UAA STUDENT AFFAIRS POLICIES FOR GREEK ORGANIZATIONS

University of Alaska Anchorage Greek Community

Mission Statement

The University of Alaska Anchorage (UAA) recognizes that organized student life programs within the campus community further the institution’s educational mission. These programs, such as student organizations, are also considered a valuable aspect of students’ educational environment. Student involvement with organizations encourages academic excellence, self-governance, service to the University and the community, and offers opportunities for continued personal and leadership development. Fraternities and Sororities are examples of such student organizations and can be an integral component of student life and the campus community.

Greek Life

UAA Greek Organizations are nationally recognized fraternities and sororities with membership in one of the following national councils/conferences: North-American Interfraternity Conference, National Panhellenic Conference, National Pan-Hellenic Council, Inc., National Association of Latino Fraternal Organizations, Inc., or National Multicultural Greek Council. Per University of Alaska Board of Regents Policy, ‘sorority’, and ‘fraternity’ means a campus chapter affiliated with a national sorority or fraternity that has complied with the conditions set in Regents’ policy 09.07.060 and applicable MAU rules and procedures.

Fraternities and sororities make positive contributions to the educational mission of a university. Greek organizations provide members a chapter environment that encourages intellectual and social development, and engagement through philanthropy and co-curricular activities. Therefore, each UAA Greek organization’s main objective is to promote high level of scholarship, and personal and social growth of all its members.

The University seeks to promote flexibility and autonomy for Greek organizations and deems them as important student groups. Each registered Greek organization must maintain a competent self-government and proper organizational management. All Greek organizations, and their members, must maintain conduct consistent with UAA Student Code of Conduct, and comply with all University policies, procedures, regulations, and federal, state, and local laws.

No Greek organization may use the name University of Alaska Anchorage without express written authorization of the University, except to identify the organization's institutional affiliation. Use of the University name and symbols are subject to conditions established by the University.

Per University of Alaska Board of Regent Policy 09.07.060, Chancellors will establish MAU rules and procedures governing sororities and fraternities that may include, but are not limited to student conduct, judicial review, on- and off-campus activities, advisors, and housing.

Greek Organization Governance
The University of Alaska Anchorage recognizes two student-governing organizations that oversee the functions of member organizations.

**UAA Greek Council** was created with the purpose to serve as a liaison between registered Greek organizations at UAA and the administration, faculty, and non-Greek students. It provides leadership and support of Greek organizations affiliated with UAA. It is composed of one representative of each registered Greek organization and operates under the Greek Council Constitution and Bylaws, and all the University’s policies and procedures.

The Greek Council Constitution and Bylaws are the governing documents for all Council activities. Any changes to the Greek Council Constitution and Bylaws must comply with University of Alaska Board of Regent Policies and be approved by the UAA Vice Chancellor for Student Affairs or designee.

**UAA Panhellenic Association** was established to provide further development of national standards and practices for member sororities at UAA and operates under the Panhellenic Association Constitution and Bylaws. Panhellenic provides leadership development for member organizations, formal structures for membership recruitment and system extension, and shared-values programming. The Executive Council consists of four members, selected to equally represent each organization. Panhellenic organizations will alternate the position of president each year and will be selected among the members of the Executive Council. Each member organization selects one representative to serve as a delegate to Panhellenic. Each delegate holds voting rights and is expected to represent their chapter and facilitate communication between organizations.

Panhellenic Association Constitution and Bylaws are the governing documents for all of Panhellenic’s activities. Any changes to the Panhellenic Association Constitution and Bylaws must comply with University of Alaska Board of Regent policies and be approved by the UAA Vice Chancellor for Student Affairs or designee.

**Greek Organization Membership**

Membership in all UAA Greek organizations shall be open to all UAA Anchorage campus students. Minimum criteria for membership are:

- Current enrollment in at least three credits at UAA Anchorage campus.
- Minimum 2.0 cumulative UA grade point average. All organization officers must maintain a 2.25 cumulative UA grade point average to hold such office.
- Satisfactory disciplinary standing with the University.
- Admitted to a UAA Anchorage campus undergraduate or graduate degree program.
- The national chapter may set additional membership criteria provided it does not lessen the UAA criteria outlined in this document.

