



Fraternity | Sorority Life Handbook

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[Fraternity|Sorority Life Presidents Onboarding Guide](#)

This guide was created to onboard Fraternity|Sorority Life Presidents at The University of Texas at San Antonio (UTSA), as needed, as well as use as a reference for current presidents, officers, advisors and (inter)national staff. This guide's primary audience is for social Fraternity|Sorority chapters in the following councils; Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council, (NPHC) and the Panhellenic Council (PHC). We strongly encourage outgoing Presidents to disseminate guide as they transition out and encourage incoming presidents to read through the guide as they are elected.

While this guide is intended to be a summary of certain matters of interest to Fraternity|Sorority Life Presidents, its readers should be aware that:

- It is not a complete statement of all procedures, rules and regulations of the University;
- The University reserves the right to change without notice any procedure, policy, and/or program which appears in this handbook;
- Divisions and departments may have their own procedures and policies, which apply to Fraternity|Sorority organizations.

Fraternity|Sorority Life staff will update this guide as new policies and processes emerge. The most updated copy of this guide can always be found on the [Fraternity|Sorority Life RowdyLink](#) page. If there are any questions regarding this guide please email FSLife@utsa.edu.

Fraternity|Sorority Life Organizational Chart

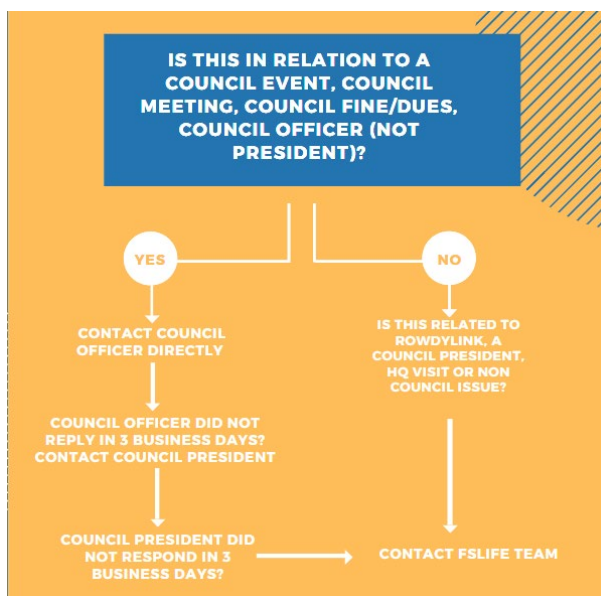
In an effort to understand the organization structure of Fraternity|Sorority Life and where various policies, processes and communication guidelines derive from we have included an Organization Chart below. Fraternity|Sorority Life falls within the office of Student Activities under the division of Student Affairs. This is important to note because the guidelines for Student Organizations, Student Leaders are applicable (unless otherwise stated) to fraternities and sororities.



Fraternity|Sorority Life Communication Guidelines

To streamline communication and ensure chapters are working with the most appropriate staff we have implemented a communication chart.

- To encourage council officers to better serve chapters if you have questions regarding your council (i.e. dues, council events, etc.) your first point of contact is the council officer directly. If you are struggling with communication; move to the council President and if you receive no response please work with the Fraternity|Sorority Life staff.
- For any concerns regarding RowdyLink, involvement imports, national headquarters visit, university policy/processes or non-council related items please contact the Fraternity|Sorority Life team directly OR via FSLife@utsa.edu.
 - Before reaching out to a staff member please ensure you have checked this guide and all subsequent RowdyLink documents.
 - For formal request please reach out via email, for a timely concern (i.e., day of issue) GroupMe is appropriate.



- If you are reporting a hazing offense, you will report it to the Office of Student Conduct and Community Standards.
- If you are reporting a sexual violence/harassment offense, please work with the PEACE office and/or EOS.

Fraternity|Sorority Life Presidents GroupMe

Fraternity|Sorority Life oversees a Presidents GroupMe for all chapter and council Presidents. This medium of communication is primarily for reminders from staff and any timely questions or discussion items. We encourage chapters to also utilize GroupMe to disseminate chapter information cross council if applicable.

Monthly Roundtables

Each month during the regular semesters Fraternity|Sorority Life offers a Monthly Roundtable. During this monthly meeting assorted topics are reviewed, updated policies/processes are shared and deadlines for paperwork throughout the semester. The Fraternity|Sorority Life Staff will share out in the beginning of the semester the topics and suggested officers/member positions to attend. We encourage attendance at the meeting and to submit discussion topics for the agenda.

