



POLICY XXI – FRATERNITIES AND SORORITIES

Last amended April 2015

1. Ratification

1.1. To be considered for ratification by the General Assembly, the following must be submitted by a fraternity or sorority to the VP Student Affairs:

1.1.1. A Students' Union Application for Fraternity or Sorority Ratification which includes:

1.1.1.1. The name of the fraternity or sorority;

1.1.1.2. The date of the application;

1.1.1.3. The names, titles, e-mail addresses, phone numbers, and University of Lethbridge student identification numbers for at least three (3) members of the fraternity or sorority executive; and,

1.1.1.3.1. The signatures of the president of the fraternity or sorority;

1.1.1.3.2. All executive members of the fraternity or sorority must be current, undergraduate students;

1.1.1.4. A minimum of twelve (12) member names, with corresponding e-mail addresses and University of Lethbridge student identification numbers.

1.1.1.4.1. In the first year of ratification, a fraternity or sorority will only require a minimum of five (5) member names, with corresponding e-mail addresses and University of Lethbridge student identification numbers.

1.1.1.4.2. These member names may include potential members, such as prospects and pledges. If these individuals do not become full members, then the fraternity or sorority must supply the VP Student Affairs with current member names.

1.1.2. A Students' Union Fraternity or Sorority Outline of Procedures, which includes:

1.1.2.1. The name of the fraternity or sorority;

1.1.2.2. The vision and mission of the fraternity or sorority;

1.1.2.3. Definition of membership, including rights and obligations;

1.1.2.4. An accountability clause, stating that they will abide by all Students' Union and University of Lethbridge bylaws and policies, and acknowledge that they may face de-ratification if they contravene a bylaw or policy without General Assembly approval;

1.1.2.5. The titles of the executive positions and what their responsibilities include;

1.1.2.6. The annual election procedure for incoming executives; and

1.1.2.7. The process for amending the Outline of Procedures.

1.1.3. A signed copy of the Sanctioned Fraternity and Sorority Agreement Form, indicating that the fraternity or sorority will comply with the ULSU and University of Lethbridge legislation. By signing this form, the fraternity or sorority agrees that the ULSU will not be held liable for and will not be associated with any fraternity or sorority event which is held off campus and has not been sanctioned by the VP Student Affairs; and,

1.1.4. A twenty-dollar (\$20) non-refundable ratification application fee;

1.2 Upon submission of the above four (4) requirements, the VP Student Affairs will submit the application for ratification to the General Assembly for approval;

1.3 The General Assembly has the authority to ratify or deny ratification to any student fraternity or sorority; and

1.3.1. The ratification of a fraternity or sorority that was de-ratified in the prior year will take into account the filed history of that fraternity or sorority and rationale for prior de-ratification.

2. De-Ratification

2.1. Any fraternity or sorority found to be in violation of Students' Union Legislation will be brought forth to the General Assembly for de-ratification, at the discretion of the VP Student Affairs.

2.1.1. A reasonable effort will be made to give a fraternity or sorority two (2) weeks' notice prior to the General Assembly meeting regarding grievances against them, to allow for the fraternity or sorority to prepare an appeal. The fraternity or sorority in question will be given adequate time during the meeting of the General Assembly, in which the discipline or de-ratification is being considered, to present an explanation for the violation.

2.1.2. A motion for de-ratification of a fraternity or sorority will be carried if approved by a majority vote.

2.2. A de-ratified fraternity or sorority loses all privileges and may not ratify for the remainder of the academic year.

2.3. The VP Student Affairs will keep record of de-ratified fraternities and sororities, and will make note should a fraternity or sorority seek ratification in the following academic year.

3. Funding

3.1. Fraternities and sororities shall not have access to Club Funding through Club Grants or Club Start-Up Grants.

3.2. Fraternities and Sororities may access Travel and Conference Grants as per Policy XXVI – Student Assistance – Travel and Conference Grant; and,

3.2.1. Fraternities and Sororities may apply as a group of students:

3.2.1.1. A group may be given funding to a maximum of twenty-five percent (25%) of the total expenses but may not exceed six hundred dollars (\$600.00);

3.2.1.2. For group travel outside of North America, the funding maximums cited in of this policy may be increased by 50% to a maximum of nine hundred dollars (\$900.00).

