

Guide to Fraternity and Sorority Life: Policies, Procedures, and Process



Fraternity and Sorority Life Programs
Student Involvement
2200 E. Kenwood Blvd. Student Union Third Floor, Suite 363



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UWM Union | Student Involvement

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Guide to Fraternity and Sorority Life Policies, Procedures, and Process

The Fraternity and Sorority Community at the University of Wisconsin-Milwaukee to foster an unwavering bond of brotherhood and sisterhood, to strive for scholastic excellence, to uphold the highest standards of moral conduct, and to develop men and women who are committed to the betterment of their community and Alma Mater.

Mission of Fraternity & Sorority Life Programs

Fraternalities and Sororities at the University of Wisconsin-Milwaukee are expected to follow the rules and policies of University of Wisconsin-Milwaukee, Fraternity and Sorority Life, the governing councils, and their inter/national organization. The following is a listing of the rules and policies that pertain to fraternities and sororities at the University of Wisconsin-Milwaukee

The Guide to Fraternity and Sorority Life manual is an all-encompassing document. Chapters must become familiar and educated with each policy and document. This manual also contains resources for the chapter to utilize toward their success at the University of Wisconsin-Milwaukee.

¹Document can be found at uwm.edu/studenthandbook/

² Document can be found at: uwm.edu/studentorganizationmanual

³ Document can be found at: [Behavior/Conduct | Student Involvement RSO Manual \(uwm.edu\)](#)

⁴Document can be found at: Uwm.edu/Compass

⁵ Document can be found within this document

⁶ Documents can be found at uwm.edu/greeklife

Our Community

Fraternity and Sorority Life at the University of Wisconsin – Milwaukee is comprised of a total of 16 chapters across 3 different governing councils.

Interfraternity Council

The Interfraternity Council (IFC) at University of Wisconsin-Milwaukee is the governing body for several of UWM's social men's Greek-letter organizations. Consisting of several elected executive chairs and one representative of each respective fraternity, the council coordinates recruitment activities, motivates academic achievement, and promotes a set of standards for its member organizations. The current IFC organizations are:

Alpha Epsilon Pi	Phi Kappa Sigma
Alpha Sigma Phi	Sigma Chi
Phi Gamma Delta*	Triangle Fraternity

*Currently in the Expansion Process

Collegiate Panhellenic Council

The Collegiate Panhellenic Council (CPH) at University of Wisconsin-Milwaukee is the governing body for several of UWM's social women's Greek-letter organizations. Consisting of several elected executive chairs and one representative of each respective fraternity, the council coordinates recruitment activities, motivates academic achievement, and promotes a set of standards for its member organizations. The current CPH organizations are:

Alpha Omicron Pi
Gamma Phi Beta
Kappa Tau*

*Local Sorority

Multicultural Greek Council

The Multicultural Greek Council (MGC) at University of Wisconsin-Milwaukee is the governing body for several of UWM's culturally based member organizations. Consisting of several elected executive chairs and one representative of each respective fraternity, the council coordinates recruitment activities, motivates academic achievement, and promotes a set of standards for its member organizations. The current MGC organizations are:

Chi Sigma Tau National Fraternity, Inc.	La Caballeria Clavel (Sigma Lambda Beta International Fraternity, Inc.)
Lambda Alpha Upsilon Fraternity, Inc.	Gamma Alpha Omega Sorority, Inc.
Lambda Theta Phi Latin Fraternity, Inc.	Sigma Lambda Gamma National Sorority, Inc.
	Zeta Sigma Chi Multicultural Sorority, Inc.

National Pan-Hellenic Council

The National Pan-Hellenic Council (NPHC) at University of Wisconsin-Milwaukee is the governing body for several of UWM's historically African-American organizations. Consisting of several elected executive chairs and one representative of each respective fraternity, the council coordinates recruitment activities, motivates academic achievement, and promotes a set of standards for its member organizations. The current NPHC organizations are:

Alpha Phi Alpha Fraternity Inc.	Omega Psi Phi Fraternity Inc.
Alpha Kappa Alpha Sorority Inc.	Phi Beta Sigma Fraternity Inc.
Sigma Gamma Rho Sorority Inc.	