Only students currently enrolled at the University of Alaska Anchorage are eligible to be members of UAA Greek Organizations.
Membership requirements for all UAA Greek organizations must be consistent with the University of Alaska non-discrimination policy, which states,

*It is the policy of the board that in accordance with federal and state law, illegal discrimination against any individual because of race, color, religion, national origin, age, sex, sexual orientation, veteran status, physical or mental disability, marital status, pregnancy or parenthood is prohibited. Decisions affecting individuals shall be based on the individual’s qualifications, abilities and performance, as appropriate.*

As provided by federal law, fraternities and sororities may choose members based on gender.

**Responsibilities of Greek Organizations**

Each organization and its members, both individually and collectively, have the following responsibilities:

1. UAA Greek organizations are required to exercise responsible fiscal management and fiscal integrity. UAA Greek organizations are required to adhere to University accounting, purchasing, payroll, and travel policies, procedures, and regulations. All UAA Greek organizations’ finances must be maintained within the University system. No external checking or savings accounts are authorized without written permission of the Vice Chancellor for Student Affairs.

2. All forms of hazing, including "Pledge Day", pre-initiation activities, or any activities that may be deemed as hazing, shall be banned and are in violation of the UAA Student Code of Conduct. Hazing is defined as any action taken or situation created, whether on or off campus, that may cause mental or physical discomfort, embarrassment or ridicule. Such activities include, but are not limited to, creation of excessive fatigue, physical or verbal abuse, engaging in public stunts and jokes, degrading or humiliating games or activities, late night sessions, which interfere with scholastic activities, or any other activities not consistent with the mission of the University and its policies, procedures, and regulations. It is the responsibility of each UAA Greek organization and each member to understand and adhere to the UAA Student Code of Conduct and to implement constructive member education programs to address issues such as hazing.

3. UAA Greek organizations are responsible for conducting additional annual on-campus educational programs on such topics as enhancing diversity, recognizing and preventing substance abuse, and preventing sexual harassment, sexual assault and sexual violence.

4. Any University-registered organization and its members must comply with the UAA Alcohol Policy. Failure of a UAA Greek organization, or its members, to comply with the UAA Alcohol Policy will result in disciplinary action being taken by the University.

5. Greek organization housing is not permitted without the express written authority of the UAA Chancellor or designee.

To request or maintain registration status, UAA Greek Organizations are also responsible to:

- Complete and submit all materials outlined in the UAA Greek Registration process.
• Select a UAA faculty or staff advisor and:
  o Obtain their signature on all pertinent forms and documents.
  o Keep them informed of all activities.
  o Meet with them on a regular basis throughout the academic year.
  o Allow them the opportunity to express an opinion on issues that affect the welfare of the organization and the University.

• Be familiar with all rules and regulations pertaining to Greek organizations and to follow all provisions as they now exist or as they may be amended in the future.

• Inform Student Clubs and Greek Life (SCGL) staff of any changes to the organization or members that may affect eligibility and/or status at the University.

• Provide details of activities, both on and off campus, to SCGL staff as soon as an event is planned.

• Receive appropriate approval for travel on behalf of the Greek organization, in advance of travel, as per student organizations’ travel policies.

• Inform SCGL staff of any situation or behavior that may endanger the safety or welfare of any student, staff, or faculty at UAA.

Privileges of Greek Organizations

Registered Greek organizations with the proper authorization are entitled to the following:

• Use of the University's name to identify the organization's institutional affiliation.
• Use of campus facilities to recruit members, to hold meetings, and other functions.
• Eligibility to co-sponsor events with UAA clubs and/or organizations.
• Use of various support services provided by UAA, Greek Council, and Panhellenic Association.
• Ability to publicize activities in campus publications and on campus bulletin boards.

Greek Organizations Violations

Reported allegations of violations of University policies, procedures, regulations, and/or federal, state, or local laws may result in the immediate suspension of Greek organization privileges until matters are adjudicated. The University may also take appropriate administrative and disciplinary action against Greek organizations, and/or its members, who are found responsible for failure to comply with University policies, procedures, regulations, and/or federal, state, or local laws. These allegations will be referred to appropriate bodies for review and adjudication, including the UAA Dean of Students and law enforcement agencies.

