



COLLEGE *of*
CHARLESTON

HIGDON CENTER FOR STUDENT LEADERSHIP
AND FRATERNITY AND SORORITY LIFE

2023-2024 Handbook

For the Culturally Based, Interfraternity, National Pan-Hellenic and Panhellenic Fraternities and Sororities at the
College of Charleston

The Interfraternity Council, National Pan-Hellenic Council and Panhellenic Association are registered student organizations at College of Charleston. Registration shall not be construed as approval, endorsement or sponsorship by College of Charleston of the student organization's publications, activities, purposes and actions.

INTRODUCTION

The mission of the Higdon Center for Student Leadership and Fraternity & Sorority Life is to utilize collaborative relationships to provide resources and opportunities to inspire student growth and development. At the College of Charleston, it is our goal to be a nationally recognized Fraternity/Sorority Community. To fulfill this goal, we strive for continuous improvement in all aspects of scholarship, programs, services and operations.

The following handbook has been created to assist chapters in the areas of fraternity/sorority policy awareness, event management, responsible member behavior and decision-making, reducing legal liability, and providing a healthy and safe environment for members and guests.

Throughout this handbook, the term “off-campus” refers to any location not in or on the property of College of Charleston. The term “fraternity” refers inclusively to both men’s fraternities and women’s sororities, unless otherwise stated. The terms “IFC,” “NPHC”, and “CPA” refer to the Inter-Fraternity Council, National Pan-Hellenic Council, and the College Panhellenic Association respectively.

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SECTION 1: EXPECTATIONS

A. Expectations for Fraternities and Sororities

- i. Adhere to the principles and ideals contained in your Ritual.
- ii. Comply with all federal, state and local laws as well as all of your national policies (hazing, risk management, meeting attendance at national conventions and leadership schools, new member education, etc.)
- iii. Attend all training sessions, retreats, meetings and workshops hosted by the Higdon Center for Student Leadership and Fraternity & Sorority Life.
- iv. Achieve a chapter/colony GPA, that is equal to or exceeds the College of Charleston's all women's or all men's average. Any chapter/colony GPA that is less than a semester average of 2.5 GPA will have a limited social calendar for the upcoming semester and be required to work with the Higdon Center for Student Leadership and Fraternity & Sorority Life on an academic plan for the chapter/colony.
- v. Chapter leaders and Council Leaders are expected to maintain a minimum GPA of 2.5 in order to be considered a leader.
- vi. Update your chapter/colony roster by the required deadline each semester. This will ensure that you have an accurate roster for scholarship compliance, payment of dues to your respective councils, and verification of membership figures with the (inter)national headquarters.
- vii. Comply with the Fraternity & Sorority Life Handbook, the New Member Education Guidelines, the NPHC and Culturally Based Organization Intake Guidelines, The College of Charleston Student Handbook, & The Compass: A Guide for Student Organizations.
- viii. Submit a signed grade-release form with new members to the Higdon Center for Student Leadership and Fraternity & Sorority Life prior to extending an invitation to membership to have the most accurate roster for posting of recruitment results and for new member seminar attendance figures.
- ix. NPHC and Culturally-Based groups must inform the Higdon Center for Student Leadership and Fraternity & Sorority Life via the Membership Intake Guidelines and Registration Form prior to intake the dates for intake activities.
- x. IFC and CPA groups hosting recruitment events must submit their chapter/colony's recruitment event calendar to the Higdon Center for Student Leadership and Fraternity & Sorority Life two weeks prior to any type of recruitment program or event.
- xi. Fraternities and sororities must provide all pledges/associate members/new members/novices a calendar that includes all mandatory events; including, but not limited to meetings, ritual, and initiation; at the first pledge/associate member/new member/novice meeting. This calendar must also be submitted to the Higdon Center for Student Leadership and Fraternity & Sorority Life prior to the start of any pledge/associate member/new member/novice activities.
- xii. In order to be a registered student group at the College of Charleston, groups must be recognized by the appropriate fraternity or sorority council, have an active alumnus/alumna advisor as well as an active on-campus advisor, and show evidence of being in good standing with their (inter)national organization.

B. Expectations for the Higdon Center for Student Leadership and Fraternity & Sorority Life

- i. Maintain the highest standard of personal conduct.
- ii. Actively promote and encourage the highest level of education within the profession and institution.

- iii. Maintain loyalty to the College of Charleston and pursue its objectives in ways that are consistent with public interest.
- iv. Be an advocate for the fraternity/sorority community to move towards positive change to benefit the goals and aspirations of the students.
- v. Strive for excellence in all aspects of management and leadership of the institution/organization.
- vi. Serve all students impartially.
- vii. Be a liaison between the students and institution's administration.
- viii. Show continuous support for the fraternity/sorority community and policies of the College.
- ix. Cooperate with both the (inter)national headquarters of the Greek lettered organizations, as well as the local chapter/colony advisors.
- x. Use every opportunity to improve public understanding of the role of fraternity and sorority life.

SECTION 2: ALCOHOL AND DRUGS

- A. All organizations, members, and guests are responsible for following all Alcohol and Drug Policies as well as the Procedures for Events with Alcohol On and Off Campus Hosted by Student Organizations as outlined in the College of Charleston Student Handbook.
- B. All organizations, members, and guests are responsible for following all state and federal laws regulating alcohol and drugs.
- C. All organizations, members, and guests are responsible for following all pertaining national alcohol and drug policies:

SECTION 3: HAZING

- A. No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense.
- B. All organizations, members, and guests are responsible for College of Charleston Hazing Policy and Procedure.

