GREEK LIFE POLICIES 2017/2018

Greek letter organizations have traditionally assumed a very active role in contributing to the cultural, educational, and social life on Mercer’s campus. Sororities and fraternities are involved in educational programs, community service and philanthropic projects, and leadership development, in addition to providing a strong bond of friendship. The Panhellenic Council governs the four sororities represented at Mercer that are members of the National Panhellenic Conference (NPC); the Interfraternity Council (IFC) governs the eight fraternities represented at Mercer that are members of the North-American Interfraternity Conference, Fraternal Leadership Association or Phi Delta Theta; the National Pan-Hellenic Council (NPHC) represents the three sororities and three fraternities at Mercer that are members of the National Pan-Hellenic Council; and the one fraternity and one fraternity that comprise the Multicultural Greek Council (MGC). In addition to the guidelines below, Greek organizations will be held accountable to all policies found in the “Community of Respect” section of The Lair. When different, the Office of Campus Life/Greek Life policies supersede all council specific policies.

In order to foster community among the Greek organizations and to maintain close ties with the broader Mercer campus, all Greek organizations will reside in the Greek Village. Greek organizations maintain their recognized organizational status on Mercer’s campus by residing in campus housing known as the Greek Village, by demonstrating effective stewardship of those facilities, and by meeting all financial obligations resulting from the occupancy and upkeep of their houses. Any Greek organization that loses its university housing privilege for any reason also forfeits its status as a recognized Greek organization on Mercer’s campus. Exemptions may be granted for special circumstances by the Vice President and Dean of Students. Please note that only initiated members of the chapter can reside in the Greek Village. Freshman may not reside in Greek Village (status not based on credit hours).

In addition to the guidelines below, Greek organizations should adhere to all national organization policies and all FIPG, Inc. policies and procedures. To see all FIPG policies, please visit www.fipg.org

A. Membership Requirements for Greek Organizations

1. Requirements to Participate in Recruitment or Intake:
   a) All first-year students are welcome to participate in Formal Recruitment activities of Panhellenic and IFC; however, first-year students are expected to abide by the Delayed Recruitment Policies found on page 2.
   b) Each council has adopted its own GPA requirements for potential members. Please refer to that council’s guidelines for potential new member GPA guidelines.
   c) Each council/chapter has adopted its own guidelines related to community service and recommendation letters for potential new members. Please refer to that chapter or council’s guidelines for specific information.
   d) NPHC Chapter have set hour requirements in order to go through the intake process. Potential members will need to meet the national requirement for number of hours before beginning a process with a chapter. For some this is 15 credit hours and others 30 credit hours. Intakes are held throughout the year.
   e) Potential new members of any chapter must be a full-time student enrolled at Mercer University.

2. Requirements to be Initiated:
   A. Greek organizations that have GPA and hour requirements for new members must conform to the standards of their Inter/national headquarters or those of Panhellenic/IFC/NPHC/MGC; whichever is higher.
   B. All fraternities and sororities must request a verification of academic qualifications of all prospective initiates from the Panhellenic, IFC, NPHC, or MGC Advisor prior to initiating any Mercer student. Students that do not meet the council standards may not be initiated into the chapter and included on the chapter roster or live in Greek Village.
   C. Greek organizations earning a semester grade point average during the most recent grading period which is below the Non-Greek Men’s Average or Non-Greek Women’s average must hold a shortened new member education program and initiate new members prior to the end of the term during which they pledge. If an organization exceeds the Non-Greek Men’s or Non-Greek Women’s average during the most recent grading period, they may wait until all grades are published before holding initiation but must initiate within the first two weeks of the following term.
   D. All fraternities and sororities must register all new member periods/intakes and pre-initiation/initiation activities with the Office of Campus Life BEFORE a process can begin. Please submit the appropriate form to the Office of Campus Life. The form can be found on the Greek Life website. This includes immediately following formal recruitments in the fall and informal recruitment processes throughout the year. No initiation activities may be conducted during Dead Week or the final examination period. Unless a
chapter’s national office requires a chapter to wait for grades (please submit a letter from that office) then all chapters must initiate or complete intake by this time. **A new member period may not last longer than 8 weeks from Formal Bid Day.** If a chapter is required to hold over for grades, absolutely no new member activities can occur after the 8 week mark. Chapters that extend bids outside of the formal recruitment process in the fall or spring MUST conclude the new member process by 8 weeks or 5 days before the last day of class, whichever is first. This may mean a shortened new member period. Formal initiation ceremonies (separate from the new member period) may be held up to the last day of class. NPHC chapters should notify the council advisor and the Office of Campus Life one week before a probate is to occur. Details must be approved by the council advisor.

