, without differentiation for reasons that violate the University Policy on Human Rights or inhibit the group's exercise of First Amendment rights of free expression and association. Nothing in this section shall be construed to create or guarantee any expectation of the receipt of funding or other benefits from UISG and/or GPSG and/or Recreational Services by any student organization or to prohibit the individual consideration of the program merits of funding or other proposals submitted by such student organizations.
- C. Registration Procedure. Throughout the year on an ongoing basis, the University will consider applications from student organizations that request to be registered. Registration of student organizations is granted by the Student Organization Review Committee (i.e., on behalf of the Center for Student Involvement & Leadership and Recreational Services) or an academic dean. Registration granted for sports clubs, and fraternities and sororities are subject to additional policies administered by their respective department or student governance organization(s). In order to receive funds from mandatory Student Activity fees (i.e., for student organizations) or Recreational Services fees (i.e., for sports clubs), a student organization must be confirmed by the UISG and/or GPSG or Recreational Services. Greek-letter social organizations are registered by the University of Iowa Interfraternity Council (IFC), Panhellenic Council (PHC), Multicultural Greek Council (MGC), or the National Pan-Hellenic Council (NPHC).
 1. To start an organization one must follow the step-by-step process listed on the "[Starting an Organization](#)" website.

Registration of student organizations that are residential living units (i.e., residence hall organizations, fraternities, and sororities) is granted by their respective student governance organization (i.e., Associated Residence Halls [ARH], Interfraternity Council [IFC], Multicultural Greek Council [MGC], National Pan-Hellenic Council [NPHC], and Panhellenic Council [PHC]) with the concurrence of the vice president.

The Student Organization Review Committee (SORC) shall review all student organization registration applications. Upon its evaluation, the Committee will register the student organization and forward the organization's application to the appropriate student governance organization or college/department/unit for confirmation; 2) register the organization subject to specific conditions on activities the organization is permitted to sponsor; or 3) reject the application. If an application is rejected the organization may appeal the decision of the SORC within 30 calendar days upon the receipt of their denial of registration letter. Appeals must be submitted in writing to either the Director of the Center for Student Involvement & Leadership (i.e., for student organizations) or the Director of Recreational Services (i.e., for sport clubs). If an organization appeals and is not satisfied with the decision rendered by the Director of the Center for Student Involvement & Leadership or the Director of Recreational Services they may then submit a final appeal in writing to the Dean of Students. There is no further appeal after the Dean of Students.

- D. Constitution and Bylaws. In order to complete the registration process, all student organizations must have an approved constitution and bylaws. Sponsored and affiliated student organizations (see Section 8, Registration Tiers) must also provide a copy of the charter, constitution, and/or bylaws of any organization external to the University with which such organization may be affiliated. Student organizations are required to include mandatory clauses within their organization constitutions.
- E. Registration of Inter/National Chartered Organizations. In addition to observing all University rules, an organization that is chartered by an inter/national organization, such as a Greek-letter social fraternity or sorority, must maintain its affiliation with the inter/national organization in order to retain its University registration. University registration will cease when the inter/national organization no longer recognizes or sponsors the student organization as an active organization. In this situation, the organization is no longer eligible to affiliate with their respective student governance organization, to participate in activities sponsored by the governance organization or its member organizations, or to access the privileges granted to registered student organizations. Once the inter/national organization has officially returned the student organization to affiliation status, the student organization representatives may apply to the University and the respective student governance organization for registration, although re-registration is not guaranteed. When the University removes registration of a student organization for violating University rules but the organization remains affiliated with the inter/national organization, the student organization will not regain their University registration by virtue of their relationship with the inter/national organization.
- F. Housing Organizations. Student organizations that provide off-campus housing to their student members are considered Housing Organizations. These include Professional Residence Groups, fraternal organizations with a professional focus that are recognized by an academic college, and Undergraduate Residence Groups, which includes Greek-letter organizations that are affiliated with their respective student governance organization.
 - 1. In addition to all other student organization policies, Housing Organizations must fulfill the following expectations due to the level of responsibility and complexity involved in the service they provide:
 - a. Manage their housing unit;
 - b. Enforce internal organization rules;
 - c. Ensure that relevant national, state, and local laws and regulations are observed;
 - d. Provide safe and healthful lodging and cooperate with city or state agencies responsible for enforcing applicable health and safety laws; and
 - e. Observe relevant University policies in their housing facilities, including the Anti-Hazing Policy and the Sexual Misconduct Policy.

2. Housing Organizations are eligible for the same privileges granted to registered student organizations which do not provide housing.
 3. The responsibility for the regulation and governance of professional fraternities that maintain chapter structures shall be with the Dean of the respective college, including professional fraternities registered by the College of Medicine, the College of Dentistry, College of Liberal Arts and Sciences, and the Graduate College.
 4. The possession or consumption of alcohol is prohibited in registered undergraduate residence group housing except where explicitly authorized in writing by the vice president.
- G. Governance Organizations.
1. Registered student organizations are governed by the University of Iowa Student Government (UISG), Graduate and Professional Student Government (GPSG), or Associated Residence Halls (ARH).
 2. Undergraduate social fraternities are governed by the University of Iowa Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, or the Multicultural Greek Council, which may establish, consistent with the University Policy on Human Rights, additional rules and regulations for recognition of new fraternities, membership selection standards, and standards of conduct.
 3. Reviews. In order to determine whether a student organization is in compliance with a student governance organization regulation or policy, University officials may from time to time review the organization's record. Information gathered as part of the review may include, but is not limited to, the following: aggregate grade point averages, membership figures, financial reports, internal rules and policies, insurance coverage schedules, educational programs for members, safety and security precautions, compliance with relevant municipal ordinances and state laws, and complaints to the Iowa City police.

COMMUNITY SERVICE HOURS

DANCE MARATHON

- Hours volunteering at the hospital and with the child/family outside of the hospital, will count as the full hours for community service (ex: 5 hours of volunteering at the hospital will count as 5 hours, etc.).
- Serving as a Morale Captain, Lime Captains, Family Representative or as a participant in the Big Event will not count as community service hours, as this is a philanthropy event.
- Hours spent as a volunteer (ex: working check-in, bag check, etc.) at the Big Event shall count as no more than half of the required community service hours per person (2 out of 4 hours can be counted).