- i. Policy

The College of Charleston is dedicated to providing experiences, processes and resources which support the advancement of principled decision making, responsible citizenship and adherence to the Student Code of Conduct. In addition, the Division of Student Affairs is committed to promoting an environment which supports the health and safety, dignity and rights, and respect of all community members. As such, the College of Charleston does not tolerate hazing activities by any members of the community.

This policy applies to all members of the College community.

- I. Definitions

- A. Hazing

- harassment, ridicule, intimidation,
 - physical exhaustion, abuse, or mental distress,
 - the destruction or removal of public or private property,
 - and/or unreasonably interferes with scholastic or employment activities,
1. Hazing may occur regardless of the participant's willingness to engage in the activity.
2. This policy applies to conduct that occurs both on and off campus, if the activity is sponsored, conducted, authorized, or recognized by the College, a registered student organization, or a group as defined below in Section C.
3. Actions and situations that may constitute hazing include, but are not limited to, the following:
 - Required consumption of food, alcohol, or drugs;
 - Physical Abuse (i.e. forced physical exercises/runs/drills/calisthenics, paddling, pushing and tackling) and/or Psychological shocks;
 - Sleep or food deprivation or creation of any unnecessary fatigue;
 - Unreasonable exposure to the weather;
 - Personal servitude;
 - Coercion or extortion;
 - Verbal Abuse;
 - Line-ups and berating;
 - Morally degrading or humiliating games and activities;
 - Quests, treasure hunts, scavenger hunts, road trips or any other such activities where participation of only certain members is required;
 - Kidnapping or abandonment;
 - Engaging in public stunts and buffoonery
 - Wearing of public apparel which is conspicuous and/or not normally in good taste
 - Expectation of participation in activities that are illegal, lewd, or in violation of College policy;
 - Undue interference with academic pursuits;

- Any activity not consistent with the policies of the organization’s governing bodies
- B. “Members of the College community” means its faculty, staff, students, volunteers, organizations, groups, vendors, patients, customers, alumni, and visitors.
- C. “Organization” and “Group” are defined as follows:
1. “Organization” means a number of persons who are associated with each other and has registered with the College as a student organization.
 2. “Group” means a number of persons who are associated with the College and each other, but who have not registered, or are not required to register, as a student organization (e.g. athletic teams, musical or theatrical ensembles, academic or administrative units, clubs).
- D. “College Official” means any person (faculty or staff) who is employed by the College, and who performs assigned administrative or professional responsibilities. For the purposes of this policy, the “appropriate” official is defined as follows:
1. Students – Dean of Students or designee;
- E. For other Members of the College Community (faculty, staff, volunteers, organizations, groups, vendors, patients, customers, alumni, and visitors) the appropriate official is any of the above College Officials or the College of Charleston Department of Public Safety.

II. Policy

- A. Hazing in any form is prohibited.
- B. It is not a defense to a charge of hazing that:
1. The express or implied consent of the individual was obtained;
 2. The conduct or activity was not part of an official organizational or group event or was not otherwise sanctioned or approved by the organization or group; or
 3. The conduct or activity was not a condition of membership or affiliation with the organization or group.
- C. Any student, faculty, staff, or volunteer Member of the College Community, with knowledge or suspicion of hazing is expected to report the activity to appropriate College Officials or the Department of Public Safety.
1. Other Members of the College Community with knowledge or suspicion of hazing are strongly encouraged to report the activity to the appropriate College Officials or the Department of Public Safety.
- D. Retaliating in any manner against any individual who reports hazing or who participate in an investigation of a hazing report is prohibited.
- E. Making an intentionally false accusation of hazing is prohibited.
- F. All members of the College Community shall cooperate in an investigation of hazing.

- G. Responsibility for any violations of this regulation may be attributed to the perpetrators, the organization or group, and/or its members or its officers.
- H. Any organization or group may be found responsible for any violations of this regulation upon satisfactory proof (“preponderance of the evidence”) that the organization or group did not discourage or did not take reasonable steps to prevent hazing by its members or affiliates.
- I. In addition to this policy, NCAA student athletes shall follow the policies and guidelines set forth by the NCAA, Colonial Athletic Association, and College of Charleston Athletics Compliance office.

ii. Procedures Related to the Policy

I. Reporting

- A. Complaints or reports of activities believed to be hazing should be reported immediately to the appropriate College official or to the Department of Public Safety at (843) 953-5611 (Emergency line) or (843) 953-5609 (non-Emergency Line). Online reporting can also be found at https://cm.maxient.com/reportingform.php?CollegeofCharleston&layout_id=100
- B. Any questions concerning the interpretation of this policy or application should be referred to the appropriate College official (see section IV. D).

II. Rights of those who report

- A. Individuals who have experienced hazing and who truthfully report shall not be individually charged with a violation of this regulation.
- B. Individuals who have knowledge of hazing activities, but who did not participate, and truthfully report the organization, team, or group, shall not be individually charged in relation to that particular incident.
- C. Any organization, team, or group that seeks assistance in hazing education/prevention and positive new member activities in efforts to prevent hazing from occurring within, even if past behaviors have included hazing, shall not be charged with a past violation of this regulation.
- D. Any organization or group that self-reports a hazing behavior to an appropriate College Official or the Department of Public Safety shall be given the opportunity to change those behaviors without immediate threat of being charged with a violation of this regulation. An organization or group that self-reports shall identify those individuals responsible for the hazing behaviors. If evidence is presented in subsequent semesters that hazing behaviors have continued within the organization, that organization may be held responsible for past behaviors.