NPHC Chapters that run an intake MUST schedule the probate for a date BEFORE the last day of class in a semester. Intake periods and probates may not spill over into another semester.

**Failure to report the exact new member period, date of initiation, intake and probate will result a judicial referral.**

**B. Membership Recruitment of Greek Organization**

1. **Delayed Recruitment**
   A. **Purpose:** The purpose of delayed recruitment is to create a safe, positive environment for incoming first-year students to acclimate to campus prior to affiliating with a Greek letter organization
   B. **Dates:**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panhellenic Recruitment</td>
<td>September 10-15</td>
</tr>
<tr>
<td>Interfraternity Council Recruitment</td>
<td>September 17-23</td>
</tr>
<tr>
<td>National Panhellenic Council</td>
<td>September 10  (no interest meetings prior to date)</td>
</tr>
<tr>
<td>Multicultural Greek Council</td>
<td>September 10  (no interest meetings prior to date)</td>
</tr>
</tbody>
</table>

*Delayed Recruitment Guidelines are in effect until the first day of the formal recruitment period for each council. MGC and NPHC councils must adhere to the guidelines until September 10.

C. **Goals:**
   - To create a positive image of our Greek community
   - To allow first-year students time to acclimate to Mercer University
   - To increase the all-Greek GPA
   - To increase overall participation in recruitment and intake

D. **Scope:**
   - This policy applies to all first-year students and all members of a social Greek organization at Mercer University:
     - IFC, Pan, NPHC, and MGC
   - All organized or formal functions of Greek letter organizations and members on or off campus (recruitment, social, service, etc.)
   - All contact within the Greek Village houses, freshman residence halls and Greek member residence hall rooms
   - All informal contact between first-year students and social Greek members off campus.
   - Informal, limited contact on campus will be determined per council.

E. **Definitions:**
   - Potential New Member: any Mercer University student of the same sex as your chapter not already a member of a Greek chapter.
   - First-year Student: All newly enrolled, designated first-year students at Mercer University regardless of age or number of credits when entering.
   - Chapter Events: Any pre-organized, planned event or gathering including but not limited to tailgating, recreational activities, eating meals together, parties on or off campus, studying as a group, date nights, formals, philanthropy events, community service, open houses etc..

F. **Policies:**
   - Limited Contact:
     - Greek students may interact with first-year students under the following circumstances:
Greek students may NOT interact with first-year students under the following circumstances:
- Off campus (The Lofts, other organization events, off campus houses, public venues and any other off campus location not specified)
- In the chapter houses
- At chapter events
- In first-year residence halls and current Greek member residence hall rooms

G. Sanctioned Chapter Event:
- Each chapter may have one formal function ON CAMPUS prior to formal recruitment. The date and event must follow council guidelines and be pre-approved by the chapter council and Campus Life office. MGC and NPHC chapters may also hold one approved, on campus event prior to September 10. This can be an informational or another approved event per council and Greek Life guidelines.
- MGC and NPHC Councils may also hold one approved council event prior to September 10.

H. Reporting and Investigative Process:
- Reports of violations of the delayed recruitment policy may be made by any member of the Mercer community.
- Once reported, the incident will be investigated following the non-academic misconduct process for student organizations or reported to the council if it violates the council limited contact policy-Level 1 Violation.
- Following an expedited investigation, the case will be referred to the adjudicating body responsible for the level of the violation.
- If found responsible, the student(s) and chapter will receive the fine and sanction appropriate for the violation.
- Violations of the university code of conduct may be referred to the Office of Judicial Education for individual or chapter judicial charges.