3.3. Grants may be made available to subsidize a particular initiative or event operated by a ratified fraternity or sorority, with the following stipulations:

3.3.1. Promote the purpose of the fraternity or sorority;

3.3.2. Promote student involvement;

- 3.3.3. Is open to all members of the Students' Union;
- 3.3.4. Occur within the current academic year
- 3.3.5. Grants may not be used for the purchase of alcohol;
- 3.3.6. Resources or materials obtained with the Grant will be the property of the fraternity or sorority and remain in fraternity or sorority inventory; and,
 - 3.3.6.1. If the fraternity or sorority is de-ratified or disbands, the fraternity or sorority must return all resources or materials to the Students' Union;
- 3.4. Application submissions for fraternity or sorority grants must:
 - 3.4.1. Be submitted to the VP Operations and Finance, not less than six (6) business days prior to a General Assembly meeting;
 - 3.4.2. The VP Operations and Finance will submit all complete Grants to the General Assembly for approval; and,
 - 3.4.3. The General Assembly has final authority to approve any Grant application.
- 3.5. Grant application requirements must include:
 - 3.5.1. A letter of intent
 - 3.5.2. A complete budget detailing all costs to which the Students' Union would be contributing
 - 3.5.3. Proof of an active BMO account;
 - 3.5.3.1. There is an opt-out process for those fraternities or sororities that have an established record of outstanding financial accountability and compliance. To opt-out, they are required to present their case at a meeting of the General Assembly, proving their track record and external checks and balances are sufficient enough that they do not need to be a part of the ULSU Centralized Banking. The decision will be made by a majority vote of the General Assembly. They will be considered opted out on a continual basis unless a change in affiliation has occurred.
- 3.6. A fraternity or sorority may be eligible to receive a maximum of two hundred dollars (\$200.00) in the forms of a Grant once per academic year.
- 3.7. The VP Student Affairs may request a follow-up report, including receipts, once a Grant has been approved.
 - 3.7.1. A fraternity or sorority will have two (2) weeks to submit a report once the VP Student Affairs has made a request.
- 4. Fraternity and Sorority Events
 - 4.1. All fraternity and sorority events that are held on campus or use ULSU resources for promotion, planning, or execution must be sanctioned at the discretion of the VP Student Affairs. A complete and detailed event proposal must be submitted to the VP Student Affairs two (2) weeks prior to the event.
 - 4.1.1. These events are subject to the rules and restrictions of the Club Events Policy, the Club Alcohol Policy and the Club Events Policy S.3.
 - 4.2. The ULSU will not be held liable for any fraternity and sorority event that is held off campus that has not been sanctioned by the VP Student Affairs.

- 4.3. All fraternity or sorority events held on campus or use ULSU resources to promote, plan or execute are subject to the requirements of the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services; and
 - 4.3.1. Requirements for events held off campus may vary depending on the nature of the event and the establishment or venue at which it is taking place; in some cases proof of insurance and an extension of liability coverage may be required by the establishment or venue; and,
 - 4.3.2. Fraternities and sororities can expect to need proof of both insurance and staff certification in the case that an event is being held at a licensed venue;
- 4.4. The fraternity or sorority must fill out and return to the VP Student Affairs, prior to the event, all applicable paperwork including but not limited to:
 - 4.4.1. Driver Agreements
 - 4.4.1.1. All individuals driving either a personal or rental vehicle must submit a University of Lethbridge driver agreement form for the current academic year;
 - 4.4.1.2. Drivers must have liability insurance coverage not less than one million dollars (\$1,000,000.00);
 - 4.4.2. Waivers or a Group Waiver
 - 4.4.2.1. Waivers will be prescribed for events by the VP Student Affairs in consultation with University of Lethbridge Risk and Safety Services and must be carefully filled out and returned before the event takes place;
 - 4.4.3. Primary Event Organizer Forms
 - 4.4.3.1. The Primary Event Organizer will be the direct contact for the event and responsible for all aspects pertaining to the event. The Primary Event Organizer form must be filled out and signed before the event takes place;
 - 4.4.3.2. The Primary Event Organizer will be responsible for ensuring adherence to the Club Alcohol Policy;
 - 4.4.3.2.1. All event volunteers subsequent to the Primary Event Organizer will be required to sign the “appointed volunteer” section of the Primary Event Organizer Form, in accordance with the Club Alcohol Policy;
- 4.5. For all events held off campus that use ULSU resources to promote, plan or execute that are held at a licensed venue will require a tailored Risk Management Plan;
 - 4.5.1. The Risk Management Plan will outline possible risks and a response plan for accidents or mishaps, as well as the responsibilities of the Primary Event Organizer and appointed volunteers in the event of an accident or mishap; and,
 - 4.5.2. The Risk Management Plan must be worked out with the VP Student Affairs and submitted prior to the event.