Fraternity|Sorority Life Presidential Transition

To have updated information from each organization on file with the Fraternity|Sorority Life staff please see notes below regarding Presidential Transitions.

- It is the outgoing president's responsibility to notify the Fraternity|Sorority Life staff of a presidential transition via email to FSLife@utsa.edu. This email should contain the following:
 - Name of the organization
 - Name of new president,
 - New President preferred contact email
 - New President preferred contact phone number
 - Organization email address (if applicable)
- It is the outgoing president's responsibility to remove themselves from the Fraternity|Sorority Life Presidents GroupMe, their individual Council President's GroupMe and then add the new president.
- It is the outgoing president's responsibility to update the organizations RowdyLink roster with the new president as the primary contact.

Student Organization Annual Compliance Components

The Student Organization compliance and registration cycle follows the academic year calendar from August - May. The following components are the basic requirements for organizations to stay in compliance with the university, if any organization falls out of compliance, they will lose their university recognition.

- Annual Re-Registration (*May-September*):
 - Existing student organizations are required to register once a year via RowdyLink.
 - Registration for each academic year begins in April/May.
 - Priority registration deadline ends in early June.
 - If your organization fails to re-register during this priority period, your next opportunity to register will be the first week of August.
 - Those organizations not registered by the tenth (10th) class day of the Fall Semester will not have the privileges registered student organizations in good standing enjoy (e.g. workspace, bulletin board, reservations, postings, etc.) and will be frozen until the following Spring semester.
 - Organizations will not be considered active until they have an approved re-registration on file.
- Spring/Summer Financial Disclosure Form (*August/September*):
 - Each semester Organizations must submit their Disclosure of Solicitation form on RowdyLink.
 - The form can be found on the Student Activities Page, under forms.
 - This form opens August 1st and is due within the first 30 days of the semester.
 - Organizations that do not submit the form will be unable to participate in on-campus fundraisers or host on-campus fundraisers.
- State Mandated Risk Management Training (SMRMT) (*August-December*):
 - Texas state law mandates that student organizations will receive risk management training that addresses specific subjects
 - Training sessions are conducted multiple times so that the training is as convenient to students as possible.
 - All trainings for each semester can be found on the Student Activities RowdyLink page.
 - Student Organizations MUST send two representatives to receive attendance credit.
 - Student Organizations MUST submit the required compliance paperwork to fulfill SMRMT requirements.
 - The compliance paperwork can be found on the Student Activities RowdyLink page, under documents.

- Student organizations that do not attend and do not submit compliance paperwork will lose their registration status.
 - We highly encourage organizations to attend the earliest training and immediately submit compliance paperwork so as to not be out of compliance.
- Fall/Winter Financial Disclosure Form (*January/February*):
 - Each semester Organizations must submit their Disclosure of Solicitation form on RowdyLink.
 - The form can be found on the Student Activities Page, under forms.
 - This form opens January 1st and is due within the first 30 days of the semester.
 - Organizations that do not submit this will be unable to participate in on-campus fundraisers or host on-campus fundraisers.
- You can check on your organizations RowdyLink profile, under the About section, to see which compliance pieces you are missing.

How Authorized Users/Primary Contacts Can Check Compliance Requirements:

- Authorized Users/Primary Contacts login to RowdyLink using their ABC123 and passphrase
- In the top left hand corner there will be a three lines → select that icon
- Then select gear icon next to your student organization → Select About
- Scroll towards the bottom of the page and you will be able to see various sections with your organization status on each compliance area.

Fraternity|Sorority Life Student Organization Relationship

Academic Requirements:

The University reserves the right to hold student organizations accountable to reasonable standards of academic performance of the group, its student organization leaders and its members.

- A general social Greek organization whose initiated or new member semester GPA falls below a 2.25 in any long-term semester will be placed on academic probation for the following long-term semester.
- The organization must meet the following requirements to be cleared of academic probation:
 - the initiated and new member's semester GPA must meet or exceed a 2.25 at the end of the probationary semester;
 - the organization must develop and implement a chapter academic enhancement program in conjunction with, and approved by, the Assistant Director for Student Organizations prior to the end of the second week of the probationary semester;
 - the organization must sponsor or attend an academic workshop during the probationary period requiring mandatory attendance of not less than 95% of the chapter members; and,
 - any additional requirements as determined by the Assistant Director for Student Organizations.
- Failure to meet the above requirements during the probationary semester will result in suspension, for a minimum of one long-term semester, of University recognition and all privileges associated with such recognition.