I. Violations/Sanctions:

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>Adjudicated by</th>
<th>Fine/Possible Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One Governing council limited</td>
<td>Governing Council</td>
<td>Chapter sanctions determined by council. **First year students involved with more than one Level 1 violation will not be allowed to accept a bid for one calendar year.</td>
</tr>
<tr>
<td>contact violation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level Two Greek Life delayed recruitment</td>
<td>Campus Life</td>
<td>$250.00 fine **First year student unable to accept bid for 1 year **Chapter unable to participate in recruitment until fine paid.</td>
</tr>
<tr>
<td>policy violation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level Three Contact violation involving</td>
<td>Judicial Education</td>
<td>$500.00 fine **First year student unable to accept bid for 1 year **Chapter may be unable to participate in recruitment depending on violation. **Referred to Office of Judicial Education for possible charges.</td>
</tr>
<tr>
<td>alcohol</td>
<td></td>
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</tr>
</tbody>
</table>

EXAMPLES OF POLICY VIOLATIONS:
*Please note that any violation involving alcohol regardless of the type of infraction will be investigated under the student organization judicial policy. Serious infractions may result in suspension of the chapter from campus.
*Should a chapter have multiple violations at any level, the Office of Campus Life may (in consultation with the Office of Judicial Education and the Dean of Students) remove a chapter from formal recruitment.
Level One Violation:
Please refer to the following council specific information regarding a level one violation for each council.
**NPHC/MGC: No limited contact violations apply so no Level 1 violations can occur. Default to Delayed Recruitment policy violations beginning with Level 2.**

**All Greek chapter social and recruitment events, outside of formal events sponsored by councils on campus and listed on formal recruitment or intake schedules, are the sole responsibility of the sponsoring organization. Mercer University does not endorse or monitor these events. Organizations must adhere to all federal and state laws, as well the rules governing student behavior found in the Student Code of Conduct and guidelines or bi-laws associated with each Greek council.**

2. Continuous Open Bidding/Recruitment
   A. Chapters may conduct continuous open recruitment outside of formal recruitment following the guidelines set by their governing council and the Office of Campus/Greek Life.
   B. Before a bid can be extended to any student, there eligibility must first be verified by the Office of Campus Life.
   C. PNMs must complete an Academic Record Release Form and submit it to the Office of Campus Life.
   D. Once academic eligibility has been verified the chapter will be notified as to whether or not a bid may be extended.

3. Greek Policy Violation and/or Unauthorized Rushing/Recruitment/Membership Intake
   A. Failure to comply with all the instructions that guide membership into Greek organizations, which includes, but is not limited to recruitment, timelines, events, activities, documentation, etc.
   B. Participating, arranging, or engaging in an unauthorized rush or intake processes known as “underground pledging.” This includes coercing a student or organization to facilitate a process as well as students willingly engaging in a process not approved by the University or the affiliated national organization.
   C. Failure to comply with recruitment policies will be adjudicated based on the above sanctions. The severity and pervasive nature of violation(s) will considered when issuing sanctions.

**C. Social Event Registration and Policies**

(Beginning August 2015) All Social Greek organizations must adhere to the following social event policies. Failure to follow these policies may result in judicial charges by the Office of Judicial Education or sanctions by the Office of Campus Life.

A social event is any event organized solely and independently by the chapter for its members and guests that is separate from official university coordinated events such as homecoming, council led recruitment events, intramurals, bear fair, etc.. Examples of social events that would require registration include mixers, date events, functions at local restaurants or nightclubs and formals. Organizations do not have to register service oriented or leadership events, or regular business meetings unless there exists a social component in any shape, form, or manner. If a group is unsure whether an event should be registered, they should check with the Office of Campus Life.

All on campus events whether inside or outside must abide by Mercer University Student Code of Conduct, housing handbook regarding noise, event times and music. Please note that Mercer has a 24-hour courtesy policy.

The following criteria would be used to evaluate if an event is a chapter event:

1. The event is paid for by the chapter (with chapter funds or donations)
2. The event is endorsed by the chapter in any shape, form, or manner;
3. The event is advertised on social media, email or on paper as a chapter event
4. The chapter Executive Board has knowledge of, and/or is present, at the event;
5. 50% or more of the chapter membership is in attendance;
6. The average person would associate the event with the organization in question.