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University of Wisconsin-Milwaukee | Fraternity & Sorority Life Policies, Procedures, and Regulations

The following items govern and inform the practice of the University of Wisconsin-Milwaukee Fraternity and Sorority Life community. Each social Greek letter fraternity and sorority must follow the policies and procedures in order to remain active on campus.

1. **University of Wisconsin Milwaukee Handbook¹**
 - a. [UWM Student Handbook](#)
 - b. [UWM Drug, Alcohol, and Sexual Assault Victim Assistance Policy](#)
 - c. [Discriminatory Conduct and Consensual Relationships Policy: UWM SAAP 5-1](#)
 - d. [Sexual Violence and Sexual Harassment Policy: UWM SAAP 5-2](#)
 - e. [UWM Respectful Campus Standards](#) (Appendix 2.4 includes the Definitions of Bullying)

2. **Student Organization Manual: [Student Involvement RSO Manual \(uwm.edu\)](#)²**
 - a. Roles, Responsibilities & Requirements
 - b. Student Organization Misconduct Process³[Behavior/Conduct | Student Involvement RSO Manual \(uwm.edu\)](#)
 - c. COMPASS: UWM's Organization Development Program⁴

3. **University of Wisconsin Milwaukee policies and Procedures for Fraternities and Sororities⁵**
 - a. Fraternity and Sorority Life Eligibility⁵
 - b. Fraternity & Sorority Life Accountability System ⁵
 - c. UWM Expansion Procedures
 - d. Dates & Deadlines
 - e. Chapter Reports

4. **Interfraternity Council, Panhellenic Council, and National Pan-Hellenic Council Constitution and Bylaws⁶**
 - a. Interfraternity Council Constitution and Bylaws
 - i. Interfraternity Council Recruitment Rules
 - b. Panhellenic Council Constitution and Bylaws
 - i. Panhellenic Council Recruitment Rules
 - c. Multicultural Greek Council Constitution and Bylaws

Student Involvement

Fraternity & Sorority Life is housed within Student Involvement. Student Involvement is a department within the Student Union and the Division of Student Affairs.

Student Involvement is your one-stop shop for events, involvement opportunities, and student organizations. With more than [300 student organizations](#), [sociocultural programs](#), [fraternities & sororities](#), a variety of [leadership](#) and organization training opportunities, the [UWM Bucket List](#), major campus traditions like [Pantherfest](#), [Campus Activities Board](#), [films](#), [Union Rec Center](#), the [Union Art Gallery](#), the [Distinguished Lecture Series](#), and much more.

Staff Contact

- Eric Jessup Anger, Director, Student Involvement; Assistant Director, Student Union
 - anger@uwm.edu
- Rebecca Grassl, Assistant Director, Student Involvement
 - helps plan and develop marketing strategies for large events on campus, and she is the designated committee chair for PantherFest.
 - hillr@uwm.edu
- Angela Calise, Assistant Director, Leadership Programs
 - Angela leads Student Leadership Programs and supervises staff overseeing Fraternity & Sorority Life.
 - calise@uwm.edu
- Linda Corbin-Pardee, Sr. Student Services Coordinator
 - Linda Corbin-Pardee is a Program Manager in Student Involvement, with a particular focus on arts. She works with the student staff in the Union Art Gallery, Union Theatre and Studio Arts and Craft Centre as they develop exhibitions, film programs, art classes and other arts and cultural events.
 - lcpardee@uwm.edu
- Thomas Dake, Sr Student Services Coordinator
 - Tom Dake is a Sr. Student Services Coordinator at Student Involvement. He coordinates Spiritual and Religious life on campus and helps train students regarding university requirements and procedures. He also acts as a liaison for Academic, Professional and Religious organizations. Tom can answer any questions regarding organization renewal, registration and any other organization procedures or policies.
 - dake@uwm.edu
- Gina Tagliapietra Nicoli, Sr. Student Services Coordinator
 - Gina is a Sr. Services Coordinator at Student Involvement. She co-develops leadership programs for undergraduate students and helps coordinate the annual Student Leadership and Organization Awards. Contact Gina if you are interested in learning more about all the leadership programs Student Involvement provides.
 - tagliapi@uwm.edu
- Natalie Benavides, Business Manager
 - Natalie is Student Involvement's Business Manager. She oversees the financial operations for all of the student organizations on campus. Natalie can answer any questions pertaining to grant

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funding and segregated fees. She can also assist with making travel arrangements for your organization or reimbursement.