III. Additional requirements for Registered Student Organizations

- A. All elected or appointed student organization presidents or designee shall educate their respective organization members on an annual basis regarding the applicable College policies concerning hazing, including definitions, scope, reporting procedures, process, and potential outcomes.

IV. Investigation, Adjudication, and Corrective Action

- A. All members of the College Community shall cooperate in an investigation of hazing.
- B. Investigations of hazing allegations shall be conducted by appropriate College officials or designee(s) (see section IV. D).

C. Adjudication of cases involving named individuals who have participated in hazing activities shall fall under the purview of the Office of the Dean of Students (if violation is egregious enough, or if suspension is possible, adjudication may be sent straight to an Honor Board hearing; Adjudication of organizational hazing activities shall fall under the purview of the respective judicial process, or if recommended, the Office of the Dean of Students.

D. Corrective Action/Accountability Measures

1. Violation of this regulation (by individuals or organizations) may result in accountability measures under the Student Code of Conduct. Visitors refusing to comply may be reported to the Department of Public Safety.
2. Possible sanctions for individual students resulting from a College disciplinary process range from a warning to disciplinary expulsion. Possible sanctions for organizations or groups include suspension or restriction from College property/facilities, or, revocation of Registered Student Organization status, if applicable. Possible sanctions for faculty and staff range from an oral warning to termination of employment.
3. Violations of this policy are subject to referral to appropriate law enforcement or College services, as well as to regional and national affiliated offices, for action or prosecution.

V. Partnerships

A. Individuals or organizations who are interested in proactively addressing and preventing hazing activities may request trainings, presentations, or program evaluations from the Office of the Dean of Students, Office of Fraternity and Sorority Life, Campus Recreation Services, Office of Student Life, or the Athletics Compliance Office.

C. All organizations, members, and guests are responsible for South Carolina State Law on Hazing.

i. **SECTION 16-3-510. Hazing** unlawful; definitions. [SC ST SEC 16-3-510]

It is unlawful for a person to intentionally or recklessly engage in acts which have a foreseeable potential for causing physical harm to a person for the purpose of initiation or admission into or affiliation with a chartered or nonchartered student, fraternal, or sororal organization. Fraternity, sorority, or other organization for purposes of this section means those chartered and nonchartered fraternities, sororities, or other organizations operating in connection with a school, college, or university. This section does not include customary athletic events or similar contests or competitions, or military training whether state, federal, or educational.

SECTION 16-3-520. Unlawful to assist in or fail to report **hazing**. [SC ST SEC 16-3-520]

It is unlawful for any person to knowingly permit or assist any person in committing acts made unlawful by § 16-3-510 or to fail to report promptly any information within his knowledge of acts made unlawful by § 16-3-510 to the chief executive officer of the appropriate school, college, or university.

SECTION 16-3-530. Penalties. [SC ST SEC 16-3-530]

Any person who violates the provisions of §§ 16-3-510 or 16-3-520 is guilty of a misdemeanor and, upon conviction, must be punished by a fine not to exceed five hundred dollars or by imprisonment for a term not to exceed twelve months, or both.

SECTION 16-3-540. Consent not a defense. [SC ST SEC 16-3-540]

The implied or express consent of a person to acts which violate § 16-3-510 does not constitute a defense to violations of §§ 16-3-510 or 16-3-520

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

(A) For purposes of this section:

- (1) "Student" means a person enrolled in a state university, college, or other public institution of higher learning.
- (2) "Superior student" means a student who has attended a state university, college, or other public institution of higher learning longer than another student or who has an official position giving authority over another student.
- (3) "Subordinate student" means a person who attends a state university, college, or other public institution of higher learning who is not defined as a "superior student" in sub item (2).
- (4) "Hazing" means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.

(B) Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of hazing, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.

(C) The provisions of this section are in addition to the provisions of Article 6, Chapter 3 of Title 16.

(D) The provisions of Section 30-4-40(a) (2) and 30-4-70(a)(1) continue to apply to hazing incidents.

SECTION 4: NON-DISCRIMINATION, SEXUAL ABUSE AND HARASSMENT

- A. All organizations, members, and guests are also responsible for following all policies regarding the Sexual Misconduct Policy as outlined in the College of Charleston Student Handbook and the College of Charleston's Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse Policy.
- B. The Higdon Center for Student Leadership and Fraternity & Sorority Life at the College of Charleston believes in creating an inclusive and welcoming community for all students. Consistent with the goal of creating an inclusive and welcoming environment, the Office of Fraternity and Sorority Life invites all students to participate in the recruitment process at the College of Charleston. Students are encouraged to participate in recruitment in accordance with their self-identified gender.
- C. All organizations, members, and guests are also responsible for following the College of Charleston Non-Discrimination Policy
 - i. The College of Charleston is committed to providing leadership of equal employment and equal educational opportunities for all qualified persons regardless of race, religion, sex, national origin, age, disability, or other legally-protected classifications. This effort is in compliance with all federal and state laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and all other laws and regulations as they pertain to equal opportunity. For further information, contact the Office of Human Relations and Minority Affairs at 953-5580.

SECTION 5: FIRE, HEALTH AND SAFETY FOR COLLEGE-OWNED HOUSES

A. Use of Open Flame Devices

- i. All devices requiring an open flame and/or flame ignition (i.e.: candles, outdoor grill – propane/charcoal) shall require a Hot Work Permit issued from Fire & EMS.
- ii. Permit requests need to be submitted (5) days prior to the date of event.
- iii. Person(s) signing for permit shall understand all required safety precautions associated with device(s).
- iv. All personnel associated with the organization to whom the permit is issued, assume responsibility for all damages / injuries caused by disregard of any safety precautions.
- v. Failure to adhere to any requirement or precaution will result in the immediate revocation of said permit and future requests.