**Pageants:**
Student organizations and Greek organizations are permitted to hold pageants on campus but must work closely with the Office of Campus Life to ensure the event is in line with the Mercer University Community of Respect and all university policies. The event must be approved at least four weeks PRIOR to the event date by the Director of Campus Life.

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Pageants MAY NOT include a swimwear or sportswear section. Attire for all sections MUST be tasteful and be approved in advance of the event. Formal wear is acceptable. Failure to abide by these policies may result in suspension of the organization or chapter.

**Alcohol:**
In accordance with the Student Code of Conduct, the possession and/or consumption of alcohol beverages, including empty containers or alcohol paraphernalia, is prohibited on Mercer University property and/or at University-sponsored events. Organizational events that occur off campus are not considered University-sponsored events and are the sole responsibility of the host organization and its members. It is the event host’s responsibility to implement a sound risk management plan and ensure all social events taking place where alcohol is present conform to the following standards:

1. The possession, sale, use or consumption of alcohol beverages during a student organization event, in any situation sponsored by the student organization, or at any event an observer would associate with the student organization, must be compliant with all applicable country, federal, state, or local laws.

2. All chapters are expected to abide by national office and FIPG (Fraternal Information and Programming Group) social event guidelines. This includes but is not limited to the following:
   a. Responsible Event Monitors
   b. Third Party Vendor or BYOB only (bring your own beverage)
   c. NO Common Source Alcohol
   d. Guest lists with ID checks at the door
   e. Wrist bands for of age guests
   f. Appropriate security
   g. Guest limits
   h. Alcohol service time limits for third party vendors
   i. Appropriate safe travel arrangements to and from the event.

Note: this list is not exhaustive. Please refer to [www.fipg.org](http://www.fipg.org) for a full list.

3. All responsible event monitors must have attended at least one Title IX/Bystander sessions per year and must be a fully initiated member of the chapter. There should be two event monitors per 50 people at all events.

4. All events must be registered with the Office of Campus Life. By registering the event, the organization is acknowledging responsibility for compliance with this policy (including all FPIG policies). The Office of Campus Life is not charged with monitoring the event, but may investigate with other university agencies (i.e. Mercer Police) or law enforcement, violations of the law or university policy that occur at any event.

**Registration Process:**
1. Chapters must complete and submit to the Office of Campus Life a social event registration form a minimum of seven days in advance of ANY social event on or off campus. Forms can be found on the Campus Life website under Greek Life – Resources. ([www.mercer.edu/greek](http://www.mercer.edu/greek))

2. Chapter must receive approval before the event is to be held. Events are not considered approved without this form being properly submitted and signed off by the Office of Campus Life. Chapter advisors must be notified of each event and must approve of the event in advance.

**Incident Reporting:**
In the event of an incident (injury, policy or law violation, etc.) during or after the event, chapters should immediately report the incident to Mercer Police (478-301-2970) then follow up with the council advisor the next business day. The Chapter President (or member of the executive board) should report the incident with all available information, and a list of individuals (and contact numbers) in attendance at the event to Mercer police immediately as well as to University officials the next business day.

**D. Academic Requirements for Greek Organizations**

Revised 7-1-2016
The Interfraternity/NPHC/MGC Council Policy for the Promotion of Scholastic Achievement requires all Greek organizations at Mercer to maintain a term grade point average of the entire membership which is no lower than a 2.50 in order to remain in good standing. Panhellenic follows the Green Book rules which allow each chapter to set their GPA requirements but no chapter may fall below the 2.5 minimum standard set by Mercer’s Office of Greek Life.

*If a chapter is placed on academic probation, the chapter must have two back to back semesters above the 2.5 minimum GPA to avoid being placed back on academic probation at the next level of probation from where they originally were at. For example: A chapter is on Level 1 probation for a spring GPA of 2.3. The chapter raises the GPA to a 2.6 for the fall but fails to meet the GPA requirement again in the spring with a 2.4 average. The chapter will be placed immediately on Level 2: Social Probation. The chapter will then need to have a GPA of 2.5 for the next two semesters or face Level 3: Suspension.