(SOH Student Organization Relationship Statement Section 4)

Fraternity|Sorority Life Standing RowdyLink Forms

Council Meeting Reservation Space

The Fraternity|Sorority Life office allows for fraternities and sororities to store utilize the office for various small meeting such as executive board meetings, judicial board meetings, national council visits, big/little week, etc. Please see details below regarding reservation request:

- To reserve the space a RowdyLink form must be submitted 5 business days in advance for review. Scheduling will be on a first come, first serve request.
- Organizations must follow all space guidelines including the number of people allowed in the space.
- Organizations MUST clean up and return furniture to its rightful place after utilizing it.

Council Storage Space

The Fraternity|Sorority Life office allows for fraternities and sororities to store their assorted items in the office. Please see details below regarding storage space allotment:

- Only 3 organizations can store items in there at one time. Scheduling will be on a first come, first serve basis.

- Scheduling for storage will be within one work week (Monday-Friday).
 - All items MUST be picked up by the Friday of that week by close of business.
 - Items left behind will be donated and or thrown away.
- To reserve the space a RowdyLink form must be submitted 5 business days in advance for review.

National Headquarters Visits

To schedule a visit with a member of the Fraternity|Sorority Life team and your national representative you will need to complete the RowdyLink form at least 5 business days in advance for scheduling purposes.

Other Forms

Depending on program/event or data needs various other forms may show up on the Fraternity|Sorority Life RowdyLink page. These forms will be discussed in the Presidents Roundtable with subsequent due dates.

Chapter Scorecards

Fraternity|Sorority Life Chapter Scorecard shows a snapshot of key measures for each chapter. Scorecards are chapter-reported information (minus the academic component), compiled twice a year. These scorecards are disseminated on websites and to interested members. Scorecards can be found on the Fraternity|Sorority Life RowdyLink page.

Presidents will submit information regarding Spring Semester statistics by May 15th and Fall Semester statistics by January 15th to FSLife@utsa.edu.

Requested Information

- Total Community Service Hours Contributed
 - Do not share X hours / X member – only the total amount
- Total Leadership Education and Professional Development Program Hours the chapter facilitated/hosted
 - For example, if the chapter had an educational workshop at every meeting for 2020 for one hour it would be 1 hour X total chapter meetings
- Total Philanthropy dollars donated
 - If you fundraised for another fraternity/sorority DO NOT count those dollars, as it will already be counted in their donation line, ONLY count the dollars your chapter donated to a cause
- Any awards or recognition the chapters or chapter members received for the semester

Involvement Imports: Updating your RowdyLink Roster

To add members and change member membership status on RowdyLink organizations must submit Involvement Imports to FSLife@utsa.edu. The involvement import template can be found on the Fraternity|Sorority Life RowdyLink page. Before filling out the attachment go through your RowdyLink roster and delete anyone who is no longer in chapter (i.e., withdrew from the organization, left the institution, or graduated) then see who is missing and add them in on the import attachment.

The involvement import is only to add and change membership status on RowdyLink. It is still the organization's responsibility to update authorized users and primary contacts within the roster. Please see the RowdyLink User Guide for instructions on how to edit positions and create new positions (if needed).

Involvement Import Due Dates:

- IFC:
 - Fall/Spring Involvement Imports MUST be turned in within one week of scheduled council bid day.
 - New Members who were recruited AFTER council recruitment, imports must be turned in within one week of first new member meeting.
- PHC:
 - Fall Involvement Imports MUST be turned in within one week of the scheduled council bid day.
 - New Members who were recruited AFTER formal recruitment, imports must be turned in within one week of first new member meeting.
 - Spring New Members involvement imports must be turned in within one week of the first new member meeting.

- MGC/NPHC: Fall/Spring Involvement Imports MUST be turned in within one week of the first new member meeting.