SECTION 6: NEW MEMBER EDUCATION

- A. Fraternity or sorority membership is open to all students enrolled full time (at least 12 credit hours) at the College of Charleston community during the semester in which recruitment is scheduled to occur. As part of the college community, fraternities and sororities must not discriminate on the basis of race, religion, color, national or ethnic origin, age, handicap, military service, or sexual orientation. The local chapter/colony is responsible for the decisions on membership selection.
- B. Organizations must provide all pledges/associate members/new members/novices a calendar that includes all mandatory events; including, but not limited to meetings, ritual, and initiation; at the first pledge/associate member/new member/novice meeting.
- C. Pledges/associate members/new members/novices are required to sign and turn into the Higdon Center for Student Leadership and Fraternity & Sorority Life a Grade-Release Forms within 7 days of accepting a bid in order to be added to the chapter/colony roster.
- D. All forms of hazing are prohibited. Each new member must be provided information on the College of Charleston's Risk Management Policy, as well as the policies outline in the College of Charleston Student Handbook.
- E. No alcohol shall be present at any new member/pledge/associate member/novice program, activity or ritual of the chapter/colony, nor should alcohol ever be given as a gift from Big Brother/Sister to Little Brother/Sister or vice versa.
- F. Any pledge/associate member/new member/novice class activities where alcohol is present (pledge kegs, big brother/big sister activities, bid night, etc.) will result in immediate suspension of the new member program and/or chapter/colony until such time that appropriate actions are determined by the Higdon Center for Student Leadership and Fraternity & Sorority Life.
- G. Academic performance by a pledge/associate member/new member/novice class must take priority over new member activities. No new member activities may be scheduled which conflict with academic commitments.
- H. Any officers or members associated with the New Member Education team must attend any new member educator seminars sponsored by the Higdon Center for Student Leadership and Fraternity & Sorority Life Staff when scheduled.
- I. All new members must be present for the New Member Conference facilitated by Higdon Center staff.
- J. All pledges/associate members/new members/novices must be initiated in the same semester of their pledge/associate member/new member/novice education. No pledges/associate members/new members/novices can have initiation withheld over winter or summer break.
- K. Each chapter/colony is responsible for conducting Initiation according to (inter)national policies and in compliance with any College of Charleston policies. An advisor must be present at the chapter/colony's Initiation.
- L. Chapters/colonies are required to submit the following information to the Higdon Center for Student Leadership and Fraternity & Sorority Life one week prior to the start of any new member education process:
 - i. Name, email address, & cell phone numbers for the President, New Member Educator, any members part of the New Member Education team/committee, & Chapter/New Member Alumni Advisor
 - ii. Beginning & end date of New Member education program
 - iii. Outline of all new member meetings and events with dates, times, and location. Please include ritual activities (induction ceremonies, initiation, etc.) and note that they are such on the outline.
 - iv. Date & Location of Initiation

SECTION 7: INTAKE

- A. Upon any membership intake process, each recognized National Pan-Hellenic Council Fraternity & Sorority and Culturally Based organization must review the following guidelines and complete the registration form.
- B. Eligibility
- i. Fraternities and Sororities in good standing with the College of Charleston & their national headquarters are eligible to conduct intake.
 - ii. Fraternity or sorority membership is open to all students enrolled full time (at least 12 credit hours) at the College of Charleston community during the semester in which the intake is scheduled to occur are eligible for membership intake. As part of the college community, fraternities and sororities must not discriminate on the basis of race, religion, color, national or ethnic origin, age, handicap, military service, or sexual orientation. The local chapter is responsible for the decisions on membership selection.
 - iii. All prospective members must attend the mandatory *“Meet the Greeks”* information session within the academic year in which the intake is scheduled to occur and prior to attending any rush or information session.
- C. Formal Interest Meetings
- i. Notify the Higdon Center for Student Leadership and Fraternity & Sorority Life, in writing, of any formal interest meetings at least **14 days** in advance. (Location, date, time and a copy of the fliers for campus need to be submitted).
 - ii. Intake must be approved by the organization’s (International/Regional Headquarters prior to submitting to the Office of Fraternity and Sorority Life.
 - iii. Interest Meetings should be held in the same semester intake will be held unless approved by the Office of Fraternity and Sorority Life.
 - iv. A representative of the Office of Fraternity and Sorority Life must attend the Interest Meetings to discuss the office’s expectations for candidates and the organization.
 - v. Complete and submit the **Grade-Release Form & Non-Hazing Form** within 3 days after the interest meeting and prior to the start date of the official process/education of aspirants listed on the chapter’s intake calendar
 - vi. The Office of Fraternity and Sorority Life will promote the organizations interest meetings.
- D. Membership Intake Process
- i. Complete and submit the **Intake Registration Form** to the Higdon Center for Student Leadership and Fraternity & Sorority Life **at least 14 days** prior to the commencement of any Intake Activities. Chapters should also submit and provide copies of any paperwork that needs to be submitted to the National/Regional Headquarters at this time.
 - ii. Complete and submit, in writing, the details (location, day, time) of the intake activities (i.e. meetings, weekend events, presentation show, etc.) to the Higdon Center for Student Leadership and Fraternity & Sorority Life, this will be kept confidential.
 - iii. All forms of hazing are prohibited. Each aspirant must be provided information on the College of Charleston’s Fraternity & Sorority Life Risk Management Policy, as well as the policies outline in the College of Charleston Student Handbook.