SUMMER HOURS

- Hours completed over summer break can count towards hours categorized as the fall semester. Hours volunteered over the summer months (last day of spring finals through the first day of fall classes) must be submitted by September 15th in order to count towards a chapter's total.
- Unpaid internships are educational/professional experiences meant to supplement what you are learning in class and build your resume. Therefore, these will not count as community service.
- Working summer camps that are unpaid can count to a maximum of 56 hours per week (7 days x 8 hours per day) depending on the length of the camp. If submitting several weeks or mass amounts of hours (50+ hours) further reflection, information, and valid contact information must be provided for approval. A relative will not count as an appropriate person to validate the hours.
- Hours completed on mission trips (or similar) will need additional documentation, reflection, and information. A relative will not count as an appropriate person to validate the hours.

WINTER BREAK HOURS

- Hours completed over winter break (last day of fall classes to first day of spring classes) will count towards hours categorized as the spring semester. These must be submitted by February 15th in order to count towards a chapter's total.
- Hours completed on mission trips (or similar) will need additional documentation, reflection, and information. A relative will not count as an appropriate person to validate the hours.

ALTERNATIVE SPRING BREAK

- Unless cleared by the VP of Philanthropy and Community Service, FSL Advisor, and Alternative Spring Break instructor, Alternative Spring Break Trips will be capped at 8 hours per day for the days the member is doing service. (ex. Three days of service for 8 hours per day can be reported at 24 hours of service)
- Additional projects (ex. Volunteering at a food pantry in Iowa City) can be submitted separately in addition to the service completed the week of.

LEADERSHIP ROLES/STUDENT ORG PARTICIPATION

- Hours served in a student organization do not count towards the required number unless the hours are spent volunteering at a community service event. Those hours spent planning or organizing a philanthropic event shall be considered participation in a student organization.
- Hours spent training to perform community service (ex. Alternative Spring Break, Crisis Center Training, On Iowa!, etc.) do not count towards community service. Once actively volunteering on shifts, hours contributed helping others can count towards hours completed.
- Hours spent in an organization leadership or membership role (Dance Marathon, Students Care, etc.) helping run an organization administratively do not count towards community service. Time spent actively helping others (as community service is defined) can be considered counted. Reference Dance Marathon section for further explanation.
- On Iowa! Leaders time will be capped at a total of 20 service hours for leader's time spent throughout the programs. If a leader believes they have volunteered for more hours by signing up for additional events than required, they can provide further reflection and information for those to be considered.

This doctrine is subject to change and will be reviewed at a minimum annually at the beginning of the Spring semester by the newly elected council officers. Note that while our councils have these guidelines in place to best measure our membership's time spent completing what we deem as community service, your individual chapter's headquarters standards and guidelines may vary. This may allow you to report more (or less) hours to them and that it will be up to your chapter's leadership to measure.

This was approved by the following on September 23rd, 2019:

- Matthew Cooke, IFC Vice President of Philanthropy and Community Service
- Ellie Rouse, PHC Vice President of Philanthropy and Community Service
- Meghan Bullard, FSL Advisor for Philanthropy and Community Service

ACADEMIC BREAK PROCEDURE FOR GREEK HOUSING

During university academic breaks, Fraternity and Sorority Life staff must be provided with contact information for those residents that will stay in the home over the following academic breaks:

- Winter Break
- Spring Break
- Summer Break

Chapter leadership should send the following information to FSL:

- Name
- University ID
- University Email
- Phone number
- Emergency contact information for each resident (name, phone number, email)
- The information for those staying should be submitted via email to Fraternity and Sorority Life Programs at least 2 weeks prior to the beginning of the break.
 - Send to:
Chad Warrick, chad-warrick@uiowa.edu
- The chapter must be in good standing with the university which includes:
 - Not currently suspended from the University
 - All fire safety requirements have been met during the regular semester inspection

CRISIS MANAGEMENT GUIDELINE

CAMPUS RESOURCES AND CONTACT INFORMATION:

DEAN OF STUDENTS OFFICE/STUDENT CARE AND ASSISTANCE: 319-335-1162, 135 Iowa Memorial Union (IMU)

THREAT ASSESSMENT PROGRAM: 319-384-2955, 139 University Capitol Centre

ACADEMIC SUPPORT AND RETENTION (ASR): 319-467-1561, 108 Calvin Hall

OFFICE OF ACCESS AND SUPPORT (OAS): 319-335-3555, 2750 University Capitol Centre

COUNSELING SERVICES: 319-335-7294, 3223 Westlawn S.

<https://counseling.uiowa.edu/>

COMMUNITY CRISIS SERVICES: 1-855-581-8111

<https://builtbycommunity.org/>

Students may contact CommUnity Crisis Services and request an on-call counselor to come to their residence hall room for consultation.

UNIVERSITY OF IOWA POLICE DEPARTMENT (UIPD): Available for help in addressing emergencies or difficult situations, 319-335-5022.

FINANCIAL AID: 319-335-1450, 208 Calvin Hall

FIRE DEPARTMENT (UIFD): 911. Our building alarm systems automatically notify UIFD when an alarm is triggered.

This is the first call you make when a building is evacuating for a fire alarm.

HAWK ALERT: The Hawk Alert System is used to notify the campus community of threats to physical safety in emergency situations (tornado, violence, hazardous material incident, etc.). Hawk Alert allows UI administrators to send recorded or electronic emergency messages (“Hawk Alerts”) to UI students, faculty, and staff by mobile phone, home phone, office phone, and e-mail (all at once), using contact information from the University’s Enterprise Directory (updated via MyUI or Employee Self Service). The entire campus community can be notified in about 15 minutes.

MEDIA: Refer to LEADERSHIP AND ENGAGEMENT 319-335-3059. Any request for interviews should be approved by staff from LEADERSHIP AND ENGAGEMENT.

STUDENT LEGAL SERVICES: 319-335-3276, G115 Iowa Memorial Union

THE OFFICE OF CIVIL RIGHTS COMPLIANCE (OCRC): Coordinates the university's response to reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking (319-335-0705; ocrc-titleIX@uiowa.edu) - if you are working through a student issue (sexual assault, stalking, harassment, dating violence) during business hours, the OCRC should be notified and will help you determine follow-up and reporting. If something occurs after hours, make sure to send an email and let them know so that they can help you with follow-up the next day.