5. Fraternity and Sorority Space

- 5.1. Fraternities and Sororities will not be given access to SU010A-D or SU010E.
- 5.2. A ratified fraternity or sorority may reserve rooms SU300A, SU300B, and/or SU300C free of charge for fraternity or sorority events;
- 5.3. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a fraternity or sorority must submit a two hundred dollar (\$200.00) deposit for the ballroom(s) to the Operations Coordinator;

- 5.4. A fraternity or sorority must notify the Operations Coordinator at least twenty (20) business days in advance of an event to reserve the ballroom(s);
- 5.5. If the room deposit is not received by the Operations Coordinator within five (5) business days of the booking request, the reservation may be cancelled;
- 5.6. A fraternity or sorority cabaret in SUB300A, B, and/or C requires the approval of the ULSU Operations Coordinator and the VP Student Affairs;
- 5.7. All approved fraternity or sorority cabarets are co-sponsored by the Students' Union;
- 5.8. Two or more fraternities, sororities or clubs may co-host a cabaret;
- 5.9. The Halloween Cabaret, Welcome Back Cabaret, Ender Bender, St. Patrick's Day, and Last Class Bash are deemed Students' Union Cabarets, and are unavailable to fraternities or sororities;

- 5.10. In order to secure the use of SUB300A, B, and/or C, for a cabaret, a fraternity or sorority must go over the following information with the Operations Coordinator and VP Student Affairs:
 - 5.10.1. The date requested;
 - 5.10.2. The cost and type of entertainment;
 - 5.10.3. The theme; and,
 - 5.10.4. The ticket price;

- 5.11. The fraternity or sorority hosting the cabaret is responsible for the following:
 - 5.11.1. Ticket production;
 - 5.11.2. Ticket sales, both prior to and during the cabaret; however,
 - 5.11.2.1. Ticket sales must not exceed the maximum capacity of the ballroom(s) in which the event is taking place;
 - 5.11.3. Entertainment and advertising costs;
 - 5.11.4. Providing coat check services during the event;
 - 5.11.5. Any financial loss experienced by the Students' Union as a direct result of the event; and,
 - 5.11.6. Any damages that occur as a direct result of the event;

- 5.12. To keep costs to a minimum, the fraternity or sorority hosting the cabaret must confirm the exact number of tickets sold seventy-two (72) hours prior to an event;
 - 5.12.1. The Students' Union will staff according to the projected ticket sales, based on the ticket sale information provided by the hosting fraternity or sorority; however,
 - 5.12.2. Should ticket sale information not be provided, the maximum number of staff will be used, at the cost of the hosting fraternity or sorority;

- 5.13. A fraternity or sorority may share both income and expenses for a cabaret with the ULSU if such a collaborative event is arranged with the VP Student Affairs well in advance and subject to all other ULSU legislation; and,
 - 5.13.1. Outside any collaboration with the ULSU, a fraternity or sorority is entitled to all ticket revenue from the event; however,
 - 5.13.2. Neither the ULSU Council budget nor the fraternity or sorority is entitled to any profit sharing for the Zoo sales of food or alcohol.

6. Greek Life Council

- 6.1 The membership of the Greek Life Council shall include:
 - 6.1.1. Two voting executive members of each ratified fraternity or sorority;
 - 6.1.2. The Greek Life Council Board who are non-voting members; and,
 - 6.1.3. The VP Student Affairs who is a voting member;
 - 6.1.3.1. If the VP Student Affairs is a member of a ratified fraternity or sorority, then they will be ineligible to be a member of the Greek Life Council;
 - 6.1.3.2. The VP Academic will be a member of the Greek Life Council if the VP Student Affairs is ineligible.
 - 6.1.3.2.1. If the VP Academic is a member of a ratified fraternity or sorority, then a member of the General Assembly will be a member of the Greek Life Council.
- 6.2. The objective of the Greek Life Council will be to facilitate regular communication between fraternities and sororities and the ULSU. It will provide a forum where representatives from all ratified fraternities and sororities can exchange ideas, share information, work together, and make decisions pertaining to the overall welfare of all ratified fraternities and sororities, including such aspects as Greek expansion and colonization, rush and collaborative events;
- 6.3. The Greek Life Council will meet at least once a month during the academic year;
 - 6.3.1. Meetings of the Greek Life Council must not occur during the fall and spring final examination periods.
- 6.4. The VP Student Affairs, or ULSU designate assigned from section 6.1.3. of this policy, will chair the first properly convened Greek Life Council and facilitate the election of the Greek Life Council Board from the Greek Life Council membership.
- 6.5. The Greek Life Council Board will include the following non-voting membership:
 - 6.5.1. The Chair;
 - 6.5.2. The Vice-Chair;
 - 6.5.3. The Secretary; and,
 - 6.5.4. The Treasurer.
- 6.6. Quorum of the Greek Life Council shall be fifty percent (50%) plus one of voting members and three (3) Greek Life Council Board Members.

7. Greek Life Council Bank Account

- 7.1. The Greek Life Council will open a centralized BMO Bank account with the same requirements as a ratified club.
 - 7.1.1. Following the elections of the Greek Life Council Board Members, the VP Student Affairs will help provide the necessary information to update the signing authority of the Greek Life Council bank account.
- 7.2. Each ratified Greek Organization shall contribute three dollars (\$3.00) for each of the organization's active members.
 - 7.2.1. This account will be used for mixers and other joint Greek events specified and voted on by the Greek Life Council and its affiliate organizations.