- iv. No alcohol shall be present at any aspirant program, activity or ritual of the chapter, nor should alcohol ever be given as a gift.
- v. Any new member class/aspirant activities where alcohol is present will result in immediate suspension of the intake process and/or chapter until such time that appropriate actions are determined by the Higdon Center for Student Leadership and Fraternity & Sorority Life.
- vi. Academic performance by an aspirant must take priority over intake activities. No aspirant activities may be scheduled which conflict with academic commitments.

E. New Member Presentation Shows

- i. The Higdon Center for Student Leadership and Fraternity & Sorority Life must be notified, via an **Event Planning Form**, the day, time, and location of this event in order to receive approval 14 days prior to show. Additional IDT's may be required for Public Safety officers at the event.
- ii. The intake coordinator or the chapter president must meet with a Higdon Center staff member one week prior to their show to review policies for these shows and sign a contract that members will adhere to said policies.
- iii. The Chapter Advisor or their designee must be present at the presentation show.
- iv. Members participating in such a show must be fully initiated.
- v. No physical abuse (slapping, kicking, spitting, punching, pushing, poking, caning, etc.) will occur.
- vi. During the show there will be no disrespecting other Greeks or any other people or groups. This includes, but is not limited to, whispering the names of other chapters during the greetings, throwing items at other chapters, mocking another chapter's gestures, calls, signs, history, and signature steps. The goal of the presentation show should be to show the values of your organization and not downplay the values of another.
- vii. Disruption by other attending organizations is prohibited. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
- viii. No Alumni/Graduate members are allowed to participate in the presentation show.
- ix. The show should last no more than one hour and must start within 15 minutes of scheduled time advertised.
- x. The Higdon Center for Student Leadership and Fraternity & Sorority Life will publicize the show to the fraternity/sorority community so that they are educated about NPHC.
- xi. A Higdon Center staff member will attend the show.

This information will only be shared with the staff of the Higdon Center for Student Leadership and Fraternity & Sorority Life at The College of Charleston. All documents supplied to the Higdon Center for Student Leadership and Fraternity & Sorority Life are kept confidential from students, student workers or student leaders, including Council Officers. They may be shared with university officials and national organization staff as needed Failure to comply with these Intake Guidelines may result in chapter disciplinary action.

SECTION 8: UNREGISTERED ORGANIZATIONS

A. Statement on Unregistered Organizations

- i. An organization, regardless of national affiliation, that is not registered through the College of Charleston, is considered an unregistered organization. Unregistered organizations are not affiliated with the College of Charleston and do not enjoy the rights and privileges of registered organizations. They do not receive support, advisement, funding or management from the College of Charleston, and do not follow the College's code of conduct and Risk Management Policies. At one time, these organizations may have been registered, but violations of the College policy may have resulted in their loss of recognition.

In addition to subjecting themselves to risky behaviors, students who join unregistered organizations will not have access to the privileges that members of registered organizations can enjoy. This could include (but is not limited to): leadership development opportunities, reserving space on campus, access to funding through the College, and the ability to represent the organization at College sponsored programs and events (Orientation, Accepted Students Weekend, etc.). Registered Organizations are prohibited from affiliating and socializing with unregistered organizations. This includes co-hosting events either on or off campus.

SECTION 9: SOCIAL MEDIA

- A. Chapter members will consider the following when choosing content to display on social media. This includes, but is not limited to: Facebook, Twitter, Vine, Instagram and YouTube.
- i. The content posted will avoid phrases that discuss the misuse of alcohol, drugs, sexual activities, racist, and homophobic remarks. Any content will be reflective of someone appropriately representing a College of Charleston fraternity or sorority.
 - ii. Fraternity/Sorority members who are aware of inappropriate postings have an obligation to report this to the appropriate council officer or an appropriate officer within their chapter.
 - iii. Inappropriate postings may be grounds for further judicial action.

SECTION 10: GREEK COMMUNITY STANDARDS

A. Purpose

- i. The purpose of the College of Charleston Greek Community Standards is to improve management and quality of fraternity and sorority chapters at the College of Charleston. The Higdon Center for Student Leadership and Fraternity & Sorority Life has implemented the following recognition and standards program to motivate chapters to strive for excellence not only on campus, but nationally. Also, this program will be utilized to recognize chapters' outstanding achievements. This program will serve as a self-evaluation for the fraternity and sorority chapters, providing a framework for activities and successes to be documented. It will also serve as an assessment of chapter performance for the Higdon Center for Student Leadership and Fraternity & Sorority Life.

B. Use of Results

- i. The College of Charleston Greek Community Standards program will be evaluated through a peer review process. Chapter members who have completed the Greek Emerging Leaders (GEL) program will be appointed by the Higdon Center for Student Leadership and Fraternity & Sorority Life to evaluate the College of Charleston Greek Community Standards packets. It is an expectation that every chapter be represented. Each reviewer will be expected to review a maximum of six different packets, none of which will be the individual's chapter. Each packet will have a minimum of three reviewers with a minimum of two councils represented. Chapter's scores will be a composite of the rubric scores given by the peer reviewers.
- ii. Fraternities and sororities who have achieved Gold status will be recognized at the Borelli Awards. All chapter statuses will be provided to the chapter leadership and advisors. All chapters should use their award level as a goal-setting tool to improve areas where the chapter may have some challenges. All chapters should strive for excellence and to achieve Gold status each year. The College of Charleston Greek Community Standards program is not intended as a competition among Greek lettered organizations, but as a proactive and motivational program.
- iii. Chapters that have not met the minimum standard will be required to work with the Office of Fraternity and Sorority Life to develop an Action Plan to improve chapter function.
- iv. This program will be evaluated and revised annually.