Greek Life Administration

Student Clubs and Greek Life Office
Greek Life at UAA is part of the Student Life and Leadership office within the Student Affairs administrative unit. Greek organizations receive organizational advisement and financial guidance from the Student Clubs and Greek Life (SCGL) office. The Leadership Coordinator for Student Clubs and Greek Life serves as the Greek Life advisor. The Administrative Assistant for Student Clubs and Greek Life provides financial management for all Greek organizations.

**Leadership Coordinator**

In addition to a faculty or staff advisor, the Leadership Coordinator provides programmatic support and advisement for all Greek organizations. The Coordinator works with student leaders, UAA departments and offices, and each Greek organization’s national office to facilitate educational, social, and values-based programming opportunities. Greek organizations may request presentations, educational workshops, or executive sessions with the advisor at any time and are encouraged to do so on a regular basis.

The Leadership Coordinator also serves as the primary advisor for the UAA Greek Council and UAA Panhellenic Association. Due to conflict of interest, the Coordinator may not serve as an individual Greek organization campus or chapter advisor.

**Administrative Assistant**

The Administrative Assistant works with each organization’s treasurer to understand how monies are deposited and withdrawn from the organization’s UAA account and provides purchasing training to members of each organization. SCGL maintains financial ledgers for each Greek organization summarizing revenues and expenditures for the fiscal year (July – June). Financial ledgers are available to Greek organizations on UAA Life. Printed financial statements can be made available to an organization’s national headquarters upon request.

Due to conflict of interest, the Administrative Assistant may not serve as an individual Greek organization’s campus advisor or as the organization’s primary chapter advisor.

**Advisors**

**UAA Faculty/Staff Advisor**

All Greek organizations are required to have a UAA faculty or staff advisor. The function of the advisor is to provide guidance regarding University policies and procedures and to support the organization’s overall development and goal attainment. The advisor must be either a permanent full-time or a permanent part-time (at least 50%) member of the faculty (not on sabbatical), or full-time staff at the University. If the function of advising a student group falls outside or is in conflict with the faculty or staff’s job responsibilities he/she must obtain written approval from a supervisor to serve in this role.

An advisor is selected annually by a majority vote of the organization’s members. Official meeting minutes must be kept documenting the results of the vote. The following are some suggestions for both officers and a prospective advisor to consider:
• The organization's plans and amount of time needed from the advisor.
• Advisor's expectations of the organization and their ability to communicate those expectations to members of the organization.

Responsibilities of UAA Faculty or Staff Advisors

The following are areas of responsibility for advisors:

• Review all forms and any other pertinent documents that affect the organization.
• Have signature authority over the organization’s financial accounts.
• Be informed of the purpose and the activities of the organization.
• Be knowledgeable of, uphold, and ensure the Greek organization upholds University policies and procedures, as well as rules and regulations pertaining to Greek organizations as found in this manual. Follow all provisions as they exist or as they may be amended in the future.
• Work with the organization to ensure officers are informed of all relevant University policies and procedures.
• Assist officers in the operational aspects of the organization, as well as in the planning and evaluation of the organization’s activities.
• Encourage members to assume responsibility for their actions and for the effectiveness of their programs.
• Allow freedom for the organization to plan and coordinate their activities and programs. In the spirit of self-governance and developmental leadership, students shall have the decision-making authority within the organization.
• Attend meetings, events, and activities whenever possible. Any events with an anticipated attendance of 50 people or more requires advisor to be present for the entirety of the event.
• Attend advisor trainings hosted by SCGL staff and meet with the Leadership Coordinator at least once per semester.

Liability Understanding: All University of Alaska Anchorage employees are indemnified by the University for liability arising out of acts by the employee in the course and scope of his/her employment. Per Board of Regent’s Policy09.07.040, one of the benefits of registration is that clubs and organizations have access to advisors. Therefore, as employees, advisors have indemnification as long as the club and organization is fully registered with the University and provided they are acting within the course or scope of their official duties as advisors. If the advisor has specific questions about liability protection, they should contact Student Clubs and Greek Life or Risk Management for more information.
Chapter Advisor

Chapter advisors are typically community members and/or alumni from the Greek organization. The role of a Chapter Advisor is to help the organization be successful and grow. A Greek organization’s Chapter Advisor must be able to guide, advise, and support the chapter and its officers. This advisor does not need to have university affiliation. The Chapter membership shall select a Chapter advisor annually by the majority vote of active members.