- benavidn@uwm.edu
- Jaquese Hyatt, Office Manager
 - Jaquese is the Office Manager for Student Involvement and a UWM alum. Jaquese supervises the front desk Navigators, manages operations for our front desk, and works with student organizations to make travel arrangements and other grant-related expenditures.
 - hyattj@uwm.edu
- Krystal McCain, Student Services Coordinator
 - Krystal McCain is a Student Services Coordinator for Student Involvement. She helps implement Earth Week, Geek Week, Fall Welcome events and supervises the student staff in the Rec Center. Krystal can answer any questions related to these programs and she can assist you in your involvement needs.
 - kamccain@uwm.edu
- Rachael Schaser, Student Services Coordinator
 - Rachael is a Student Services Coordinator and Advisor for the Campus Activities Board, UWM's student-led programming group. She is also the liaison for all social action, service and recreational student organizations on campus. She earned her B.B.A. at UWM and M.Ed. at Marquette University. Contact Rachael if you have questions about Campus Activities Board, programming, student organizations or becoming involved at UWM!
 - rtregler@uwm.edu

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Fraternity and Sorority Life Organization and Individual Member Requirements

The Department of Fraternity and Sorority Life oversees all social fraternities and sororities at UWM. The registration of fraternities and sororities will be managed by the Office of Student Involvement as part of the process of registering, and renewing, all student organizations on campus.

Fraternities and Sororities must complete the student organization registration process outline in the Student Organization Manual¹. In addition to the RSO process for all student organizations, the Fraternity and Sorority Life requires each fraternity/sorority to:

1. Maintain membership in one of the established Councils within the Department of Fraternity and Sorority Life: Interfraternity Council (IFC), Panhellenic Council (CPH), National Pan-Hellenic Council (NPHC), or Multicultural Greek Councils (MGC).
2. Be formally affiliated with an Inter/National Fraternity/Sorority for a minimum of three (3) years
3. Be an incorporated organization.
4. Operate under the provisions of Title IX of the Educational Amendments and IRS Code Title 26, 501.c.3 - which permits the organization to admit exclusively men or women.
5. Provide a current certificate of liability insurance with a minimum of \$1 million coverage or present the National Organization Insurance Policy Coverage.
5. Provide a copy of the organization's anti-hazing policy or policies.
6. Be in good standing with its Inter/National Headquarters.
7. Have a minimum of one (1) Alumni/ae Advisor recognized by the Inter/National organization and be actively engaged with the chapter.
8. For any active colony and/or group seeking to expand on campus, they must also follow the University of Wisconsin-Milwaukee Fraternity and Sorority Life Expansion Procedures.

Individual members seeking to be part of a social Greek Letter organization housed under the Fraternity and Sorority Life Programs must meet the following requirements:

1. Obtain a high school or college cumulative GPA of 2.50.
2. Must be a part time or fulltime enrolled student at University of Wisconsin-Milwaukee.
3. Not be simultaneously enrolled in High School and matriculated in college.
4. No student shall be asked to join any organization during any school break except during university sanctioned recruitment periods such school recess include summer, winter, fall breaks.
5. Any member who receives a bid and accepts must wait one academic year in order to seek membership in another fraternity/sorority.
6. Members must follow any other policy in place according to their specific governing council.

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Fraternity & Sorority Life Accountability System

PURPOSE

The purpose for an Accountability System for Fraternity and Sorority Life at the University of Wisconsin-Milwaukee is to encourage student-driven accountability and increase organization adherence to University requirements. This system is designed to ensure the active participation of our chapters in community initiatives, promote the growth and success of chapters, create a high-quality member experience, and to demonstrate the value of Greek-letter organizations to the UWM campus community.