C. Program Outline

- i. The College of Charleston Greek Community Standards program will evaluate all fraternities and sororities on campus using the following criteria:
 - a. Academics (14% of the total point value)
 - b. College and Community Relations/Service (16% of the total point value)
 - c. Membership Intake and Education (18% of the total point value)
 - d. Chapter Management (36% of the total point value)
 - e. Campus Involvement (10% of the total point value)
 - f. Financial Management (6% of the total point value)

D. Submission Guidelines

- i. There are six sections of the College of Charleston Greek Community Standards program to be completed. Read each item carefully, answering each question fully and attaching any necessary documents to the section they support. The information should be organized and easily understood by the reviewers.
- ii. Each chapter will submit through the use of a form found on the Higdon Center for Student Leadership and Fraternity & Sorority Life page.
- iii. Completed packets are due the Monday prior to Thanksgiving by 5pm.

E. Packet

- i. The packet to be submitted can be found on the Higdon Center for Student Leadership and Fraternity & Sorority Life page. To ensure that chapters are submitting properly they can review the rubric on the Higdon Center for Student Leadership and Fraternity & Sorority Life website that will be used to score packets as well as the score sheet that they will receive after review occurs.

SECTION 11: EVENTS & TRAVEL

A. On-Campus Events

- i. Event forms must be submitted for any event that meets the following thresholds
 - a. The event is held on College-owned or controlled property (“College property”) and there is an anticipated attendance of 100 or more people.
 - b. Tickets are being sold at the door or money is being collected at the event.
 - c. Contracted services are included from off-campus vendors (equipment, services, food, etc.)
 - d. Special effects or hazardous materials will be included (fog, haze, fireworks, open flames, chemicals, etc.)
 - e. Alcohol will be included in the event.
- ii. The On-Campus Event Planning Form must be submitted a minimum of 14 days prior to the event.
 - a. Prior to submitting the On Campus Event Planning Form you must reserve the event location
- ii. The following items must be reserved using an Inter-Departmental Transfer (IDT)
 - a. Public Safety
 - b. Physical Plant – Tables, chairs, trash cans, etc.
 - c. Office of Media and Technology – sound / AV
 - d. Copy Center
 - e. Bookstore

A. Off-Campus Events

- i. College of Charleston Off Campus Event Policy
 - a. This policy outlines the procedures for student organization notification to the College of Charleston (“College”) of intent to host an event off campus where alcohol will be present and/or served to students or guests who are legally able to consume alcohol.
 - b. Any registered student organization must inform the appropriate College office of intent to host an event off campus where alcohol will be served or available. The College has no supervisory duty or liability regarding this type of off-campus event. Any injuries, damages or claims, including alcohol liability claims, are the sole responsibility of the organization’s individual members and the event venue.
- ii. All (Inter)National Policies relating to chapter events must be followed
- iii. Chapter advisors must be aware of all events being hosted
- iv. The Off-Campus Event Notification Form must be submitted a minimum of 14 days prior to the event

- v. All attendees must complete the travel waiver if traveling outside of the tri-county area that the chapter will keep on file.

B. Consultant/(Inter)National Representative Travel

- i. When an organization is notified a Consultant/(Inter)National Representative is visiting, chapter leadership must inform the Higdon Center for Student Leadership and Fraternity & Sorority Life.
 - a. All organizations must schedule a Consultant/(Inter)National Representative visit with the appropriate staff member from the Higdon Center for Student Leadership and Fraternity & Sorority Life when possible.
 - b. Any requests for a Consultant/(Inter)National Representative to stay in Guest Housing on campus must be submitted to the appropriate staff member within the Higdon Center for Student Leadership and Fraternity & Sorority Life as soon as the organization is made aware of travel plans.
 - 1. Requests must include:
 - a. Arrival date and time
 - b. Departure date and time (all guests must check out by 10am)
 - c. Guest Name
 - d. Guest Address (City and State)
 - e. Guest Cell Number
 - f. If Guest will be driving
 - 2. Current Rates (when available):
 - a. Guest House stay \$45/night
 - b. Guest Parking \$10/day
 - 3. All Guest Housing Payment is done via an Inter-Departmental Transfer (IDT)

SECTION 12: NIC/NPC/NPHC STANDARD/GUIDELINES

A. NIC Alcohol & Drug Guidelines

In any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests through a bring your own beverage (“BYOB”) system. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
7. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities and any ritual or ceremony.
10. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

B. NPC Standards (Adopted December 2003; revised July 2014)

Minimum expectations: The leadership of the 26 women’s inter/national sororities comprising the National Panhellenic Conference (NPC) endorses the positive contributions of their organizations to campus life, student development and host institutions. Each NPC member organization is committed to partnering with host institutions

for the success of their organizations. To arm the high standards of each organization, the inter/national presidents submit the following as minimum expectations for collegiate chapters.

Chapters will enhance and promote each member's learning and development by:

1. Positively affecting intellectual development

Each NPC member organization places high value on education, academic performance and intellectual development.

Minimum chapter standards:

- Meet or exceed the campus all-women's grade point average.
- Provide academic programming to new members and initiated members, such as recognizing scholastic achievement and promoting academic success resources.
- Prioritize programming with student learning objectives and offer a balanced calendar that honors a member's primary focus as a student.
- Develop positive relationships with university faculty members.
- Recruit women in good academic standing.