Greek Organization Registration Process

Greek organizations must receive official registration status from the University in order to receive privileges (see Privileges of Greek Organizations) associated with registered organizations. The UAA Vice Chancellor for Student Affairs grants official registration status to new Greek organizations upon recommendation of the UAA Dean of Students. To receive official registration from the University, Greek organizations must first receive temporary registration as highlighted in the following sections.

By registering a Greek organization, the University does not assume any responsibility for the organization’s actions or activities, nor does in any way endorse the organization's stated aims, objectives, policies, or practices. Registration serves only as acknowledgement of the rights the organization has to exist at the University.

Temporary Registration Process

The purpose of temporary registration is to give requesting Greek organizations the opportunity to participate in activities that help the organization demonstrate the contributions it can make to the Greek community and the University. Temporary registration also helps requesting organizations meet requirements set by their national organization. Greek organizations with temporary registration may operate on campus, recruit, educate, and accept new members, and are invited to participate in Greek Council. However, Greek organizations in temporary status do not have a vote on the Council.

New Organization Registration Packet

Greek organizations requesting temporary registration and to join the University of Alaska Anchorage Greek community must submit a registration application packet to SCGL. Registration materials must include:

1. Letter from the national Greek office stating the group’s chapter status, as well as purpose, goals, and membership requirements.
2. Statement of Compliance signed by two members of the requesting organization indicating understanding and intent to abide by University rules, policies, regulations, and guidelines.
3. Statement of Support signed by the requesting organization’s University advisor indicating desire to mentor the members of the organization and understanding of the responsibilities associated with being an advisor.

4. Outline of proposed community service, scholarship, educational, and social activities the organization plans to conduct during the upcoming year.

5. Organizational constitution, bylaws, and other articles of governance.

6. Roster of names, local addresses, telephone numbers, emails, and date of birth of all its UAA student members and officers. Roster will be used to verify eligibility and should be signed by members to indicate authorization for student records review by SCGL. All organization officers maintain a minimum of a 2.25/4.0 cumulative grade point average to hold such office.

SCGL will review the registration packet for completeness and forward it to Greek Council for consideration. After appropriate consideration, in accordance to Greek Council Constitution and Bylaws, Greek Council may recommend to the UAA Dean of Students to grant or deny the application for temporary registration. The UAA Dean of Students, upon review of application packet and recommendations, will grant or deny temporary registration to the requesting Greek organization. This process will take no longer than ten (10) business days from the time the completed materials are received by the UAA Dean of Students. If approved, temporary registration shall be for a minimum of one (1) semester and a maximum of three (3) semesters (not including summer). If denied temporary registration, a group may re-apply in subsequent semesters.

Requests for review of organizations in temporary registration status may occur at any time for allegations of failure to abide by the UAA Greek Life Policies and Procedures, Greek Council Constitution and Bylaws, Panhellenic Association Constitution and Bylaws, and/or University policies, procedures, or regulations. The UAA Dean of Students may grant or deny continuation of temporary status to the Greek organization for cause or no cause.

Greek organizations awaiting temporary status may request approval to recruit, hold events, and have meetings from the Leadership Coordinator if such activities directly impact the requesting organization’s ability to meet national organization’s requirements. This approval is in a case-by-case basis and must be given before any activity occurs on campus.

Official Registration Process

Greek organizations requesting official registration must be in temporary status for a minimum of one (1) full semester (not including summer) and submit a completed application. The application for official registration must include the following updated information (when applicable):

1. Letter from the national Greek office declaring the group’s Charter Status, as well as purpose, goals, and membership requirements.
2. Statement of Compliance signed by the organization’s president and vice president indicating understanding and intent to abide by University rules, policies, regulations, and guidelines.

3. Statement of Support signed by the organization’s University advisor and Chapter Advisor indicating their desire to continue (or begin) to mentor the members of the organization and understanding of the responsibilities associated with being an advisor.

4. Outline of proposed community service, scholarship, educational, and social activities the organization plans to conduct during the upcoming year.

5. Organizational constitution, bylaws, and other articles of governance.

6. Roster of names, local addresses, telephone numbers, emails, and date of birth of all its UAA student members and officers. Roster will be used to verify eligibility and should be signed by members to indicate authorization for student records review by SCGL. All organization officers must maintain a minimum of a 2.25/4.0 cumulative grade point average to hold such office.