FRATERNITY AND SORORITY LIFE CRISIS MANAGEMENT EXPECTATIONS

ACTIVE SHOOTER PROTOCOL

FSL Member
Find a safe/secure location – be safe and do not place yourself in danger.
Once in a safe/secure location, call 911 immediately and provide all information available
<i>This is not necessary if notification was received via Hawk Alert</i>
Once you have been notified that it is safe, contact FSL staff member
Once you have been notified that it is safe, contact chapter advisor
Follow crisis management protocol
Pull organization roster/emails for impacted community
Do not talk to the media – wait for instruction from strategic communication
Call community members to identify current location/safety
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Find a safe/secure location – be safe and do not place yourself in danger
Once you have been notified that it is safe contact: DPS, Supervisor, Executive Director of the IMU, Dean of Students, Counseling Services for student/staff, strategic communication
Enact chapter wellness check in protocol
Do not talk to the media – wait for instruction from strategic communication

ALCOHOL TRANSPORT/UNRESPONSIVE STUDENT

Signs of over-intoxication include, but are not limited to: urination, defecation, unresponsive, inability to communicate, shallow breathing, inability to focus eyes, excessive vomiting, etc. But remember, not everyone shows these signs, and if you’re not sure, trained professionals should do the assessment.

FSL Member
Immediately call DPS for medical transport
Immediately call chapter advisor

Immediately call FSL staff member
Enact procedure for crisis
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Call immediate supervisor
Notify executive director of the IMU

BIAS INCIDENT

Harassment or intimidation of an individual based on a legally protected characteristic, including but not limited to, race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification

FSL Member
Immediately contact DPS
Immediately tell chapter advisor
Immediately call FSL staff member
Enact procedure for crisis (may include media procedure)
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Notify Office of Sexual Misconduct Response Coordinator, Campus Inclusion Team and Office of Equal Opportunity and Diversity
Call immediate supervisor

BOMB THREAT

FSL Member
Find a safe/secure location – be safe and do not place yourself in danger
Once in a safe/secure location, call 911 immediately and provide all information available <i>This is not necessary if notification was received via Hawk Alert</i>
Once you have been notified that it is safe, contact FSL staff
Once you have been notified that it is safe, contact chapter advisor
Follow crisis management protocol
Pull organization roster/emails for communication
Do not talk to the media – wait for instructions
Identify location for rally point
Call community members to identify current location/safety
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Find a safe/secure location – be safe and do not place yourself in danger
Once you have been notified that it is safe contact: DPS, Supervisor, Counseling Services for student/staff, strategic communication
Enact chapter wellness/check in protocol

DEATH OF A STUDENT

FSL Member
Immediately contact DPS

Immediately call chapter advisor
Immediately call FSL staff member (i.e. UCS support, etc.)
Enact procedure for crisis (may include media procedure)
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Call immediate supervisor
Determine division of responsibilities (leadership, media, UCS, strategic communication, notification of family/DOS, contact councils, contact national organization, etc.)
Determine future processing with impacted individuals/community
Begin collecting information for investigation
Contact the Dean of Students

DRUGS

This section is dedicated for illegal drugs and other substances and other prescription drugs a student is in possession of that are not prescribed to them. These substances may include but are not limited to: Adderall, Bath Salts, Cocaine, Ecstasy, Methamphetamines, Marijuana, Molly, Mushrooms, Oxycontin, etc.

FSL Member
Immediately contact DPS
Immediately call chapter advisor
If the substance/drug leads to injury/illness – contact FSL staff member
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Call immediate supervisor
Director notify appropriate administration

INJURY/ILLNESS

FSL Member
Immediately contact DPS
Immediately call FSL staff member
Immediately call chapter advisor
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Call immediate supervisor
If injury/illness is communicable, contact Leadership and Engage Director
If injury/illness is communicable, contact Student Health and Wellness Contact the Dean of Students Care team

HAZING

FSL Member
Contact FSL staff member
Contact advisor
Chapter Advisor
Follow crisis management protocol for your organization

FSL Staff
Call immediate supervisor
Associate Director notify proper staff
Contact the Dean of Students
Contact FS HQ

MISSING STUDENT

FSL Member
Immediately contact DPS
Immediately contact FSL staff member
Immediately call chapter advisor
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Call immediate supervisor
Contact Associate Director who will notify appropriate administration
Contact the Dean of Students – Care Team

PUBLIC INTOXICATION/UNRULY STUDENT

FSL Member
Immediately contact DPS
Immediately call chapter advisor
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Call immediate supervisor

SELF HARM

FSL Member		
If in need of medical transport – immediately contact DPS		
To assess the seriousness of the situation, you can ask the following questions:		
Are you suicidal?	Do you have a plan to harm yourself or others?	Do you have access to the means to do this?
If the student responds YES to any of the above questions, you should contact DPS for medical attention.		
If the student responds NO to any of the above questions, we would encourage you to share campus resources to provide support including:		
The Crisis Center 24 Hours Response Counselor: 319-351-0140	University of Iowa Counseling Center: 319-335-7294	
Contact chapter advisor		
Contact FSL staff member		
Chapter Advisor		
Follow crisis management protocol for your organization		
FSL Staff		
Call your reporting line – you may need to assess the seriousness of the situation. To do this, you must ask the following questions:		
Are you suicidal?	Do you have a plan?	
How would you do it?	When would this happen?	