STRIKE SYSTEM

Strikes are tracked on an academic-year basis and will be automatically reset on June 1st every year. One (1) strike will be given per violation for failure to attend required events and programs or complete required paperwork submissions by the indicated deadline.

Accrual of strikes will result in the following actions:

- **Three strikes:** 2-week loss of good standing and notification to headquarters
- **Five strikes:** 4-week loss of good standing and notification to headquarters
- **Eight strikes:** Loss of good standing until an Organization Review is completed with Student Involvement staff and notification to headquarters

The dates for required events, documentation submission deadlines, and any additional Accountability System expectations will be distributed in advance of the start of each fall and spring semester. Requirements may vary between fall and spring semesters.

GOOD STANDING VS. NOT IN GOOD STANDING

In order to maintain normal operation throughout the year, organizations must maintain good standing with the University of Wisconsin-Milwaukee and with Student Involvement. When an organization is no longer considered “in good standing” due to an accrual of strikes under the Accountability System, organizations will be notified of any disciplinary sanctions. Potential sanctions that may be given include but are not limited to:

- restriction of use of facilities or organization resources
- required educational programs/processes
- freeze of spending on registered student organization accounts
- meeting with a university official to revise processes/procedures
- suspension/loss of registered student organization status

Loss of good standing has different parameters than conduct-related disciplinary suspensions (e.g. hazing, alcohol violations, Dean of Students investigation, inter/national headquarters-imposed sanction). Organizations considered not in good standing with the University are allowed to maintain minimal chapter operations. Disciplinary sanctions as a result of loss of good standing will be determined based on the nature of the violations of the Accountability system.

Suspected violations of the outlined parameters should be reported to the Coordinator for Greek Life and Leadership. Any reports will be investigated, and outcomes may result in additional disciplinary action.

COMMUNICATION & NOTIFICATIONS

Upon receipt of an Accountability System strike, organizations will receive the following via UWM email:

- A letter detailing the violation and/or strikes received
- Details for required follow-up

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- A copy of the Accountability System

Chapter advisors (or equivalent) will be CC'ed on all Accountability System-related communications. Organizations may appeal a strike within seven (7) days of email notification by contacting the Director of Student Involvement in writing (email or hard copy). Failure to check UWM email does not extend the appeal deadline. Appeals will be considered by the Director or their designee.

In support of transparency within the fraternity/sorority community at UWM, organization standing with the University will be made available upon request. It is the responsibility of the organization in violation of the Accountability System to notify their council and any organizations they may partner with of their current organization standing. University officials may also make this notification at their discretion. This standard of community transparency also applies to conduct-related disciplinary action (and any resulting suspension or sanctions) in the interest of student and organization safety.

Organization standing will also be shared with inter/national headquarters staff at the time a violation has occurred, in alignment with best practice. This standard also applies to conduct-related investigations, disciplinary action, and any resulting suspension or sanctions.

GRACE PERIOD

Requirements related to paperwork and documentation submissions are eligible for a three (3) day grace period in which chapters can submit and not receive a strike under the Accountability System.

There is no grace period for required programming and meeting attendance. Required attendees for certain programs (e.g. chapter presidents for Presidents Gatherings) are permitted to send a proxy participant if they are unable to attend due to an academic class conflict. Academic conflicts will be verified by the Coordinator for Greek Life and Leadership. All other absences from required events and programming will be evaluated on a case-by-case basis and may result in a strike.

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Administrative Tasks

Rosters: Rosters are submitted two times a semester: once at the beginning of the semester (usually within the first week of classes so Panhellenic total can be reset) and once by the last day of classes. Rosters are submitted to the Graduate Assistant via an [Excel template](#) and stored in [SharePoint > Student Organizations > Fraternity & Sorority > Rosters](#). Students can download the template from the [website](#)

Recruitment Paperwork: Recruitment paperwork includes 2 forms that must be submitted by the chapter on Presence: the recruitment packet and the new member verification.