2. Being socially responsible

Each NPC member organization:

- Integrates its values, mission and standards throughout its collegiate chapter organizational and programming structure.
- Educates its chapter members on all inter/national policies and expectations pertaining to alcohol, substance abuse and underage drinking.
- Encourages alcohol-free social activities.
- Requires a policy of alcohol-free and illegal substance-free facilities for all housed chapters.
- Provides a standards process by which a chapter holds its members accountable for their behavior.

Minimum chapter standards:

- Provide education on alcohol and other drugs at least once a term.
- Enforce inter/national policies on alcohol and social event planning guidelines/policies.
- Provide at least one values-based education program annually.
- Partner with the university to provide a healthy and safe collegiate experience for chapter members that is grounded in the core values and mission of the host institution and the inter/national organization.
- Provide ritual programming and opportunities to experience the values-based purpose of the organization in action through member ceremonies and practices.

3. Developing leadership skills and abilities

Each NPC member organization values developing, supporting and mentoring leaders.

Minimum chapter standards:

- Offer at least one leadership development activity annually.
- Attend regional leadership conferences and/or inter/national convention when offered.
- Attend campus leadership programs when offered.
- Encourage chapter members to use their leadership skills to benefit other campus organizations, activities and projects.
- Have at least one advisor, who should be available for consultation with university officials as needed.

4. Respecting human dignity, wellness and student safety

Each NPC member organization places high value on respect for others, human dignity, cultural diversity and self-worth.

Minimum chapter standards:

- Adhere to inter/national policies regarding hazing.
- Execute a new member program consistent with the inter/national organization's values that positively introduces new members to the fraternity/sorority community.
- Participate in at least one program annually on the value of human dignity.
- Participate in at least one program annually that promotes a climate of diversity and inclusion.
- Participate in at least one program annually that addresses women's health, wellness and/or student safety.
- Comply with the fire/safety inspection regulations (housed chapters) of its inter/national organization and the host institution.

5. Developing citizenship through service and outreach

Each NPC member organization values community and philanthropic service.

Minimum chapter standards:

- Engage in a minimum of one community service/philanthropic project annually according to inter/national policy.
- Support campus service/philanthropic projects when feasible.
- Acknowledge and promote positive relationships with the greater university community.
- Participate in and support College Panhellenic/governing council meetings, programs and events.
- Abide by all federal, state/province and local laws, campus policies, regulations and community standards.

C. NPHC Shared Standards

Expectations for NPHC Undergraduate Councils and Affiliate Chapters

1. Continued promotion of academic excellence

- A. Maintain grade point averages (GPAs) above the minimum GPA requirement to be an Active member of the chapter and organization as defined by the college or university, if standards are higher than said affiliate organization.
- B. Maintain graduation rates equal to or which exceed the all men's or women's rates, respectively, on a given campus.
- C. Develop scholarship programs that challenge members and potential members to achieve academically, provide scholastic support, and recognize both improvement and excellence in academic performance.

2. Demonstration of the values of NPHC, affiliate organizations, and host institutions.

- A. Integrate the stated values and mission of NPHC, affiliate organizations, and the institution into all aspects of the organization and membership.
- B. Develop and implement a Standards Board to hold members accountable to the entire Greek-lettered community, as well as to the student code of conduct at the institution.
- C. Sponsor monthly leadership programs which promote personal development and encourage implementation of best business practices.
- D. Develop standards which discourage both the misuse of alcohol and the use of illegal drugs and which exact penalties.

3. Development of leadership skills.

- A. Provide members with opportunities for leadership development workshops and programs, through NPHC, affiliate organizations, and other programs sponsored by outside organizations.
- B. Encourage affiliate chapter members to seek leadership roles in other campus organizations.

4. Development of positive supportive relationships.

- A. Comply with all anti-hazing and mandated policies of the state, college/university, NPHC, and affiliate organizations.

- B. Create programs that enhance the Greek-letter community and student body and thereby contribute to a positive relationship with the community at large.
 - C. Demonstrate a genuine concern for all mankind.
 - D. Seek an appropriately credentialed Graduate chapter and Faculty/Staff advisor(s) to serve as advisories to affiliate chapters and the local NPHC
5. Develop citizenship through community service and outreach.
- A. Develop effective service projects and community outreach programs on an ongoing basis.
 - B. Establish and maintain community service initiatives, while encouraging the participation of all members.
 - C. Participate in campus Greek-lettered and non-Greek governing councils, as well as non-Greek organizations and events.
 - D. Establish a positive and productive campus presence

SECTION 13: EDUCATION & ACCOUNTABILITY

- D. Each fraternity shall annually instruct its students and alumni/alumnae on the Fraternity & Sorority Life Handbook which includes College of Charleston Policies, State Law, FIPG, Inc. Risk Management Policy, and Fraternity & Sorority Life procedures. Additionally, all students and key volunteers shall annually receive a copy of the Handbook and a copy shall be available on the fraternity website.
- E. **FRATERNITY OFFICERS ARE RESPONSIBLE FOR THE EDUCATION OF INDIVIDUAL MEMBERS, INCLUDING NEW MEMBERS AND ALUMNI/AE ABOUT THESE POLICIES.** The Fraternity President and Risk Management/Social Chair are responsible for educating all Active, New/Associate, and Alumni/ae members about responsible event management and these policies. Ignorance is not tolerated, and chapters may be held responsible for the actions of members and guests. It is recommended that these policies be reviewed regularly at fraternity and new member meetings, and prior to coordinating any event.
- F. **Shared Responsibility:** Any student, who knowingly acts in concert to violate college regulations, may be held jointly responsible for such violations. Students are responsible for the conduct of their guests on or in College of Charleston property and at functions sponsored by the College or any student organization.
- G. **Organization's Shared Responsibility:** Any student organization will be held responsible for the behavior of their members, whether they are current students, alumni or guests, when their actions evolve from or are in any way related to their association with or activities of the organization. Student organizations which condone or encourage behavior which violates school or state regulations may be given joint responsibility for such violations.