When would this happen?	Do you have access to the means to do this?
If the student responds YES to any of the above questions, this is an automatic referral/medical attention	
Call immediate supervisor	
Contact LEADERSHIP AND ENGAGEMENT Associate Director notify Executive Director of IMU	
Contact the Dean of Students – Care Team	

SEXUAL ASSAULT/DOMESTIC VIOLENCE/STALKING

FSL Member
If in need of medical attention – immediately contact DPS.
Sexual assault is an emergency and we strongly suggest any victim go to the Hospital Emergency Treatment Center. Going to the hospital offers victims choices.
Immediately call chapter advisor
Immediately call FSL staff member
Encourage resident to utilize campus resources including:
Rape Victim Advocacy Program (RVAP): 319-335-6000, and is a 24-hour resource.
The Office of the Sexual Misconduct Response Coordinator (OSMRC): 319 335 6200; OSMRC@uiowa.edu
University of Iowa Counseling Services: 319-335-7294, 8am – 5pm Monday – Friday, https://counseling.uiowa.edu
Call the 24 hour Rape Crisis Line (319-335-6000, part of the Rape Advocacy Program) and asks that an advocate speak with the survivor.
By law, survivors have a right to have a trained sexual assault advocate present at all times during the medical and investigatory process. By agreement, the University offers a student the opportunity to have the same. All callers should identify themselves as an RA or Professional Staff Member (you may be asked for a phone number, and the call will be returned by a full-time staff within minutes). Be reminded that you can ask the person on the phone to get a staff member to call you back or meet you in the office of the hall.
The advocate can discuss with the survivor whether or not they would like to go to the hospital. Survivors are encouraged to be examined by a Sexual Assault Nurse Examiner (SANE) to make sure that they are medically okay and to discuss health issues that might be related to the sexual assault. SANE will collect evidence at that time that will be stored. Even if they decide later to report, the evidence will be there.
The advocate will assist the student in determining whether they wish to report to law enforcement and/or the UI Administration immediately. The Criminal Justice system and the University administration are two separate processes. Calling UI Police will trigger the criminal justice process which includes a criminal investigation and, if the law enforcement and/or the County Attorney’s office determine it is appropriate for the case, law enforcement may arrest and charge the suspect(s). Law enforcement officers consider the survivor’s wishes on whether to file a formal complaint; however, once an individual has been charged with a crime, the overriding factor at that point is the fact that someone has been charged with a serious crime and should have the opportunity to provide defense against those charges. The officer and RVAP advocate can assist the survivor in

weighing those decisions. Survivors also have the option of making an informal report to law enforcement for information purposes.

Chapter Advisor

Follow crisis management protocol for your organization

FSL Staff

Call immediate supervisor

Contact Associate Director notify appropriate administration

Contact OSMRC

SUICIDE IDEATION/ATTEMPT

FSL Member

If a suicide attempt has been made:

- Immediately call DPS
- Immediately call chapter advisor
- Immediately call FSL staff member

Is someone is contemplating suicide:

- Encourage them to make an appointment with University Counseling Services
- The Crisis Center 24 Hours Response Counselor: 319-351-0140
- University of Iowa Counseling Center: 319-335-7294

Immediately call chapter advisor

Immediately call FSL staff member

Chapter Advisor

Follow crisis management protocol for your organization

FSL Staff

Call your reporting line – you may need to assess the seriousness of the situation. To do this, you must ask the following questions:

Are you suicidal?	Do you have a plan?
How would you do it?	When would this happen?
When would this happen?	Do you have access to the means to do this?

If the student responds YES to any of the above questions, this is an automatic referral/medical attention

Call immediate supervisor

Contact LEADERSHIP AND ENGAGEMENT Associate Director notify Executive Director of IMU

Contact the Dean of Students – Care Team

THEFT

FSL Member

Immediately contact DPS

Immediately call chapter advisor

Immediately call FSL Staff

Chapter Advisor

Follow crisis management protocol for your organization

FSL Staff

Follow reporting line expectations:

Inform student we are required to notify DPS, they have option to file a theft report with DPS

Get detailed information from residents:

- What was stolen
- Value of stolen item(s)

- Time that the items were stolen

TORNADO/INCLEMENT WEATHER

- *A tornado watch means conditions are right for the development of a tornado. During a tornado watch, staff should be alert to weather conditions.*
- *A tornado warning means that a tornado has been sighted or indicated by National Weather Service radar. The Joint Emergency Communication Center (JECC) will activate the outdoor warning system upon official tornado warning notification from the National Weather Service. When you hear these sirens, immediately:*
 - *Get In – If you are outside, go to the nearest building as quickly as possible. Once inside, get as far into the middle of the building as possible and avoid glass and windows.*
 - *Get Down – Go to the lowest level possible. Find a small protected space like a closet, restroom or interior hallway.*
 - *Cover Up – Use whatever you have to protect your head and body from flying debris. Note – The warning sirens is intended to warn persons outdoors, to seek shelter*

FSL Member
Advise residents in the building to:
Get In – If they see anyone outside the building to encourage them to come inside
Get Down - Encourage residents to go to the lowest level of the building and/or spaces without windows (i.e. the hallway, bathroom, etc.)
Cover Up – Encourage residents to cover their heads in case of any debris.
Immediately contact Chapter Advisor if there is damage to the building/local area
Immediately contact FSL staff member if there is damage to building/local area
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
If there damage to building/local area, and there is need to relocate displaced students, contact Dean of Students
Contact University Housing and Dining - Contracts and Assignments
Call immediate supervisor
Contact Associate Director
Notify appropriate administration
Contact building/facility emergency number
Contact university Risk Management
Contact FSL HQ

VANDALISM (EXTREME)

FSL Member
Immediately contact DPS
Immediately call chapter advisor
Immediately call FSL Staff
If possible, take pictures of the vandalism and email to FSL Staff
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Call immediate supervisor
Depending on the type of vandalism, contact Associate Director notify appropriate administration

VIOLENCE/PHYSICAL ALTERCATION

FSL Member
Do not make any attempt to physically intercede to stop a fight
If a fight is occurring, call DPS immediately.
Try to calm the situation without putting yourself at risk.
Immediately call chapter advisor
Immediately call FSL staff member
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Call immediate supervisor
Contact Associate Director notify appropriate administration

WEAPONS

The term "weapon" means serviceable firearms, tasers, ammunition, explosives, fireworks, or other dangerous articles, paintball markers and other devices that fire projectiles, and devices that resemble serviceable weapons such as a pellet gun or toy gun that a reasonable observer would believe to be a gun.

FSL Member
Immediately call DPS for weapon response and removal
Immediately call chapter advisor
Immediately call FSL staff member
Chapter Advisor
Follow crisis management protocol for your organization
FSL Staff
Call immediate supervisor
Contact Associate Director appropriate administration

ROSTER PROCEDURES

It is critical for Fraternity and Sorority Life to have an accurate report of the members of each organization. This information is used for record keeping, assessing dues, grade reports, and crisis management, as well as many other areas of chapter management. Therefore, each chapter is asked to submit an updated roster at least twice a semester. The rosters will be due by the end of the first week of classes and two weeks before classes end for the semester.

