

# **POLICY MANUAL**

**The University of New Mexico®**  
**Fraternity & Sorority Life**

*Leading Lobos®  
to What's Next*

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## Introduction

The Fraternity and Sorority Life (FSL) Policy Handbook consolidates policies relating to FSL at the University of New Mexico (UNM) in one location. While this handbook is designed to consolidate policies related to FSL, it does not encompass all policies, and the policies are subject to change, with written notice, at the discretion of university personnel.

## FSL Chapter Recognition

For a social fraternity or sorority to be recognized by the University, it must meet all requirements listed in the UNM Chartered Student Organization policy.

Fraternities and sororities, as integral parts of our community, have privileges and responsibilities that go beyond those of other student organizations. In addition to the responsibilities listed below, fraternities and sororities must be members of the Interfraternity Council, Panhellenic Council, United Greek Council, or the National Pan-Hellenic Council. The University establishes rules and regulations governing fraternity and sorority activities, housing, recruitment, and system policies through these councils, with final approval residing in the University administration through the Student Activities Center.

## Chartering Policy

Per the UNM Student Organization Policy, all chapters must complete the chartering process in the fall as required by the Student Activities Center. Chapter leaders from all chapters will complete this process simultaneously during the Fall FSL Leadership Retreat. Chapter leaders are responsible for updating the charter system with contact information and other required information. The chapter must transition officers and make necessary changes within 48 hours of the new officer's installation.

## Insurance Requirements

Fraternities and Sororities must file current insurance with the Fraternity & Sorority Life Office (FSLO) to ensure they are in good standing with the institution. This requirement provides a safety net for all members and activities.

Each organization must annually file with the FSLO a certificate of insurance verifying Commercial General Liability insurance coverage with social host endorsement at the required amount or request a written waiver. Minimum chapter insurance policy limits are one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate.

Additional insurance requirements may exist for chapter-sponsored events.

## Membership Requirements

Each chapter will make its own membership selection decisions. Per the UNM Chartered Student Organization Policy:

All members must be UNM students registered for at least twelve credit hours per semester. UNM students exempt from the twelve-credit hour minimum requirement include:

- a. Students with a valid signed Consortium Agreement
- b. Students participating in a student-teacher program,
- c. Students with written notification from the Accessibility Resource Center
- d. Graduating seniors who need less than 12 hours for graduation
- e. Students with reasonable cause for not taking 12 credit hours. Reasonable cause will be determined by Student Activities staff members overseeing FSL.

A student may not be enrolled in less than three hours and still maintain active membership status.

On the business day following the last day to withdraw from an academic class with a “W” with no refund, a report will be sent to chapter presidents and advisors indicating members who do not meet this expectation. The chapter will have five (5) business days to provide documentation of exception or proof that the expectation has been met.

## Roster Management

Chapter presidents will receive a copy of their roster to review and update by the first day of each semester. Chapter presidents must review the roster, make any adjustments, and return it via email to their respective FSL Advisor by 5:00 p.m. on the first Friday of the semester. A chapter advisor must be copied on the submission email. Chapters failing to submit their roster by the deadline will immediately be placed in Prohibitive Standing until the roster is submitted.

## Considerations for Grade Reports

Chapters can add or withdraw members from their rosters until the day designated by the University as the last day to withdraw from an academic class with a “W” with no refund. (This date will be publicized by the Fraternity/Sorority Life Advisors at the beginning of the semester and can be found on the Registrar’s website.) Active members removed from the roster on or before this date will not be included in the chapter’s grade report but will be listed on the roster as past members. This does not apply to disciplinary actions. This does not apply to new members.

Any time a chapter adds a member, either a new member or an affiliate, including transfer students, the new member must submit a Membership Agreement & Release Form. These members will be added to the chapter roster within one (1) business day of submission. New members MUST complete this form within 24 hours of signing any membership agreement. Only members on the roster are permitted to represent the chapter at the university, chapter, or any other events/functions on the UNM campus, such as intramural teams, chapter events, step shows, yard shows, etc.

Outside of the initial review of the roster at the beginning of the semester, chapters must submit a membership termination form to remove members from the roster.

It is the chapter's responsibility to ensure their roster is always accurate.

### Individual Membership Status Definitions

NM – New Member, any member who joined your organization during the current semester. They are considered a new member for the entirety of the semester they join.

A – Active Member: this general membership status will apply to most of your members.

EXC-S—Exchange Semester: This is for members on a single-semester exchange program. UNM must recognize the exchange program.

EXC-Y – Exchange Year: This is for members of an exchange program for an entire year. UNM must recognize the exchange program.

LS—Left School: This is for students who have withdrawn from UNM entirely. Their registration status will be checked, and they must be registered for zero credits.