- **Level 1: Academic Probation.** Each semester grades will be reviewed to determine compliance. Greek organizations below a 2.5 will be placed on Academic Probation.
  - A letter from the Associate Dean of Students will be sent to the organization, advisors, regionals/nationals offices.
  - Semester grades will be reviewed for each chapter to determine academic good standing.
  - A meeting will be scheduled with the Chapter president, advisor, Greek Council advisor, their scholarship chair and the Associate Dean of Students to develop a Study Plan for the organization
    - The Study Plan may include chapter study hours, recommendations to attend academic support resources on campus, have study skills and test taking workshops for all members of the chapter, etc.
  - Chapters must track compliance of the study plan using a simple form that can be obtained in the Office of Campus Life.
  - A contract will be created between the organization and the Campus Life Office (which will be monitored by the Associate Dean of Students), and the details must be met even if the chapter increases their GPA through other methods.
  - At the end of the spring semester, grades will be checked for the chapter/s on Level 1 probation to determine if the chapter has met the required 2.5 chapter average.

- **Level 2: Social Probation.** If a chapter fails to comply under the Level 1 plan, another meeting will be held with the organization and its representatives and correspondence sent to the regional/national office. Social probation may include any or all of the following restrictions for the organization until academic compliance requirements are met.
  - Chapters may be prohibited from having:
    - All social activities on or off campus, which includes, but is not limited to the following: Chapter week, pageants, homecoming activities, intramurals, stomp fest, awards, formals, mixers, philanthropies, etc. or anything else determined appropriate by the Office of Campus Life and administrative staff.
    - Exceptions would include one chapter meeting a week with a chapter advisor present for these meetings.

- **Level 3: Suspension.** Semester GPA’s are checked for all chapters on probation at any level. Chapters that have not brought their semester GPA at or above the 2.5 minimum and are already on social probation (meaning three semesters below the GPA requirement) may be placed on suspension. Suspension may be considered at this point, but would not be automatic. Decisions would depend on the dynamics of why the organization has failed to meet good academic standing and include a thorough investigation as to the reason. This would be reviewed by the Office of Campus Life and the Greek Life Committee.
  - The chapter may be restricted from being an active organization for at least one year and not permitted to live in the chapter house, which would be contingent upon the timing that social probation is determined as an appropriate form of recourse to address low academic performance.
  - Once the chapter regains good academic standing (GPA will be checked at the end of each semester), it would be placed back as an active organization and monitored in

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accordance with this policy.

*Note. Any acts of failure to comply with guidelines outlined for organizations may be referred to the Office of Judicial Education for review under our Student Code of Conduct.*

**E. Reporting Requirements for Greek Organizations**

In order to remain in good standing, Mercer requires that all Greek organizations file the following reports and documentation with the Office of Campus Life. Forms are available in the office and online.

**Please see the Schedule of Requirements for both Campus Life and Residence Life on the website for the complete list and timeline:**

1) Membership rosters must be filed by the last business day of September/January each semester. Active, initiated members and new members must be designated clearly on the roster. Any changes or additions to the roster must be made within one week of the change and no later than the last day of class each semester. Examples of changes to the roster include newly initiated members or disaffiliated members.

2) Officer and Advisor rosters and forms must be updated within one week following elections, when changes are made during the semester, and/or within 14 days of the beginning of each semester. All Greek organizations must list a Chapter Advisor and Faculty Advisor on their rosters.

3) The Grade release and Hazing Policy form must be filed with the Office of Campus Life in order for an organization to have access to its members’ grades. These forms must be filed immediately after new member recruitment programs, as well as within 14 days of the beginning of each semester to be turned in with the Chapter Roster and Advisor Information. Attached to the chapter roster. The scholarship chairperson is responsible for reviewing the organization’s grade release forms each semester to make sure the forms are up-to-date.

4) All individuals selected as candidates for new membership of a Greek organization must attend a mandatory workshop on hazing, alcohol and sexual assault and must sign associated paperwork before beginning a new member process of any kind. Please work closely with the Council Advisor to schedule these for all new members each semester. The following documentation must also be on file with the Office of Campus Life at the beginning of the Fall semester and as changes or renewals take place:

   a) chapter by-laws
   b) requirements for membership
   c) procedures for disaffiliating members in any category,
   d) statements of dues and fees,
   e) new member education programs
   f) grade releases for all potential new members
   g) risk management policies
   h) liability insurance policies and certificate of coverage
   i) chapter calendar for the current semester
   j) awards information
   k) new member period/intake forms
   l) new members –hazing/alcohol/sexual assault workshop paperwork and tests
   m) anything else as deemed necessary by Office of Campus Life, Office of Housing and Residence Life or Student Affairs

5) All Greek organizations must maintain a house on campus with a current and active lease agreement, unless an exemption has been made with Student Affairs, the Office of Campus Life and the Office of Housing and Residence Life. Please note that only initiated members of the chapter can reside in the Greek Village. Freshman may not reside in Greek Village (status not based on credit hours).