New Members will be added to your rosters after intake and recruitment each semester by the Office of Fraternity and Sorority Life staff.

Roster Management Update Process:

1. Go to the roster management website: Members.fsl.uiowa.edu
2. Login with your HawkID and password
3. To add, remove or update a members status:
 - a. **To add a member:**
 - i. Ensure that your new member has completed the required orientation
 - ii. Follow the steps [here](#) to invite a member through the roster management system
 - iii. Invitations should be issued within 7 days of offering membership
 - b. **To remove a member:**

- i. Next to the member's name on your chapter roster (while signed into the roster management system), click "Current" and change to "former".
 - ii. Fill out the following required questions.
 - iii. Then, choose Done.
 - iv. Once completed with all members you'd like to update, select Review Changes. After confirming changes are correct, click "Save."
- c. **Change member from "New" to "Initiated":**
- i. Select "Current" next to the member's name (while signed into the roster management system), and then toggle from new to initiated.
 - ii. Once completed with all members you'd like to update, scroll down and select Review Changes. After reviewing, click "Save."

FAQ's

- How often should I update my roster?
 - Your roster should be updated in "real time," so anytime a member is removed within the organization, they should be removed on the University's Official Roster (members.fsl.uiowa.edu)
- What if I don't see a member on my roster?
 - Then they're not on your Official Roster through the University. They will need to sign a gold card to be added to your chapter's roster.
- Do my members have to complete the Pre-Joining Education before being added to our chapter roster?
 - Yes, all students need to complete the pre-joining education before they are send a Gold Card and added to a chapter roster.

Membership Status

When updating your roster, please make sure you are maintaining the following status of your members:

- **New Member:** A student is a "new member" the semester the student joins the organization. An uninitiated member. The New Member status remains in effect for a complete semester, even if the person is initiated before the semester is complete. For example, if a student is initiated in September or October of the Fall Semester, they will continue to be a new member until the end of the Fallsemester. New member status will be changed to members automatically after the grade report is completed each semester.
- **Active Member:** A current student who is and initiated member in good standing with the chapter. A student continues to be an active member even if they are study abroad, internship, or co-op for only semester.
- **Inactive Member:** A current student who is and initiated member in good standing with the chapter. A student is an inactive member if they are studying abroad, in an internship, or co-op for 1 year or more. They do not stay on your roster until they are back attending to class on-campus.
- **Removal of Member:** Please notify the Office of Fraternity or Sorority Life anytime a member or new member is removed by the chapter and may not return.

Additional Roster Information

In addition to information about member status, the Officer Transition Form asks for the following information from the chapter each semester.

- Advisors' and Officers' Contact Information
- Chapter House Residents, including room and phone number

Inter/National Organization

Fraternity and Sorority Life may cross check the official roster on file with the roster of your Inter/ National Organization. If there are discrepancies, we will defer to your Inter/National Roster.

Responsibility

It is the responsibility of the chapter (via the President) to ensure that all rosters are up to date with both the University and the Inter/National Organization

Removing members:

Members should only be removed from your roaster once they have left the University and are not returning (graduation or transfer) or if they have left the organization completely. Members who are removed from the roster will not be added back in unless under special circumstances as approved by staff. Members should not be removed from the roster for things like study abroad, internships, etc.

GOLD CARD

Educational Record Release

I hereby authorize the University Registrar to release specific education record information to Fraternity and Sorority Life Programs, my chapter, and my Inter/National organization, including number of hours earned each semester, date of birth, mid-semester D/F class grade reports, semester grade point average, cumulative grade point average, and any academic honors. The Registrar will not identify classes taken by course name or identify individual class grades, except for mid-semester D/F class grade reports. In publicizing any academic achievements or leadership achievements I earn, I authorize FSL to disclose my chapter membership along with my education record information to the general public. Furthermore, I permit the Office of the Dean of Students to release public crime record information to FSL, my chapter, and my Inter/National organization. I understand that I may revoke this release at any time by writing to FSL.

The purpose for this release is to verify with my fraternity/sorority my eligibility for membership and to aid scholarship program development. FSL calculates fraternity and sorority grade point averages using individual member semester grade point averages. Chapter grade point averages are released to the public without individual members identified and without individual grade point averages identified. The citation/arrest information on individual members is distributed to my chapter in order to aid in membership development and accountability. When chapter citation/arrest rates are released to the public, individual students will not be identified.

FSL will maintain my semester and cumulative grade average information and any public crime record information on file for two years after separation from the University. While on file, the information will be released only to my fraternity/sorority president, current chapter advisor, and Inter/National organization. My fraternity/sorority president or FSL may disseminate the information to appropriate local chapter officers and Inter/National and regional representatives as needed

Yes/No

Anti-Hazing Compliance

I hereby adhere to the Code of Student Life and the Policy on Violence prohibit harassment, assault, and other forms of threatening behavior. When threatening behavior takes place within the context of a student organization or club and is directed at a student interested in participating in group activities, sanctions will be imposed upon the group or club as well as the students. Sanctions up to and including de-recognition from the University are imposed upon a group or club when one or more members or associates of the group or club commit an act of hazing.

In addition to institutional sanctions, a person who commits an act of hazing may be subject to criminal sanctions under section 708.10 of the Code of Iowa . The University defines hazing more broadly than the Code of Iowa criminal definition. In applying the anti-hazing policy to individual cases, the following standards will be utilized during the administrative process to determine whether a hazing violation did occur as alleged.

Hazing is any intentional or unintentional reckless action or situation – with or without consent – that endangers a student or creates risk of injury, mental or physical discomfort, harassment, embarrassment, and/or ridicule – whether on campus or off campus – for the purpose of initiation into, affiliation with, or as a condition for continued membership in any student organization or team registered by the University of Iowa Student Government or by any other University sponsor.

Acts of hazing include, but are not limited to: compulsory alcohol or drug consumption; physical brutality; psychological cruelty; public humiliation; morally degrading activities; forced confinement; creation of excessive fatigue; required removal or destruction of public or private property; or any other activity that endangers the physical, mental, psychological, or academic well being and/or safety of an individual. Any requirement imposed upon prospective, new, or current members which is not related to the organization's purpose is discouraged and will become the subject of a University investigation once the practice is brought to the attention of the Office of Student Life.