GR—Graduate: This indicator indicates that a student has completed their UNM coursework and graduated. Please note that “early alumni” status is not an option at UNM. If a student is still enrolled at UNM, you must use another status on this list.

I—Inactive: This is for non-dues-paying members. Headquarters or an FSL Advisor must pre-approve this status.

R—Resigned: This status is for members who have resigned at their own will. It requires proof of resignation (headquarters or regional paperwork).

W—Withdrawn: This is for members who have been expelled or have had their membership terminated by the organization.

### Levels of Chapter Standing

The following levels of chapter standing have been created to inform chapters, school officials, and other stakeholders about the organization's standing with the Office of Fraternity & Sorority Life. Each chapter will be listed on the FSL website along with its chapter standing and any non-confidential reasons for the standing.

#### Good Standing

A good-standing chapter complies with all requirements and expectations in the FSL Policy Handbook. The chapter has no outstanding fines and has met all other financial obligations. Additionally, the chapter is not on a restrictive status of any kind through the FSLO, the Office of Student Rights & Responsibilities (OSRR), or their governing council, and/or has no overdue educational sanctions.

#### Prohibitive Standing

A chapter with prohibitive standing is not current with one or more requirements or expectations as addressed in the FSL Policy Handbook, or the chapter has an outstanding fine and did not meet another obligation. Chapters not in good standing with their governing

councils, the FSLO, or OSRR will automatically be placed on prohibitive standing. At the discretion of the FSLO, chapters may have basic operations such as chapter meetings, community service, and recruitment but are not permitted to host social events, philanthropic events, etc.

### Probationary Standing

A chapter in probationary status has been placed on probationary status by OSRR or its Headquarters. While in probationary status, any violations of FSL or UNM policy may result in immediate suspension of the organization. Chapter activities and privileges may be limited at the discretion of the OSRR or the FSLO.

### Suspended Standing

A chapter in suspended standing has been suspended by the University and is not recognized chapter. Suspended chapters are prohibited from operating at the University per the terms of their suspension agreement with OSRR and/or their Headquarters.

## Statement on Unrecognized Chapters

Fraternity and Sorority Life at UNM is an active and vibrant community represented by four governing councils. Each chapter is recognized and chartered by the university and supported by larger inter/national organizations. Chartered student organizations at UNM (CSOs) benefit from multiple levels of support and have access to professional advisement, campus and organizational resources, and university facilities. These organizations receive leadership programming, educational resources, and risk management training from UNM. A list of recognized and registered fraternities and sororities is available at [greeks.unm.edu](http://greeks.unm.edu). We encourage all students and their families to visit this site to learn more about our dynamic community.

Unrecognized organizations are: 1) not advised by the university; 2) unable to utilize campus resources; and 3) prohibited from participating in Fraternity and Sorority Life events. Groups operating in this capacity do not have the same oversight of University policies and regulations, which could result in undesirable consequences for individual members and that group.

While not prohibited, other organizations are advised to exercise caution when planning events with unrecognized chapters as they are not under University oversight, do not have insurance on file with the University, and are not subject to UNM policies.

## Chapter Academic Requirements

To better emphasize the academic focus and mission of both the University and the fraternity and sorority community, the following minimum chapter academic standards were developed by FSLO.

All chapters below the UNM all-male or all-female student GPA must meet with the appropriate FSL Advisor to review their current academic programs and formulate ideas on how to adjust/improve their scholarship programs.

### Grade Reports

The FSLO will provide chapters with a grade report following the end of the fall and spring semesters. (Grade reports will not be completed for the summer term.) A chapter's official GPA is the combined semester GPA of new and active members. Chapter rankings and all determinations based on academic standing will be evaluated using that GPA. Other data on the grade report is provided as a courtesy for chapters to monitor long-term progress.

Chapter Grade Reports will be published within fifteen (15) business days of the semester ending. Intersession or late-starting classes will not be calculated in semester grade reports. A community grade report and chapter rankings will be published within 30 business days of the semester ending. Please consider Considerations for Grade Reports in the roster management policy.

Grades or progress reports are not provided outside the semester grade reports.

### Minimum Chapter Academic Standing

Chapters must maintain a 2.50-semester chapter GPA each semester. Chapter GPA is ranked and calculated from the combined GPAs of all active and new members. Please refer to the Registrar's office for questions on how UNM calculates GPA.

In addition to being in Prohibitive Standing, failure to achieve minimum chapter academic standards will result in the following:

#### **1st Semester**

The chapter may not host/co-sponsor any social event (defined as date parties, mixers, formals, semi-formals, parties, or any event with alcohol) for the following semester.

The chapter leadership (president and scholarship chairman) will schedule a meeting with the appropriate FSL advisor to outline a scholarship action plan.

Additional sanctions, as outlined in the councils' scholarship policy, may also apply.