**F. Leadership Requirements**

1. Council Presidents:

   Students who are interested in being elected to the position of President of any of the Mercer University Interfraternity, Panhellenic, NPHC and MGC Councils must demonstrate the following in order to be eligible:

   a) They are a full-time enrolled student at Mercer University, Macon campus (12 credit hours).
   b) They have a minimum cumulative grade point average equal to or above the All Greek Average cumulative grade point average.
c) They must be in good standing with their individual chapters, inter/national organizations and Mercer University.

d) Complete and submit a semester update report to the council Advisor.

e) Attend the President’s Roundtable two times per semester.

f) Attend required events set forth by the council advisor.

2. Chapter Presidents:

Students who are elected President of their respective chapters must demonstrate the following:

a) Meet with the council advisor/s and chapter advisor once per semester.

b) Attend the President’s Roundtable twice per semester.

c) Attend required events set forth by the council advisor.

G. Probation Policy

If the required information, documentation and leadership requirements are not met, or the chapter is found to be in violation of any Greek Life Policies the chapter will be placed on Probation unless other procedures are outlined (see academic standards). Probation means that the recognized Greek Chapter is permitted to remain registered only upon the condition that it complies with all university rules and regulations and with other standards of conduct which the organization is directed to observe for the duration of the period of the probation.

Probation may not exceed two semesters in duration for any given misconduct, except that violation of probationary conditions may be cause for extension of the probation for no more than two additional semesters or for suspension of some rights.

**At any time if a chapter violates a University policy or code of conduct the chapter will be subject to the Mercer University judicial process as outlined in the Lair.

Probation may include the suspension of some of the organization's rights such as but not limited to:

**Disciplinary Warning:** A disciplinary warning is an official written notice expressing disapproval of conduct and a statement that the conduct violates one or more University rules or regulations.

**Probation:** A chapter can be placed on probation for a specified period of time without the withdrawal of privileges granted to university organizations. For example, up to 30 days or less depending on the submission of missing material. Probation is a period of review during which the student or organization must demonstrate the ability to comply with Greek Life policies and regulations, and all other stipulated requirements.

**Restricted Probation:** A chapter placed on probation may be restricted from use of university facilities and/or all other university granted privileges afforded Greek organizations such as the right to reserve a space on campus for meetings or events, or the right to hold events on or off-campus.

**Withdrawal of Recognition:** A chapter may have its recognition withdrawn for a specified period of time depending on the offense and the outcome of the investigation.

**Other:** Any sanction noted in the Student Code of Conduct if the chapter is put through the Judicial Process.

*The disciplinary action taken against a Recognized Greek Organization does not exempt disciplinary action from being taken against individual members of the organization who were responsible for the violations of regulations and policies*

H. Starting a New Greek Organization:

**Philosophy:**

Mercer University is committed to striving for excellence, including fostering a strong and united Greek community on our campus. Inviting and maintaining chapters with strong ideals and values that contribute to the Mercer community is important. Mercer strives to find a good balance of IFC, PHC and NPHC chapters on campus. The following are the current polices in regards to expansion/extension.