SECTION 14: VIOLATIONS OF POLICY

- A. Any member of the College community may notify the Higdon Center for Student Leadership and Fraternity & Sorority Life of a violation of the Policy. Disciplinary charges may be filed against the individual, officers, and/or the chapter as a whole. Violations will be handled administratively through the Higdon Center for Student Leadership and Fraternity & Sorority Life, the Organization's Governing Council, the Office of the Dean of Students or may be passed on to an appointed College of Charleston Honor Board. Organizational National Headquarters, as well as local chapter advisors may be contacted of any violation of the Policy.
- B. In any given situation, the following will be considered when determining the criteria for enforcement of the violation:
 - i. The details and specifics of the event (Who, What, Where, When, How and Why questions will be determined).
 - ii. Richter Scale test: Status and severity of situation (damages, injuries, etc.)
 - iii. Level of response (who needs to be contacted?)
 - iv. Next Action (where to go from here)
- C. Tucker Higgs Transparency Act
 - i. All organizational violations involving, alcohol, drugs, sexual assault, physical assault and/or hazing will be posted on the Dean of Students website and linked from the Higdon Center for Student Leadership and Fraternity & Sorority Life website.

SECTION 1. This act must be known and may be cited as the "Tucker Higgs Transparency Act".

SECTION 2. Article 1, Chapter 101, Title 59 of the 1976 Code is amended by adding:

"Section 59-101-210. (A)(1) Beginning with the 2016-2017 academic year, a public institution of higher learning, excluding technical colleges, shall maintain a report of actual findings of violations of the institution's Conduct of Student Organizations by fraternity and sorority organizations formally affiliated with the institution.

(2) The report of actual findings of violations of the Conduct of Student Organizations is required for offenses involving:

- (a) alcohol;
- (b) drugs;
- (c) sexual assault;
- (d) physical assault; and
- (e) hazing.

(3) The report of actual findings of violations must contain:

- (a) the name of the organization;
- (b) when the organization was charged with misconduct;
- (c) the dates on which the citation was issued or the event occurred;

- (d) the date the investigation was initiated;
 - (e) a general description of the incident, the charges, findings, and sanctions placed on the organization; and
 - (f) the date on which matter was resolved.
- (4) The report must include no personal identifying information of the individual members and shall be subject to the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232g.
- (5) The institution shall update this report at least forty-five calendar days before the start of the fall and spring academic semesters.
- (6) The institution shall provide reports required under this section on its Internet website in a prominent location. The webpage that contains this report must include a statement notifying the public:
- (a) of the availability of additional information related to findings, sanctions, and organizational sanction completion;
 - (b) where a member of the public may obtain the additional information that is not protected under the Family Education Rights and Privacy Act (FERPA), 20 USC 1232g; and
 - (c) that the institution is required to provide this additional information pursuant to the South Carolina Freedom of Information Act.
- (7) The institution shall furnish a printed notice of the nature and availability of this report and the website address where it can be found to attendees at student orientation.
- (8) The institution shall maintain reports as they are updated for seven years. Information that is four years old may be removed from the record by the institution as it updates its records.
- (B) A public institution of higher learning shall submit to the Commission on Higher Education a statement within fourteen calendar days that the reports have been updated as required in subsection (A)(4). The commission shall publish on their webpage a link to the institution's updated reports.
- (C) A member of the public who believes that an institution is not complying with the information disclosure required under this section may seek relief as provided for under the South Carolina Freedom of Information Act."

SECTION 3. Each public institution of higher learning shall compile an initial report and make it available to the public and online before the beginning of the 2016-2017 academic year. This initial report must include the information outlined in Section 59-101-210 beginning with data after December 31, 2012. If a university cannot comply with this requirement by the 2016-2017 academic year, they may apply for a one-year waiver but all public institutions must be compliant by the 2017-2018 academic year.

SECTION 4. This act expires three years after its effective date, unless extended or reenacted by the General Assembly by law.

College of Charleston
Higdon Center for Student Leadership and Fraternity & Sorority Life
Fraternity & Sorority Handbook Statement of Understanding

Overview

The aforementioned handbook has been created to assist chapters in the areas of fraternity/sorority policy awareness, event management, responsible member behavior and decision-making, reducing legal liability, and providing a healthy and safe environment for members and guests.

Any student, who knowingly violates College regulations, will be held responsible for such violations. Students are responsible for the conduct of their guests on or in College of Charleston property and at functions sponsored by the College or any student organization.

Furthermore, any Greek lettered organization will be held responsible for the behavior of their members, whether they are current students, alumni or guests, when their actions evolve from or are in any way related to their association with or activities of the organization. Greek lettered organizations which condone or encourage behavior which violates school or state regulations may be given joint responsibility for such violations.

Statement of Understanding

By signing below, I have the full understanding that I am responsible for educating all Active, New/Associate, and Alumni/ae members about responsible event management and these policies. Ignorance is not tolerated, and chapters may be held responsible for the actions of members and guests. It is recommended that these policies be reviewed regularly at chapter and new member meetings, and prior to coordinating any event.

Signatures

Fraternity/Sorority Name

President Signature

Printed Name

Date

Risk Management/Judicial Chair Signature

Printed Name

Date

Advisor Signature

Printed Name

Date