#### **2nd Consecutive Semester**

The chapter may NOT host or co-sponsor ANY social event (defined as date parties, mixers, formals, semi-formals, parties, or any event with alcohol) for the following semester.

The chapter leadership (president and scholarship chairman) will schedule a meeting with the appropriate FSL advisor AND a regional or inter/national office representative to discuss the chapter's academic performance.



The chapter will not be allowed to participate in Homecoming events or Greek Week the following semester (whichever is appropriate).

Additional sanctions, as outlined in the councils' scholarship policy, may also apply.

### **3rd Consecutive Semester**

The chapter will lose all non-recruitment privileges until it exceeds the minimum GPA requirement. If a chapter cannot achieve the minimum standard after three consecutive semesters, the chapter will automatically be placed in probationary status and referred to the Dean of Students office for recommended suspension.

### **Academic Recommendations for Governing Councils**

In addition to these academic requirements, it is strongly advised that each governing council develop, implement, and enforce a substantial academic scholarship plan and/or policy, which should, at minimum, include the following:

- General purpose statement on academic achievement
- A short and/or long-term plan that addresses minimum academic standards (specific to each council)
- An outline of council-specific awards/incentives for chapters that exceed the minimum standards
- An outline of council-specific sanctions/interventions for chapters not meeting the minimum standards
- A list of resources available to both the chapter as well as individual members

### **Council Officer/FSL Leadership Position Eligibility**

To run for a council leadership position, including a recruitment guide or ambassador, individuals must be degree-seeking students taking at least 12 credit hours at UNM. The student must be an active community member and be in good standing with their fraternity or sorority, the council, and the institution. The member must have a minimum 2.5 GPA. No member will be permitted to run for a leadership position unless the member and chapter are currently in good standing; this includes interim suspension.

**\*\*Council requirements may be more stringent.\*\***

## Mandatory Events/Learning Requirements

The following events have chapter attendance requirements. Please note that programs are funding-based and may be canceled by the FSLO.

### Fall FSL Leadership Retreat –

This day-long retreat/meeting will occur the week or weekend before school starts in the fall semester. Chapter presidents and their designees are required to attend. Details on the time and date will be provided by the end of the spring semester, and no absences will be excused.

If a chapter fails to send an entire delegation to the retreat, it will be placed on prohibitive status for the first half of the fall semester and fined \$50 per missing member to cover the program's costs.

### Alcohol 101+ Online Learning –

All returning members must complete this brief online course by the fourth week of classes in the fall semester. A chapter's failure to meet 100% compliance will result in its immediate placement on prohibitive status.

### Fall All-Member Gathering –

This educational opportunity will occur within the first four weeks of the academic year and cover important FSL information and education. 80% of the chapter is required to attend this event. Check-in and check-out will be conducted to ensure attendance. The only excusable absence will be for verified scheduled class sessions.

If a chapter fails to meet the 80% attendance requirement, the number of allowed social events will be reduced by two (2) for the semester.

### National Hazing Prevention Week –

National Hazing Prevention Week (NHPW) takes place every year in the last week of September. On Monday of NHPW each year, chapters must attend an educational opportunity on hazing prevention. 80% of the chapter must be in attendance. Check-in and check-out will be conducted to ensure attendance. The only excusable absence will be for verified scheduled class sessions.

If a chapter fails to meet the 80% attendance requirement, it will be placed on prohibitive status for the remainder of the semester.

### Spring FSL Leadership Retreat –

This day-long retreat/meeting will occur on the first Saturday of the spring semester. Chapter presidents and their designees are required to attend. Details on the time and date will be provided by the end of the fall semester, and no absences will be excused.

If a chapter fails to send an entire delegation to the retreat, it will be placed on prohibitive status for the first half of the fall semester and fined \$50 per missing member to cover the program's costs.

### FSL Leadership Summit –

This day-long educational opportunity will take place after spring break in the spring semester. Attendance requirements will vary each year based on the content and topic. The date and time of the summit will be announced by the first day of the spring semester.

If a chapter fails to send a full delegation to the retreat, it will be placed on prohibitive status for the first half of the fall semester. Depending on the program's cost, the chapter will also be fined up to \$200 per person.

### Other required events –

Each governing council or the FSLO may add required events with at least one month's notice. Attendance requirements will not exceed 80%.

## Chapter Leadership Expectations

Chapter Presidents are required to attend regular one-on-one meetings with their FSLO advisor. The advisor will determine the frequency of these meetings at the beginning of each semester.

Chapter presidents must also attend regular meetings with all chapter presidents. These meetings will occur at least monthly but may be held more frequently as needed.

Other officers, including the new member educator, risk manager, and social chairperson, must meet with their chapter's advisor at least once per semester. Additionally, these officers will be asked to attend regular roundtables with others serving in similar roles within the community.