In order to foster community among the Greek organizations and to maintain close ties with the broader Mercer campus, Greek organizations will reside in the Greek Village. Exception to this policy will only be granted as outlined hereafter. Greek organizations maintain their recognized organizational status on Mercer’s campus by residing in campus housing known as the Greek Village, by demonstrating effective stewardship of those facilities, and by meeting all financial obligations resulting from the occupancy and upkeep of their houses.
Requirements for All Interested Chapters:

Request
1. Expansion/extension can be brought about in three ways:
   a. A student interest group can approach the Director of Campus Life and the local governing councils for recognition
   b. A national organization can contact the Director of Campus Life to express their interest in the university
   c. The governing councils at Mercer may petition to the Director of Campus Life when they would like to expand

NOTE: To become a recognized Greek organization on the Mercer University, Macon campus, the petitioning student group must be a member of one of the four national groups (National Panhellenic Council, National Pan-Hellenic Council, Inc., North-American Interfraternity Conference or the National Multicultural Greek Council, Inc.), must submit a roster of interested students (a minimum of 7 full-time, undergraduate Mercer students on the Macon campus), representing different class standings, and each with a minimum cumulative grade point average which meets the standard of the council they will be a part of, when contacting the Office of Campus Life. Chapters that are requesting expansion through the formal process outlined will work closely with the Office of Campus Life in regards to any sort of on campus promotion of the potential chapter while going through the process.

Required Documents
2. Once the interest is expressed in any of the three ways, an expansion committee consisting of members from each of the governing councils, the Director of Campus Life, Assistant Director of Campus Life, Housing and Residence Life representative, a faculty member and the Associate Dean of Students will meet to examine the current balance of chapters, student trends in recruitment, size of student population, and housing availability in order to determine the need or ability to expand within the council being discussed. At which point if the decision has been made that the council is ready to and in favor of expanding, the following information must be presented to the Office of Campus Life in order to proceed in the process.
   a. History of the Organization
   b. Expansion/Extension packet: (needs to make sure to include)
      1) Risk Management Policies
      2) Proof of Liability Insurance
      3) Letter of National Support
      4) Scholarship Information
      5) Educational Programs (Drugs, Alcohol, Hazing, Sexual Assault)
      6) New Member Education Process
      7) Constitution/By Laws
      8) List of interested students (will work with Campus Life for info sessions/tabling)
      9) List of who would be the Alumni Advisor and Faculty/Staff Advisor
      10) Alumni support in the area
      11) Timeline for expansion
      12) Letter of support for the Mercer Greek Community, values and procedures
      13) Letter of support for the local governing council
      14) Philanthropy Information
      15) Programs and efforts typical of the organization
      16) If the organization had been on Mercer’s campus in the past, proof must be established that the organizations is in good standing with the university regarding judicial and financial matters

Greek Village
1. All Greek Organizations must maintain a house on Mercer’s campus in the Greek Village in order to establish and maintain their status as a Social Greek organization, except where otherwise stated or except those groups that have received an exemption following Greek Life policies. Any Greek organization that loses its university housing privilege for any reason also forfeits its status as a recognized Greek organization on Mercer’s campus. The University will not, at any time recognize any chapter house off campus. Exception: In the event there are more chapters than houses available, chapters may request to be exempt from living in the Greek Village, and to reside in another residence hall (apartment/suite) in order to allow their recognition as a Greek organization. This exemption must be granted by the Office of

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Housing and Residence Life, Office of Campus Life and Student Affairs. Exemptions of this nature will only be granted for specific circumstances including member numbers below the required amount to fill the chapter house.

**Process:**

*Step 1:* Once the expansion/extension packet and information is received, the committee will meet to discuss the submitted information and decide whether more information is needed or if they would like to invite the organization(s) to campus to present to the committee and current Greek chapters.

*Step 2:* After the presentation, feedback will be provided by the chapters and a recommendation will be made from the committee to either extend an invitation to join the Mercer Greek community or not to expand at that time. The Vice President of Student Affairs/Dean of Students has the final authority in the recommendation decided upon by the committee.

a. If an invitation is extended to a chapter, the chapter will work closely with the Director of Campus Life and the respective council to revise and adhere to the expansion/extension plan.

b. If an invitation is not extended to a chapter, a letter briefly stating the committee’s rationale will be sent to the interested chapter(s).