This policy applies to all UI students and all UI student organizations and clubs. Some University programs promulgate anti-hazing policies specifically for students participating in their programs. The Department of Athletics enforces a hazing policy, as does the UI Interfraternity Council and Panhellenic Council. Copies are available at the respective department offices.

Programming Fee Student Agreement

By joining a fraternity or sorority, you are acknowledging your understanding of and agreement to the following Terms and Conditions. Please read carefully.

Participation in a fraternity or sorority is optional and remains a choice of the student. As such, by agreeing to become or remain a member of a fraternity or sorority advised by Fraternity and Sorority Life Programs, you agree to pay the programming fee assessed to all students with the amount dependent upon the council of which you are a member. The programming fee is assessed each semester and applied to your U-Bill. Please review the Billing Policies and Procedures from the University Billing Office to understand financial responsibilities and processes

Photo Release

By signing this release, I also authorize FSL to use and reuse photographs and/or video files which are in the custody of FSL and which contain my image, and to use and distribute my information for research purposes. The scope of the personal image release includes photographs and/or video files used in whole or in part in any print or electronic media and for any purposes whatsoever, including without limitation, all promotional or publicity uses. I hereby release the State University of Iowa; the State of Iowa; and the Board of Regents, State of Iowa; and their employees, agents, and representatives, from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such photographs and/or video files, in whatever medium, shall remain the property of FSL. I have read and fully understand the terms of this release.

Yes/No

Type Full Name (As it appears on University Records)

Note: This will act as your electronic signature

Date (Ex: 01/21/2020)

Member University ID# (University ID is an 8 digit number listed on your Iowa One card under your name. This is NOT your Hawk ID)

Please select your fraternity/sorority from the drop down list below:

New Member: Yes/No

Initiated Member Yes/No

EXPANSION POLICY

[Fraternity and Sorority Life Expansion and Return Policy](#)

Preamble

The University of Iowa recognizes that a strong fraternity and sorority community is a constructive element of campus life.

To be considered for expansion at UI there must be substantial evidence that the proposed organization will positively contribute to the UI Fraternity & Sorority Life community, and to conduct itself in a manner consistent with University, Council, and Fraternity & Sorority Life policies and procedures.

Please note that this document contains the basic requirements for a chapter to colonize at UI. Each council may have specific requirements in addition to the requirements in this document.

To ensure that fraternities and sororities desiring to be registered at UI possess those qualifications deemed necessary for their success and for the continued health of the UI fraternity and sorority community, the following standards and procedures shall apply:

Registration Criteria

Fraternities/sororities wishing to become registered student organization at UI must be a member of the National Panhellenic Council, National Pan-Hellenic Council, Multicultural Greek Council & the Interfraternity Council, must meet the following criteria:

- The organization must be affiliated with a parent organization that must show proof of 10 consecutive years of business operations and have undergraduate chapters (not colonies) at ten or more colleges/universities. [SEP]
- The organization must have policies that are congruent with the fraternity/sorority policies of UI. Policy information can be found on the Dean of Students web page (dos.uiowa.edu)
- The organization must follow all student organization policies and procedures to become a registered student organization. [SEP]

Application Deadlines

- April 1 – application deadline for organizations wishing to start in the fall semester.
- October 1 – application deadline for organizations wishing to start in the spring semester.

Application Procedure

- Organizations wishing to open/re-colonize/re-organize/re-charter/re-activate chapters at UI must complete the application specifics found in this information packet.
- Upon receipt of a registration application, the Director of Fraternity & Sorority Life, respective staff, and Council members will conduct an initial review. The organization may be asked to provide additional documentation and/or more thorough documentation to support the request for university registration.
- Once the entire application has been reviewed, Fraternity and Sorority Life Programs will make a final determination and notify the organization of their status.
- Official start dates will coincide with the beginning of either the fall or spring semester.
- Upon acceptance, the organization will follow processes for the respective Council.

Policies

- Fraternities and sororities registered by UI are expected to comply with all university policies and procedures.
- Only undergraduate students, enrolled at UI may affiliate with the registered fraternities and sororities at UI.
- Newly formed fraternities and sororities must have at least six (6) full-time, active, undergraduate members to begin a registered student organization. Following the first year, all registered fraternities and sororities must have at least six (6) full-time, active, undergraduate members (initiates/new members) on the roster at all times.

Application/Qualification Specifics

Each area shall be documented within the application.

- Declaration of Intent: Submit a written letter from the Inter/national President or Executive Director expressing a desire to form an undergraduate chapter at UI.
- Constitution and By-laws of the organization.
- Organization Contact Information - Provide the following:
 - Inter/national Fraternity or Sorority mailing address
 - Headquarters phone number
 - Headquarters fax number
- Colonization Coordinator: Provide the name, email and phone of the alumni/ae who will coordinate the colonization effort.
- Chapter Advisor: Provide the name, email and phone of the alumni/ae who will serve as the primary chapter advisor.
- Describe the Advisory Board set-up and expectations of the volunteer advisors (chapter meeting attendance, convention attendance, advisor training attendance, etc.)
- Outline the requirements that must be met before the colony will be chartered.
- Provide copies of the following organization policies, procedures and programs:
 - Academic Policy (GPA, programming and study requirements)

- Financial Policies (Dues, New Member Fees, Initiation fees, Chapter Budget)
- Standards/Conduct Policies and Procedures
- Leadership Development Program
- Membership Contract
- New Member Education Program
- Intake Process
- Officer Training Program
- Recruitment Program
- Risk Management Policy and Procedures to include Alcohol/Illegal Drugs/Sexual Assault/Hazing
- Provide a list of the five most recent colonization/chartering to include numbers recruited and chartering dates.
- Interest Group Roster (if applicable). Roster should include the following information:
 - Student Name
 - UI University ID

House Directors Requirement

In the event that any new organization should secure a housing structure, the following memo must be observed regarding the requirement of house directors.

To: Fraternity and Sorority House Corporation Board Officers
 Fraternity and Sorority Chapter Advisors
 Fraternity and Sorority Chapter Presidents

From: Dr. Tom Rocklin, Interim Vice President for Student Services

Date: April 23, 2009

RE: Required House Directors for UI Chapter Structures

In an effort to raise the level of excellence and accountability within our fraternity and sorority chapters at Iowa, we will require Live-In House Directors for any chapter at UI with a facility/structure beginning with the Fall 2010 semester.