## Event Registration and Management Policy

All Fraternity and Sorority events must be registered and approved by the FSLO through the designated system. The chapter must provide at least five (5) days, though some events require additional notice and meetings with an FSL Advisor. Please review the types of events below and their requirements. Any event outside of a chapter facility will require proof of reservation and approval from the venue. Only chapter facilities that have met all recognition requirements outlined in the chapter facility policy may be used for events.

### Chapter-Only Events –

A chapter-only event is any event that only involves members of the chapter. This event type is for events held locally and not overnight. These events must be registered at least five (5) business days in advance.

### Chapter and Guest Events (no alcohol) –

This type of event is any event that includes chapter members and no more than two (2) guests per member (e.g., mixers, chapter socials, etc.). It is for events held locally and are not overnight. These events must be registered at least five (5) business days in advance.

### Recruitment/Intake Events –

This is for any type of event that attracts and invites new members to join. All recruitment events not sponsored by a governing council must be registered. While chapters should discuss growth and strategy with their FSL Advisors, individual recruitment events do not require an in-person meeting. These events must be registered at least five (5) business days in advance.

### Philanthropy/Fundraising Events (single day) –

This event type is for any event intended to raise funds or awareness for a chapter or philanthropic cause. No philanthropic/fundraising events will be permitted at venues where the primary source of income is alcohol or cannabis sales. All events must be substance-free without exception. To avoid conflict and encourage chapter participation in other events, only one philanthropy/fundraising event will be approved at a time. Exceptions may be made at the discretion of the FSLO. Philanthropy or fundraising events cannot include cultural appropriation or the objectification or degradation of populations of people, including those based on social identity. Chapters may not generate revenue from the sale of chapter members or other human beings or their direct services. Chapters may participate in auctioning experiences or other goods. Philanthropy events may not promote bodily physical violence. Eating contests or the rapid consumption of food or beverages is prohibited. Raffles and giveaways must be held in compliance with New Mexico state law and may require a state gambling license. Registration for these events must be submitted ten business days in advance. Due to their complexity and often larger size, all philanthropy/fundraising events require an in-person meeting with an FSL Advisor.

### Philanthropy/Fundraising Events (multiple-day) –

This is intended for multiple-day events (Fireman's Challenge, Derby Days, Wish Week, etc.) to raise funds or awareness for a chapter or philanthropic cause. All the guidelines governing single-day events also apply to multiple-day events. Due to the increasing number of multiple-day philanthropy events, chapters wishing to hold them must notify the FSL Office with an in-person meeting with an FSL Advisor by the end of the first week of the semester. Chapters should select at least three potential date options for their event. Dates will be assigned on a first-come, first-served basis. Multiple-day events will not be permitted during other significant university events (homecoming) or at the same time as another multiple-day event. Exceptions may be made if presidents of both chapters consent in writing. Governing councils may have additional requirements or restrictions, and chapters are expected to abide by them. Registration with final plans for each day must be submitted no later than 21 days in advance. To be eligible to host a multi-day event, specific chapter officers must attend an advanced event management workshop hosted by the FSLO. More details on these workshops are below.

### Events with Alcohol –

Events with alcohol present are never permitted in chapter facilities. Events must be held with a licensed and insured third-party vendor at an insured venue. The vendor may not be a chapter member, an alum of the chapter, or another UNM FSL community member. The venue and third-party vendor (if different parties) must complete and agree to the terms in the Host Site Contact Form, and it must be submitted, along with current copies of liquor license and insurance, to the FSL Office no less than five (5) days before the event. Regardless of event type, an event with alcohol must be registered no less than twenty-one (21) days before the event. Alcohol may not be purchased through the chapter treasury or members pooling funds. Drink “specials” specifically for the organization's event and chapter-subsidized drink pricing are prohibited.

Events with alcohol must provide substantial food items (carb-heavy, filling items) and non-alcoholic beverages at no additional cost to attendees. To be eligible to host an event with alcohol, specific chapter officers must attend an advanced event management workshop hosted by the FSLO. More details on these workshops are below.

### In-town formal (with or without alcohol) –

This type of event is for chapter formals or semi-formals, regardless of the presence of alcohol. Chapters must register their formal no later than 30 days in advance. Additional paperwork will be required for approval, including a date list with all attendees' birthdates and confirmation of transportation (driver list, bus contract, etc.). Please see the section titled Events with Alcohol for venue requirements, additional paperwork, and other important information. A maximum of two formals may be approved for any given date and will be approved on a first-come, first-served basis. To be eligible to host a formal, specific chapter officers must attend an advanced event management workshop hosted by the FSLO. More details on these workshops are below.