- <https://uwm.presence.io/form/fraternity-sorority-life-recruitment-packet>
- <https://uwm.presence.io/form/fraternity-sorority-life-verification-of-new-member-candidates>

The Recruitment Packet can be submitted by anyone in the chapter, but they will have to log in to Presence to complete it. Once they submit, it will automatically go to the President for approval, and then to FSL staff for approval. It is very important that the chapters have the President listed accurately in Presence under the Roster feature, as the approval chain has to go through the President before FSL staff are notified for approval. If the president doesn't approve the form, we will never be notified.

Step 2 of recruitment paperwork is the New Member Verification. Once a chapter has completed membership selection, they need to submit a list of new members through Presence. Same approval chain applies here.

New Member Paperwork: New members then have a responsibility to complete 2 forms on Presence: the New Member Acknowledgement and their Academic Release.

- <https://uwm.presence.io/form/fraternity-sorority-life-new-member-acknowledgement>
- <https://uwm.presence.io/form/fraternity-sorority-life-academic-release-form>

The Acknowledgement is required for new members to be added to the roster- it essentially indicates that they received a bid and accepted it.

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Procedures

The Student Association represents the student body of UWM, to UWM Faculty, Staff and Administration and to the Board of Regents largely through the [UW Shared Governance System](#), to the rest of the UW system through [System Reps](#), to schools throughout the USA through conferences, and even to the US House and Senate through their lobbying efforts in Washington D.C. each year. They advocate for students through [projects](#) that impact academic programs and the university as a whole (such as the [Green Fund](#) and the [Food Center and Pantry](#)). And they are in charge of several university processes, such as [Student Fee Allocation](#) and [Registered Student Organization Grant Approval](#).

Student Appropriations Committee (SAC)

Each semester, the Student Appropriations Committee allocates roughly \$200,000 of segregated fees to registered student organizations (RSOs). RSOs must ensure that they are properly registered with Student Involvement in order to apply for these grants! The link to apply for grants through Presence will be announced soon. If you have any questions throughout the grant application process, please email sa-sac@uwm.edu.

Important Acronyms

- SA → Student Association
- SAC → Student Appropriations Committee
- RSO → Registered Student Organization
- SI → Student Involvement

Grant Applications:

- [Panther Presence](#)
 - Log in
 - Click on the person icon in the top right
 - In the drop down menu, select “Admin Dashboard”
 - Once the page is loaded, go to the menu on the left and select “Finance”
 - *Note: Only RSO Officers have access to this*
 - Scroll down to “Create a new one” under Budget
 - Create a sub-budget for EACH grant
 - Be sure to have a specific title for each sub-budget that includes the semester to be used, the type of grant, and your organization name
 - Return to your organization’s finance page
 - Go to the upper right corner, click “Create Transaction” and then “Allocation”

[Governing Documents | Student Association at UWM](#)

UWM Credit Union

BANKING SERVICES

Organizations may use the “banking” services provided by the UW Credit Union (Union, 1st floor, 800-533-6773) or any financial institution of their choice for non-segregated university fee revenue. If your student organization decides to open an account, it is recommended that the organization have a business checking account. You will need at least two signature holders (organization officers) and an Employer Identification Number (EIN) in order to set up a new account. It is also desirable to have written procedures on how the account will be managed including processes to manage conflict of interest and transitioning control of the account to new officers.

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EIN NUMBERS

Financial institutions (including the UW Credit Union) require an employer tax identification number (EIN) for all accounts. In order to request a new Employer Identification Number, go to the U. S. Internal Revenue Service (IRS) website and complete the Online Application for EIN (www.irs.gov). The application form (SS-4) can also be downloaded from this website and completed manually. For more information, or to verify your existing EIN Number, please call the IRS at (800) 829-1040, or visit www.irs.gov.

In general, an organization with less than \$25,000.00 in gross income (fundraising, donations, interest from checking account, etc.) and has an IRS issued EIN will need to submit a Form 990-N to the IRS. Student Organizations should research the specifics of their unique situation to ensure that they are addressing appropriate filing obligations with the IRS.

No student organization may use the University's EIN for any purpose.

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