Involvement Import Template Directions: Add New Members

- UserName: please use the format ABC123@utsa.edu
- Organization ID: Type in your organizations name
- Position Name: You will put New Members
 - If you have a member that is transferring back in OR is returning to chapter after withdrawing you will put Active Member (Social Greek)
- StartDate:
 - For IFC/PHC put the bid day date
 - For MGC/NPHC put the date of their first new member meeting
 - In the following format (MM/DD/YYYY)
 - i.e if they were fall 2016 you can put 09/01/2016
- EndDate:
 - Leave blank
- Save as .CSV

Involvement Import Template Directions: Move New Members to Active Members

In this form members will be listed twice; after directions and example is shown below

- UserName: please use the format ABC123@utsa.edu
- Organization ID: Type in your organizations name
- Position Name: You will put Active Member (Social Greek)
- StartDate:
 - For IFC/PHC put the date they AFTER were initiated
 - For MGC/NPHC put the date AFTER their probate/presentation/initiation ceremony
 - In the following format (MM/DD/YYYY)
 - i.e if they were fall 2016 you can put 09/01/2016
- EndDate:
 - Leave blank
- Save as .CSV
- UserName: please use the format ABC123@utsa.edu
- Organization ID: Type in your organizations name
- Position Name: New Member
- StartDate:
 - Leave blank
- EndDate:
 - For IFC/PHC put the date they were initiated
 - For MGC/NPHC put the date of their probate/presentation/initiation ceremony
 - In the following format (MM/DD/YYYY)
 - i.e if they were fall 2016 you can put 09/01/2016
 - Leave blank
- Save as .CSV

Username	OrganizationId	PositionName	StartDate	EndDate
abc123@utsa.edu	Fraternity Sorority Life	New Member		12/31/2020
abc123@utsa.edu	Fraternity Sorority Life	Active Member Social Greek	1/1/2021	
abc234@utsa.edu	Fraternity Sorority Life	New Member		12/31/2020
abc234@utsa.edu	Fraternity Sorority Life	Active Member Social Greek	1/1/2021	

Grade Cards

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. This means that without an individual student's consent a university official cannot share information regarding their records. For the organization to have access to their members individual grades the member must consent to the release of their grades. This process at UTSA is done via RowdyLink through terms and conditions acceptance via the Involvement Import.

An individual member will sign off twice to release their grades to the chapter. The first time will be during their new member semester and the second (and final time) when they have been moved to an active member status on RowdyLink. Grade cards MUST be signed off by individuals no later than the date identified that grades are due each semester. These specific dates will be made available at the beginning of each semester during the first Presidents Roundtable.

How Individuals “Sign” Their Grade Card:

- Individual Members Logs into RowdyLink using their ABC123 and passphrase
- In the top right-hand corner there will be a bell icon → select
- Find the one that says “ORGANIZATION NAME: Terms and Conditions” → Open
- Select “accept” (if they would like to release their grades)

How Authorized Users/Primary Contacts Can See Who Is Missing:

- Authorized Users/Primary Contacts login to RowdyLink using their ABC123 and passphrase
- In the top left-hand corner there will be three lines → select that icon
- Then select gear icon next to your student organization → Select Roster
- On the roster page you will see a tab in the middle that says “Terms and Conditions” → select that tab
 - This will show you a full list of who has and has not signed and when they did.
 - If you click “Notify out of compliance” it will show you the first 10 people who are out of compliance.
 - It will also send out a notification to all out of compliance.

Intake/Recruitment Guidelines

This process has been developed to include all aspects of membership are done in decency and in order. Any chapter participating in an intake process must submit all requested information by the noted deadlines and any supplemental paperwork. This process will ensure all communication is streamlined between the organizations and Fraternity Sorority Life staff in regard to the intake process.

Intake/Recruitment Windows:

Intake/Recruitment must start and conclude within the same semester (excluding summer/winter term). This includes revealing and initiation of new members to the public (i.e. Probate, Social Media Review, etc.). Intake/Recruitment cannot begin **PRIOR** to the second week of school and must conclude prior to thanksgiving break in the Fall and the final day of classes in the Spring. Organizations who wish to host intake/recruitment during university breaks (summer/winter) must ask for exceptions and must submit a written request to FSLife@utsa.edu at least 14 business days prior to the first recruitment activity.