### Overnight events and formals further than 40 miles from campus –

All overnight events, overnight formals, and wet events further than 40 miles from campus must be approved, in writing, by the inter/national organization before being approved by the University. These events may occur no more than one state away from New Mexico and must be within an 8-hour drive from the University. If the event being held is a formal or event with alcohol, all guidelines for an event with alcohol must be met. The chapter should utilize shared transportation (i.e., buses) whenever possible. Carpooling is strongly discouraged. Per the regulations for events with alcohol, all transportation in the destination city must be shared transportation. Additional paperwork will be required for approval of this type of event, including a complete attendee list (must include name, birth date, cell phone number, affiliation (if applicable), emergency contact name (cannot be another student or attendee), and emergency contact phone number. For formal or other co-ed events, at least one extra room per every twenty (20) attendees must be available for any guests needing a break. Due to this event's complexity and stringent requirements, the event must be registered no less

than forty-five (45) days in advance. To be eligible to host an overnight event, specific chapter officers must attend an advanced event management workshop hosted by the FSLO. More details on these workshops are below.

Additional meetings with an FSL Advisor may be required at the FSLO's discretion and scheduled after the event has been registered. The FSL Advisor may set additional requirements to ensure a safe event. A chapter may have one overnight/out-of-town formal per year. No attendee can purchase, provide, or transport alcohol.

### **Event Monitors –**

All events require event monitors, who must be identified on the event registration form. Event monitors regulate social events and maintain the chapter(s)'s risk management policy. Regardless of their status as event monitors, the chapter president and event chair will be expected to do the same and must be available and able to assist in the case of an incident. Event monitors cannot be first-year members and should be spread amongst class levels. Event monitors are not to consume any alcohol during the event or six (6) hours before the event. Event monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs. For events without alcohol, there must be one event monitor per twenty-five (25) people. For events with alcohol, there must be one event monitor per ten (10) people. Chapter advisors and alumni may not serve as event monitors.

### **Note on Founders' Days –**

As a general rule, public events will not be permitted on another chapter's founding day. For a listing of all chapters' founding days, refer to the FSL Calendar published each semester.

### **Advanced Event Management Workshops –**

As the event management policy indicates, certain events require chapter attendance at an Advanced Event Management Workshop. These workshops will be held at least three times per semester. The workshops' dates, times, and locations will be published two weeks before the semester begins. For a chapter to be eligible to host an advanced event, the person responsible for the event, the chapter's risk manager, and one other chapter member must attend one of these workshops. If a chapter does not meet this expectation, no advance events will be approved for that semester.

### **Event Management Policy Violations –**

Failure to follow event management policy, including not submitting forms in the required timeframe, will result in the following:

1<sup>st</sup> violation – a written warning will be sent to the chapter president and advisor, reminding them of the policy and indicating how it was violated.

2<sup>nd</sup> violation: A final warning will be sent to the chapter president, advisor, and inter/national office/board outlining the previous and current violations.

3<sup>rd</sup> violation: The chapter will be placed in prohibitive status for the remainder of the semester. If the violation occurs in the final four weeks of the semester, the prohibitive status will remain in place through the first half of the following semester.

### Policy on Alcohol and Drugs –

1. The possession, sale, use, or consumption of Alcoholic beverages while on chapter premises is strictly prohibited.
2. No alcoholic beverages may be purchased through chapter funds, nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g., kegs or cases, is prohibited.
3. No members shall collectively or individually purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal “drinking age”).
4. The possession, sale, or use of any non-prescription drugs or controlled substances while on chapter or university premises, during a chapter event, or at any event that an observer would associate with the chapter is strictly prohibited.
5. No chapter may co-sponsor or co-finance an event with an alcohol distributor, charitable organization, or tavern (a tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol or cannabis are given away, sold, or otherwise provided to those present.
6. No chapter may co-sponsor or co-finance a function where host chapters, groups, or organizations purchase alcohol.
7. All recruitment activities associated with any chapter will be alcohol-free functions.
8. No member shall permit, tolerate, encourage, or participate in “drinking games.”
9. No alcohol shall be present at any pledge/associate/new member/novice program, activity, or ritual of the chapter.

### Policy on Tobacco Use –

Per UNM’s smoke-free campus policy, no tobacco products (including vapes) are permitted on campus. This policy extends to all chapter events; no tobacco products are allowed as part of a chapter event (i.e., steak & cigars.)

## Emergency Procedures –

Chapters must have a pre-determined emergency plan. The following steps should be included in the plan.

Call for emergency personnel in nearly all situations [i.e., major emotional emergency/incident (suicide ideation/behavior, depression, etc.), significant health injury (alcohol poisoning, life-threatening trauma, etc.), crime (assault, significant theft, harassment, fight, etc.)]. You may still call the emergency numbers if unsure whether it is an emergency.