7. Report on community service, scholarship, educational, and social activities the organization participated in while on temporary registration status.

8. Statement from the Greek Council’s liaison committee addressing the requesting organization's activities and progress while organized as a temporary Greek organization indicating the organization's readiness to receive official registration.

The UAA Vice Chancellor for Student Affairs will grant or deny official registration status to Greek organizations on temporary status with recommendations from Greek Council, SCGL, and the UAA Dean of Students. This process will take no more than fifteen (15) business days from the time the completed materials are received by the UAA Vice Chancellor.

If official registration is granted, the newly registered Greek organization will immediately become a voting member of Greek Council. UAA Greek organizations must participate in all community review activities and other standards set forth by SCGL and Greek Council. Greek organizations on official registration status must re-register each year in accordance with SCGL registration policies to maintain their status.

If official registration is denied, and if the three (3) semesters time limit for temporary registration has been reached, the Greek organization may request a continuation of temporary registration status for a maximum of two (2) semesters (not including summer). During this two (2) semester period, the Greek organization may re-apply for official registration. If official registration is again denied, the Greek organization's temporary registration is terminated. Two regular academic semesters (i.e., fall or spring) must elapse before the organization may re-apply for temporary registration.
Requests for review of organizations in official registration status may occur at any time for allegations of failure to abide by the UAA Greek Life Policies and Procedures, Greek Council Constitution and Bylaws, Panhellenic Association Constitution and Bylaws, and/or University policies, procedures, or regulations. The UAA Vice Chancellor for Student Affairs may grant or deny continuation of official status to the Greek organization for cause or no cause.

Maintaining Registration Status

Each Greek organization that has achieved official registration, and has Charter Status with their respected national organization, must submit an Annual Registration Packet to SCGL by September 15 each year to maintain their status with the University.

Annual Registration Packet

The annual registration packet must include:

1. Statement of Compliance signed by the organization’s president and vice president indicating understanding and intent to abide by University rules, policies, regulations, and guidelines.
2. Roster of names, local addresses, telephone numbers, emails, and date of birth of all its UAA student members and officers. Roster will be used to verify eligibility and should be signed by members to indicate authorization for student records review by SCGL. All organization officers must maintain a minimum of a 2.25/4.0 cumulative grade point average to hold such office.
3. Completed Advisor Agreement Form.
4. Statement from affiliated national organization indicating that the UAA chapter is in Charter Status and in good standing.
5. Annual Chapter Report with organization’s previous year’s activities and plans for the current year.

Inactivation

Officially registered Greek organizations may become inactive and lose University privileges, including access to University facilities and financial accounts. Greek organizations may be declared inactive if organizations:

1. Fail to submit the Annual Registration Packet by due date as outlined by this handbook. The organization will have a fifteen (15) business-day grace period before inactivation occurs.
2. Greek Council requests inactivation, with due process, as outlined in the Greek Council Constitution and Bylaws.
3. Fail to comply with University’s policies and procedures, and/or UAA Greek Life Policies and Procedures.
4. Violate state or federal law.

The UAA Dean of Students will make final decisions on Greek organizations’ inactive status with recommendations from SCGL and Greek Council. Greek organizations may appeal the Dean of Students’ decision by the end of the current semester. Greek organizations may not be in inactive status for more than three (3) consecutive semesters (not including summer).

_De-Registration_

Officially registered Greek organizations may lose registration status if:

1. Found in violation of the UAA Student Code of Conduct, any University policies, procedures, and/or regulations, and federal, state, and local laws.

2. On inactive status for three (3) consecutive semesters (not including summer).

3. At the request of Greek Council, with due process, as outlined in the Greek Council Constitution and Bylaws.

The UAA Vice Chancellor for Student Affairs will make final decisions regarding Greek organizations’ de-registration with recommendations from the UAA Dean of Students, SCGL, and Greek Council. Once a Greek organization loses registration status, its financial account will be closed. All funds from the closed account will be reverted to the Greek Council financial account after two (2) consecutive semesters (not including summer). Greek organizations wishing to re-activate must submit a *New Organization Registration Packet*. 