As we invite new organizations to charter/re-charter at Iowa, this has become a requirement upon the occupancy of a facility and one in which we find great value. We believe that our chapters that employ a House Director find the work and support of this staff member to be invaluable to the success of the chapter members and of the chapters. The presence of a House Director can reduce facility damage, ensure repairs and facility issues are handled in a timely manner, assist the House Corporation to ensure compliance with city and county inspections, and serve as a campus resource, mentor, and advisor for the students.

A House Director's primary function is to provide a safe, enjoyable, home-like environment for chapter members. Responsibilities may include menu planning and food ordering; budget control; payroll; supervision of household and maintenance staff; working with and reporting to a House Corporation Board; and assistance in planning and hosting social events. The Director should enjoy relating to collegians, alumni, parents, staff, and university personnel. The House Director may not be undergraduate member of the organization.

There are many models that chapters use to support a House Director and the list of responsibilities and benefits will be determined by each organization. We are happy to provide sample position descriptions at your requests. Please note that we have the following resources available to assist with this requirement:

- The 2008 House Directors survey of duties and expectations, as well as salaries and benefits comparison
- Up to date file of potential House Director resumes

Fraternity and Sorority Life Programs will also be exploring the opportunity to post position descriptions within various graduate and professional programs. If your organization does not currently employ a House Director, we ask that you begin to discuss the following questions as you plan for this transition:

- Where will this chapter staff member live within the facility?
- Will this require any renovation to this space to make it adequate for this staff member?
- What will be duties and expectations of this staff member?
- What will be the salary and benefits/amenities for this staff member?
- Does this person have to be a member of your organization to serve in this role? Of the same gender as your organization?
- To whom will the person report (House Corporation, Chapter Advisor) and how will the person be supervised and evaluated?

As you have questions and concerns about this requirement, please work with Fraternity and Sorority Life Programs to assist your chapter/House Corporation and help you appropriately plan for this transition within your chapter.

APPENDICES

APPENDIX A: COMMON GREEK LIFE TERMS

ACTIVE: A member who has been initiated into lifelong fraternity or sorority membership and is active at the collegiate level.

ALUMNI/AE: Initiated fraternity or sorority members who have graduated from college.

BID: A formal invitation to join a particular sorority or fraternity.

BIG BROTHER/BIG SISTER: An active member who serves as a mentor to a new member during their new member program.

CALL: A vocal sound used by members of NPHC and MGC organizations to acknowledge one another.

CHAPTER: The local group of a larger national organization designated by a special name or Greek letters.

CONTINUOUS OPEN BIDDING/RECRUITMENT: An informal recruitment process that takes place after the conclusion of Formal Panhellenic Recruitment.

FORMAL PANHELLENIC RECRUITMENT: A series of events given by each sorority that are designed to introduce sorority life to potential new members. Formal Recruitment is scheduled by the Panhellenic Council.

HOUSE DIRECTOR: A person hired by the housing corporation board to live in the chapter house and supervise the facility.

IFC RECRUITMENT: A week-long period in which fraternities and potential new members become acquainted.

INITIATION: The formal ceremony that marks the beginning of active membership. Each chapter has a different set of initiation requirements.

INTERFRATERNITY COUNCIL (IFC): The governing body of 25 UF social fraternities.

INTERNATIONAL/NATIONAL HEADQUARTERS: The central organization of a particular fraternity or sorority.

LEGACY: A prospective member whose grandparent, parent, or sibling is an alumnus of, or active in, a particular fraternity or sorority. (Please note that most organizations are not obligated to pledge or extend bids to legacies.)

LINE: Term used to describe the members of a new member class in NPHC and MGC organizations.

MEMBERSHIP INTAKE: The process that NPHC and MGC chapters utilize to recruit, interview, select, and initiate new members. The period of membership intake varies, but cannot exceed eight weeks.

MULTICULTURAL GREEK COUNCIL (MGC): The governing body of the 2 culturally based social fraternities and sororities at UF.

NATIONAL PAN-HELLENIC COUNCIL (NPHC): The governing body for the 18 historically black fraternities and sororities at UF. This is also the name of the national governing body and is sometimes referred to as the Divine Nine.

NEOPHYTE: A member of the last line to cross in the local chapter of a NPHC or MGC organization.

NEW MEMBER/PLEDGE: A member of a fraternity or sorority going through the new member education/pledging process.

NEW MEMBER EDUCATION PROGRAM: A period of education when new members learn the history, ideals, and values of fraternity and sorority life. The timeframe varies, but cannot exceed eight weeks.

NEW MEMBER EDUCATOR/MEMBERSHIP INTAKE CHAIR: The liaison between new members and the chapter. This person is responsible for implementing and monitoring the new member program and preparing new members for initiation.

ORDER OF OMEGA: Order of Omega is a leadership honor society for members of Greek organizations.

PANHELLENIC COUNCIL: The governing body for the 8 National Panhellenic Conference sororities/women's fraternities.

PHILANTHROPY: A charitable fundraiser sponsored by a sorority or fraternity.

POTENTIAL NEW MEMBER (PNM): A college student participating in recruitment.

PRESENTATION SHOW/PROBATE: The introduction of a line to campus. This is usually the first full step show/ exhibition performed by members of the new member class of MGC or NPHC organization.

PROPHYTE: A neophyte becomes a prophyte after another line is initiated.

RECRUITMENT/RUSH CHAIR: An active member of a sorority or fraternity who is in charge of recruitment efforts for the chapter.

RECRUITMENT COUNSELOR (GAMMA CHI/ RHO CHI): A trained Panhellenic Council sorority member who has disassociated herself from her chapter during Formal Panhellenic Recruitment in order to counsel and assist potential new members during recruitment.

SOCIAL: A get-together with another group for a party, dinner, or fun occasion.

STROLL OR PARTY HOP: A line dance by members of NPHC or MGC organizations.

STEP: Synchronized movements using hands, feet, and props (i.e. canes) to create rhythmic beats. Seen at step shows performed by NPHC groups.