General Emergency: On-campus call - UNM PD 505-272-2241, Off-campus call – 911

For minor crises that do not require law enforcement or first responders (i.e., vandalism, possible emotional trauma to members, etc.), contact a Fraternity & Sorority Life staff member at 505-934-3474.

Mental Health Crisis Intervention:

Agora Crisis Center – 505-277-3013 or 866-HELP-1-NM

Student Health & Counseling – 505-277-3136

Lobo Respect Advocacy Center – 505-277-2911

UNM Psychiatric Center/Emergency Services – 505-272-2920

NM Crisis and Access Line – 1-855-NMCRISIS

Rape Crisis Center of Central New Mexico – 505-266-7711

Domestic Violence Resource Center – 505-248-3165

988 Suicide and Crisis Hotline – Dial 988

Crisis Text Line – Text HOME to 741741

Contain the area. Each situation is unique and requires different levels of containment of a facility/venue. If an emergency/crisis occurs at a chapter facility, consider prohibiting access to non-members except for medical, police, or university personnel. In some situations, limiting access to current chapter members may be best. Ultimately, the lead member (usually your president) should work with appropriate officials to determine how to contain the area. Assign one or more members to calmly control access in and out of the facility/venue. Be ready to document the situation with as many details and specifics related to who, what, when, where, and how.

Contact the FSLO. Provide the person(s) you contact with as much helpful information as possible. This will include the time of the incident, crisis location (address if possible), any injuries/fatalities, steps taken to address the incident/crisis, etc.



During Business Hours, call the Office of Fraternity & Sorority Life Front Desk at 505-277-4706 and inform them that it's an emergency regarding a fraternity/sorority and that you must speak to a professional staff member. Always leave a detailed message about the situation, including your name, phone number, and organization.

After Business Hours/University Closures: UNM FSL On-Call Phone 505-934-3474.

Contact your advisor, including your alumni advisor and/or house corporation president (if applicable), and inform them of the situation. Request your advisor come to your location to consult with the chapter's leadership and university officials.

Contact your headquarters (if applicable). Many organizations have a crisis/emergency hotline. If not, call your organization's general number or other headquarters contact (executive director, regional or state support, etc.).

Inform your members, including new members, about the situation. Explain that there has been an emergency and that the chapter facility (if applicable) is closed to all but members and appropriate personnel. Instruct members not to speak to anyone outside the chapter about the incident except police, organizations, and university officials. Do not discuss details, speculate on events, or otherwise elaborate on the situation until appropriate personnel arrive or provide additional guidance. If there is a need to inform members absent during an emergency, the president may delegate this responsibility to another member. The president may want to call an emergency meeting and contact members individually.

Coordinate chapter response. Depending on the situation, reinforce what has been done and who the designated officer in charge is. Request that members decline public comment until the problem is addressed and those involved are safe.

Address public interest. Be aware of who can speak on behalf of the chapter. Consider working with your inter/national organization, advisors, and university officials in this process.

Follow up. Begin to understand what the next steps are following the immediate needs associated with the emergency.

Do not contact parents until notified by university officials or, where appropriate, the inter/national organization.

There may be a need to relocate people, restrict access to certain areas, etc.

Work with UNM to determine member needs. This may include case management resources or counseling resources. University staff can provide relevant resources and support in the short and long term to support the chapter.

## Recruitment, Intake, and New Member Policies

The FSLO at UNM is committed to the success and support of the new member education and intake programs throughout our FSL community. In our continued effort to encourage the development of our community and increase the communication between the chapter advisors and students, the following procedures require equal reporting among all councils to ensure the safety and well-being of our students, fraternities, and sororities, local community, and the University's reputation. Recruitment/Intake may only take place during the fall and spring semesters. No members may be 'carried over' from semester to semester, and initiation must occur before the University's reading week.

This reporting is mandatory and must be submitted to the respective FSL advisor at least a one (1) week before recruitment/intake periods begin. Each fraternity and sorority conducting membership recruitment/intake will inform the FSL Office of all membership recruitment/intake activities each semester. All documents submitted to the Fraternity & Sorority Life Office are kept private as appropriate. Documents may be shared with university officials, regional or inter/national organization staff, and volunteers as needed.

Chapters are responsible for the actions of their members, alums, and/or guests who may participate in their new member/aspirant process. Violations of any FSL or University policies or the Student Code of Conduct will result in a review by the FSLO or OSRR for possible sanctions. Additionally, members and officers may be held responsible as individuals.

Chapters are responsible for communicating the University's Anti-Hazing Policy to all members, new members, alumni, and members of their corresponding Graduate Chapters. Furthermore, all new member/intake programs must comply with local, state, and federal laws and the UNM Student Code of Conduct. Recruitment/intake will not be allowed to proceed without submitting the required paperwork. If the recruitment/intake activities begin without the knowledge and review of the FSL advisor, then the chapter has not adhered to these written Recruitment/Intake Procedures, all related activities will cease immediately, and the chapter may be referred to the Fraternity & Sorority Life Office or the Office of Student Rights & Responsibilities for further review.