*Step 3:*

a. For Interfraternity Council Organizations: Upon the recommendation of the IFC and with the approval of the Vice President of Student Affairs, the IFC Advisor will then follow the procedure for expansion as outlined within the Mercer University Interfraternity Council Constitution and By-Laws.

b. For Panhellenic Council Organizations: Upon the recommendation of the Panhellenic Council and with the approval of the Vice President of Student Life, the Panhellenic Advisor will then follow the procedure for extension as outlined with the National Panhellenic Conference.

c. For National Pan-Hellenic Council Organizations: Upon the recommendation of the University, NPHC will then follow the procedure for colonization as outlined by that organizations inter/national headquarters and the expansion policies of Mercer University.

d. For National Multicultural Greek Council Organizations: Upon the recommendation of the University, MGC will then follow the procedure for colonization as outlined by their By Laws and that organizations inter/national headquarters and the expansion policies of Mercer University.

e. The Vice President of Student Affairs/Dean of Students has the power to overrule the individual councils on their recommendation either to expand or not to expand.

*Step 4:* Upon the Vice President of Student Affairs/Dean of Student’s approval of the expansion committee and council’s recommendation, the Director of Campus Life will re-review the required documentation of the organization selected to join the Greek system at Mercer and upon approval will extend an invitation to join the Mercer Greek Community.

*The Vice President of Student Affairs/Dean of Students makes the final decision in regards to expansion/extension, and any part of this process may be adjusted at his or her discretion.*

**I. Exemptions to the Housing Requirement:**

2. Chapters may request a one year exemption from the Greek Housing policy if the chapter size consists of 9 or fewer members or 3 or fewer members for NPHC. This request must be submitted in writing to the Office of Campus Life and Housing and Residence Life by the end of the semester prior to the year the exemption is being requested.

a. The exemption is only good for one year. At the end of the year, the chapter will be examined to determine whether or not they are financially able and of the appropriate size to fill a house. If the chapter is still at or below 10 members, they may request a year extension to the exemption.

b. In the event of an issue mid-year, the chapter must work closely with the Office of Housing and Residence Life to determine the most appropriate course of action for the chapter and the housing office.

3. In the event there are more chapters than houses available, chapters may request to be exempt from living in the Greek Village, and to reside in another residence hall (apartment/suite) in order to maintain their recognition as a Greek organization. Permission will be granted only if there is a chapter of equal or greater size who is financially able and willing to move into their house. This would occur only in the case of expansion where more chapters than houses available.

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4. At no time will a chapter be able to apply for exemption from living in the Greek Village if there is an open house, except if they are exempt under Exemption 1 for chapter size. If a chapter is currently residing in another residence hall and a house becomes open, they will be required to move into the house in the Greek Village in order to maintain 100% Greek occupancy in the Greek Village.
   a. Any chapter that does not occupy a house within the Greek Village or other University owned housing and does not have an exemption in writing, as agreed upon with the Office of Campus Life and the Office of Housing and Residence Life, will be in violation of Mercer’s Greek Life polices and will forfeit its recognition as a Greek Chapter.

5. For more information regarding the Greek Housing Exemption due to having fewer than 10 members, please see contact the Office of Campus Life or the Office of Housing and Residence Life.

**The following policies may be found in the Student Code of Conduct (Lair) and apply to all Greek organizations as well as individual students.

J. Greek Life Self-reporting Policy
Under the Community of Respect, organizations are expected to investigate and self-report violations of the student code of conduct to the Office of Campus Life. Groups that quickly and accurately self-disclose policy violations will be given due consideration by Student Affairs in determining corresponding or additional disciplinary action by the University. Reports should contain a full account of what occurred, who was involved, any sanctions imposed by the organization, and how the completion of the sanctions will be verified. However, the university retains the right at any point to pursue further action in either investigating the incident, implementing additional sanctions, or pursuing individual charges in any case.

I. Student Identification Misconduct
Misuse or lack of ID cards, identity theft, and misrepresentation.
   1. Failure of a student to carry their Mercer identification cards at all times or to allow anyone else to use their identification card.
   2. Identity Theft. Deceptively using another student, or faculty/staff member’s identification to access resources on or off campus, which includes ID cards, credit cards, email addresses, passwords, etc.
   3. Unauthorized Representation. Unauthorized representation is when a student or organization falsely uses an emblem, name or falsely claims membership or affiliation with an organization such as any benevolent, fraternal, social, humane, or charitable organization which is entitled to the exclusive use of that name or emblem. This includes, but is not limited to, wearing badges, buttons, paraphernalia, logos as well as the unauthorized use of letterhead, symbols or hand gestures associated with the organization being falsely represented.