Intake Expectations

1. All membership activities must be completed before midnight (i.e., history lessons, new member meetings, study sessions, new member presentation practices). Membership activities should not interfere with academic endeavors or class meetings.
2. The selection and education of new members will be free of any form of hazing as outlined by the Code of Student Conduct, state, and federal laws.
3. Potential new members will be selected on the criteria set forth by the inter/national headquarters of the organization and the University of Texas at San Antonio.
4. Chapters must be in good standing with their inter/national headquarters, Fraternity|Sorority Life and their respective governing council prior to beginning the intake process.
5. Chapters must complete all required membership intake paperwork designated in partnership with Fraternity|Sorority Life and comply with intake procedures outlined within the paperwork.
6. Membership intake activities should not include the presence or consumption of alcohol and/or illegal substances.
7. All membership intake activities are to be conducted in compliance with each inter/national organization’s intake guidelines and processes; federal, state, local laws and the University of Texas at San Antonio’s policies, processes and event guidelines.
8. Any paperwork that needs to be signed off by Fraternity|Sorority Life staff must be submitted through an appointment with staff via FSLife@utsa.edu.

Intake Violations include but are not limited to:

1. Submission of improper paperwork (i.e., changing of dates on forms without communicating, incomplete paperwork, etc.)
2. Failure to adhere to New Member Presentation expectations.
3. Holding membership intake without adhering to the intake procedure and expectations set in partnership with Fraternity|Sorority Life.
4. Hazing: Any violations will result in a referral to the Office of Student Conduct and Community Standards.
5. Any violations of the Student Code of Conduct, state, and federal laws, including The University of Texas at San Antonio policies, processes, and guidelines.

Violations of the membership intake process may result in probation or suspension of an individual or organization. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Fraternity and Sorority Life Office and the Office of Student Conduct and Community Standards.

Process Outline:

1. Organizations who wish to conduct intake MUST submit the Intent to Intake document found on the Fraternity|Sorority Life RowdyLink page. This document must be submitted at least one week prior to the organization advertising recruitment events to FSLife@utsa.edu.
2. When an organization has finished their recruitment and candidate interview process they MUST submit the Intake Overview document, found on the Fraternity|Sorority Life RowdyLink page. This document must be submitted at least one week prior to the first new member meeting to FSLife@utsa.edu.

Presentation of New Members:

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

1. Presentation of new members must take place prior to the close of intake window.
2. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, chains, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual)
3. It is the chapter responsibility to notify visitors of all federal, state, local and university policies.

Privacy Statement

To protect the interests, privacy, and confidentiality of the affiliate chapters of NPHC and MGC, all documents submitted will be treated as confidential information in accordance with Texas state law. No one other than the Fraternity|Sorority Life staff will have access to any information submitted by a chapter. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need-to-know basis.

Summer Intake Guidelines

For groups who wish to conduct intake in the summer a request must be made to Fraternity|Sorority Life explaining the reason for a summer intake, and why it could not occur in the long semesters, we suggest being as detailed as possible. An approval for summer intake should not be expected. The request should be submitted 10 business before intake begins, and there should be an intent to intake on file within the last academic year.

All organizations must adhere to the following guidelines when approved for a summer intake:

1. Summer Intake windows will follow the UTSA summer 5-week semester sessions.
2. The entire process from the first meeting with the new members through the revealing, initiation, probate, etc. Of members must occur in one of those two that 5-week session.
3. The organization, once approval has been granted, must submit the Intake Overview RowdyLink form.

[Continuous Open Bidding Membership Recruitment Acceptance Binding Agreement: COBMRABA \(PHC\)](#)

To add new members of the Panhellenic Organization to their RowdyLink the organization must have submitted a COBMRABA. This is a required document from the National Panhellenic Conference and must be turned into a Fraternity|Sorority Life Staff

via FSLife@utsa.edu within 24 hours of a New Member accepting their bid. The most updated COBMRABA can be found on the Panhellenic RowdyLink page, under documents.

Expansion Outline

General Social Greek Organizations:

The University reserves the right to extend an invitation to a(n) (inter)national fraternity/sorority to register a local chapter as a recognized general social Greek organization. The University, in consultation with the campus Greek governing body impacted, will make the final decision on the addition of any Greek organization to the UTSA Greek community. The expansion procedures may be obtained through the Student Organization Handbook. (*SOH Student Organization Relationship Statement 3.2.1-3.3*)

Created: May 2021

Edited: May 2023