### Required Steps:

Submit the New Member/Aspirant Education form at least two (2) weeks before the recruitment/intake period begins. Include the following chapter-specific documents with your submission. All forms MUST be submitted without exception.

1. A copy of Chapter's inter/national and/or chapter New Member/Aspirant Education program or member intake process. (Please consult with the inter/national organization. All orgs have a format for new member programs that can be shared with Universities.)
2. A calendar/outline detailing the specific events included in your program/process. New member processes may be a maximum of eight (8) weeks from the time of bid/invitation and initiation.
3. Completed New Member Educator/Intake Coordinator Checklist.

4. Meeting with FSL Advisor: Meetings to review the program/process before the period begins may be required. During this meeting, Chapter's should complete any inter/national paperwork.
5. Submit the Verification of New Members/Aspirants form at least 48 hours after extending bids/invitations to begin the new member program/intake process.
6. Should the Chapter add new members to the program after it has begun (ongoing recruitment; continuous open bidding), the Chapter will submit additional names on another Verification of New Members/Aspirants Form. Check with the Chapter's council regarding the submission of council-specific documentation.
7. New Members/Aspirants must complete a member release and agreement within 48 hours of the invitation date. For culturally based chapters, this is within 48 hours of submitting aspirant paperwork.
8. Submit the Verification of Newly Initiated Members form within 48 hours of the Chapter's initiation/crossing.

#### **Modifications:**

The FSLO understands that situations may arise where a Chapter must change a program. To make changes, the Chapter must submit the New Member Education/Intake Plan Modification Request form.

#### **Presentation of New Members/Aspirants Procedures (if applicable):**

The New Member Presentation is essential to membership in cultural fraternities and sororities. These experiences serve as a celebration of an individual becoming a member of the interfraternal community and celebrate each organization's unique history and traditions. For the FSLO to help foster and promote unity within all new member experiences, all United Greek Council (UGC) and National PanHellenic Council (NPHC) organizations must adhere to the following guidelines when presenting new members to the UNM community.

Once intake has been approved, an FSL Advisor will book space for the chapter under the respective council at their discretion if a new member presentation is requested. The chapter should submit at least three (3) dates to ensure multiple presentations do not happen simultaneously. Presentations or celebrations will not occur on UGC/NPHC Charter or Founders Days.

All organizations must adhere to the following guidelines when presenting new members/aspirants to the campus community:

New members must be presented by the deadline given by the FSLO at the beginning of each semester.

New member presentations are not to be scheduled on the same evening as a previously planned event of another Chapter in the same council nor on another organization's founding date.

No explicit or revealing attire is to be worn by new members.

Vulgarity and profanity will not be tolerated. All music used must be radio edit versions.

No drugs or alcoholic beverages will be permitted; members should not consume them before the event.

No physical abuse will be tolerated. This includes but is not limited to slapping, kicking, spitting, or punching. Canes, paddles, staffs, sticks, etc., may be used as a part of the performance but not as a weapon or to harm another individual.

Face coverings, such as masks, are permitted; however, the new members' mouths must always be visible.

The presentation show should last no longer than one (1) hour and start within thirty (30) minutes of the scheduled time. Failure to comply will result in the cancellation of the presentation.

A representative from the OSFL must be in attendance for all new member presentations.

Should the date, time, or location need to be changed, the organization must inform the FSL advisor at least 72 hours before the new member presentation was initially scheduled.

## UNM Policy Against Hazing

This policy can be found at <https://pathfinder.unm.edu/campus-policies/unm-policy-against-hazing.html>.

UNM prohibits hazing activities associated with acceptance, advancement, membership, or continued good standing in formal or informal student groups, clubs, or athletic teams. The University of New Mexico and its branches and satellite campuses are serious about eliminating hazing and the threat of hazing. With the help of students, faculty, and staff we will eradicate hazing from our culture.

### I. Hazing Defined

Hazing is any intentional or unintentional, knowing or reckless act, including public stunts, buffoonery, or morally degrading activities, directed against one or more students by one person acting alone or by more than one person, occurring on or off university premises, that would endanger the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by the student(s) subjected to hazing is not a reasonable defense in a disciplinary proceeding.

The University of New Mexico recognizes three forms of hazing that represent a progression in severity. The degree of severity varies and may overlap in any of these forms.