APPENDIX B: POLICY INDEX

University of Iowa Policies

- [UI Code of Student Life](#)
- [UI Alcohol Policy](#)
- [UI Hazing Policy](#)
- [Arrest and citation policy](#)
- [UI Operations Manual](#)
- [Student Organization Business Office \(SOBO\) Policies](#)

Student Organization Policies

- [Regulation of Student Organizations](#)
- [Student Organization Management](#)
- [IMU Event Services Policies](#)

APPENDIX C: ANTI HAZING COMMITMENT

I hereby adhere to the Code of Student Life and the Policy on Violence prohibit harassment, assault, and other forms of threatening behavior. When threatening behavior takes place within the context of a student organization or club and is directed at a student interested in participating in group activities, sanctions will be imposed upon the group or club as well as the students. Sanctions up to and including de-recognition from the University are imposed upon a group or club when one or more members or associates of the group or club commit an act of hazing.

In addition to institutional sanctions, a person who commits an act of hazing may be subject to criminal sanctions under section 708.10 of the Code of Iowa . The University defines hazing more broadly than the Code of Iowa criminal definition. In applying the anti-hazing policy to individual cases, the following standards will be utilized during the administrative process to determine whether a hazing violation did occur as alleged.

Hazing is any intentional or unintentional reckless action or situation – with or without consent – that endangers a student or creates risk of injury, mental or physical discomfort, harassment, embarrassment, and/or ridicule – whether on campus or off campus – for the purpose of initiation into, affiliation with, or as a condition for continued membership in any student organization or team registered by the University of Iowa Student Government or by any other University sponsor.

Acts of hazing include, but are not limited to: compulsory alcohol or drug consumption; physical brutality; psychological cruelty; public humiliation; morally degrading activities; forced confinement; creation of excessive fatigue; required removal or destruction of public or private property; or any other activity that endangers the physical, mental, psychological, or academic well being and/or safety of an individual. Any requirement imposed upon prospective, new, or current members which is not related to the organization's purpose is discouraged and will become the subject of a University investigation once the practice is brought to the attention of the Office of Student Life.

This policy applies to all UI students and all UI student organizations and clubs. Some University programs promulgate anti-hazing policies specifically for students participating in their programs. The Department of Athletics enforces a hazing policy, as does the UI Interfraternity Council and Panhellenic Council. Copies are available at the respective department offices.

APPENDIX D: FRATERNITY AND SORORITY LIFE WELL-BEING AND HARM REDUCTION PHILOSOPHY STATEMENT

Enacted Fall Semester, 2020

As values-based organizations, the joint council at the University of Iowa consisting of Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council have worked together to define our community's philosophy on well-being and harm reduction. We understand the importance of providing cohesive, connected guidance and programming as a means for foster a culture of care. As a group, we identified four key areas of well-being and harm reduction for our community. They are Mental Health, Consent and Health Relationships, Alcohol Consumption and Culture, and Late Night Programming.

General Philosophy:

- The safety of our members is our number one priority, particularly regarding the use of protective strategies while consuming alcohol
- Members are expected to abide by state and federal laws as well as policies laid out by the University and member's specific councils
- Members are expected to foster a culture of care and support through strategies such as bystander intervention and utilizing the Good Samaritan Policy as well as any other relevant resources

Mental Health:

Our community faces several growing challenges as time goes on. Students find themselves overwhelmed with commitments, unaware of the resources available to them, uncomfortable reaching out, utilizing unhealthy coping mechanisms, and feeling alone in their challenges. It is important to address and provide support to students experiencing mental health challenges:

- Resources will be shared and provided to students in an easy, safe, and comfortable manner
- Members will work to reduce stigma around mental health and build a culture of care. This is done with the validation of everyone's experience and providing safe spaces for peers to feel comfortable sharing their needs. This includes male-identifying members of our community who might find themselves having difficulty reaching out due to the history of societal pressure placed on those who identify as male
- Our community works to increase care and resources that are culturally specific, as there is currently a lack of minority representation in the resources available

- Use of healthy coping mechanisms for stress or other strains are encouraged. This includes providing adequate opportunities for community members to learn about and practice healthy coping skills

Consent and Healthy Relationships:

Within the Fraternity and Sorority Life community, we recognize the influence that relationships have on the college experience. It is important that educational efforts and resources are provided that encourage knowledge and skill building around consent and healthy relationships:

- Members are expected to build a culture of care and accountability for fellow members within our community
- Members are expected to consistently reinforce the concept and practice of consent
- The community will work together and with campus partners to break down stereotypes and stigma by discussing and acknowledging the many different types of relationships that can exist between people
- The community will work to foster the understanding that men, women, and nonbinary individuals may be victims of sexual violence and harassment and provide a space for all experiences
- Joint councils and chapter leadership will work with campus partners to provide resources for sex education that encompass all sexualities and identities
- Members are to be provided and work to foster safe spaces to create conversations about consent and healthy relationships

Alcohol Consumption and Culture:

We understand the importance of reducing high-risk alcohol consumption, fostering a culture of care, and supporting those in our community who choose not to drink:

- Members are to be provided with safe and honest spaces to have conversations about alcohol use with staff and peers
- Members will remain judgement free, supportive, and respectful of the personal choice of those who choose not to consume alcohol
- Opportunities for group alternatives to drinking, such as Late Night Programs, are critical to provide throughout the academic year. These events are hosted by the joint council as well as campus partners, and allow for relationship building outside of alcohol consumption
- Members are encouraged to take advantage of the educational opportunities provided to the community by staff and campus partners. It is vital that our members have the knowledge and tools necessary to protect themselves and others. Topics include individual and group protective strategies, bystander intervention, and policies around alcohol use

Late Night Programming:

Late Night Programming is an alcohol harm reduction strategy to delay onset of alcohol use in low-risk drinkers and provide spaces for high-risk drinkers to choose an alternative activity. Fraternity and Sorority Life receives funding to put on Late Night Programming for community members. Our goal is to change the narrative and encourage participation within our community by:

- Joint councils will work together and with campus partners to offer more accessible, relatable, and consistent programming

- Joint councils and chapter leadership will promote the benefits of Late Night Programming and share the view of it as a positive outlet rather than fostering negativity around the concept
- Joint councils and chapter leadership will engage community members who may not be in leadership positions, to see what they would be interested in attending rather than expecting or requiring people to come to what we planned

As a joint council, we expect members of our community to live their values daily and uphold this philosophy within the community and outside of it. We encourage members to share this philosophy with peers outside the community to create a broader culture of care and embrace these points in all facets of their life on campus