A. Subtle Hazing: Behaviors that emphasize a power imbalance between a student(s) by one person acting alone or by more than one person and other members of an organization/team either recognized or unrecognized. Termed "subtle hazing" because these types of hazing are often taken for granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place a new student(s) on the receiving end of ridicule, embarrassment, and/or humiliation tactics. (Some types of subtle hazing may also be considered harassment hazing). Subtle hazing may include but is not limited to the following examples:

Deception

Silent periods with implied threats for violation

Deprivation of privileges granted to other members

Requiring performance of duties not assigned to other members

Social isolation of rookies/new members

Line-ups and drills or tests on meaningless information

Name calling, demeaning titles

Requirements to refer to other members with more formal titles (e.g., Mr., Miss)

Requiring or expecting possession of certain items at all times

B. Harassment Hazing: Behaviors that cause emotional anguish or physical discomfort and are conducted to promote a feeling of group belonging. Harassment hazing confuses, frustrates, and causes undue stress/or new members/rookies. (Some types of harassment hazing can also be considered violent hazing). Harassment hazing may include, but is not limited to the following examples:

Verbal abuse

Threats or implied threats

Requiring or expecting embarrassing or humiliating attire

Stunt or skit performances with degrading, crude, or humiliating acts

Sexual simulations

Requiring or expecting harassment of others

Requiring or expecting new members to perform personal service to other members, such as carrying books, running errands, cooking, cleaning, etc.

Sleep deprivation

Deprivation of a normal or reasonable standard of body cleanliness

C. Violent Hazing: Behaviors that have the potential to cause physical and/or emotional, or psychological harm. Violent hazing may include, but is not limited to the following examples:

Forced or coerced alcohol or other drug consumption

Forced or coerced ingestion of vile substances or concoctions

Beating, paddling, or other forms of assault

Branding or burning

Water intoxication

Bondage

Requiring or expecting abuse or mistreatment of animals

Requiring or expecting illegal activity

Abduction or kidnapping

Exposure to cold weather or extreme heat without appropriate protection

## II. How to Report

UNM Athletics Compliance Office (505) 277-5067

The UNM Athletics Compliance Office can assist all student-athletes regarding resources and avenues to address hazing incidents on the UNM Campus or during UNM-affiliated events.

UNM Campus Police (505) 277-2241

The UNM Campus Police will respond to violent hazing activities that are occurring or have taken place, that have jeopardized the safety of an individual or individuals.

UNM Dean of Students Office 505-277-3361 or [doso@unm.edu](mailto:doso@unm.edu)

The Dean of Students Office can assist all students with resources and avenues to address hazing incidents on the UNM Campus or during UNM-affiliated events.

UNM Office of Compliance, Ethics, and Equal Opportunity 505-277-5251 or [oeo@unm.edu](mailto:oeo@unm.edu)

The Office of CEEO can assist specifically to anyone who believes the hazing they experienced was due to their protected class or was heightened because of their protected class. A protected class is a group of people protected against discrimination by University policy or by state and federal law. The following are considered protected classes: Age (40+), Ancestry /National Origin, Color /Race, Gender Identity, Genetic Information, Medical Condition, Mental/Physical Disability, Pregnancy, Religion, Sex (including prohibitions on sexual harassment), Sexual Orientation, Spousal Affiliation, Veteran Status and any other class as protected by state or federal law.

UNM Student Activities Office 505-277-4706 or [sac@unm.edu](mailto:sac@unm.edu)

The UNM Student Activities Office assists UNM Student Organizations (including Fraternities and Sororities) regarding resources and avenues to address hazing incidents on the UNM Campus or during UNM-affiliated events.

Report Hazing Online at:

[https://unm-advocate.symplicity.com/public\\_report/index.php/pid113638](https://unm-advocate.symplicity.com/public_report/index.php/pid113638)

## Campus Expansion/Extension Policy

Inter/national fraternities/sororities interested in expansion/extension should contact the Office of Student Activities and speak with the Fraternity & Sorority Life Advisor before conducting any recruitment activity on campus. UNM recognizes both the legal right of a fraternity/sorority to exist and the university's responsibility to ensure the success of the entire fraternity/sorority community. All expansion projects must be initiated/supported by the inter/national boards and headquarters. Headquarters must be willing and able to lead the expansion efforts, including but not limited to recruitment and new member education. Expansion projects without complete support from the inter/national organization will not be allowed at the University.

Inter/national fraternities/sororities must affiliate with their respective peer-affiliated campus governing councils. Potential fraternities and sororities affiliated with the governing councils (IFC, CPC, NPHC, MGC) must be approved for membership by their respective council. Should the affiliated council not exist on campus, membership must be approved by the governing council the fraternity/sorority would associate with respectively that is existent. UNM will not recognize your chapter if you are not approved by and affiliated with a governing council.

New fraternities and sororities must register with the Student Activities Center as a chartered student organization. To receive all the rights and responsibilities of a student organization on campus, you must follow the appropriate registration channels and adhere to all student organization policies and Fraternity & Sorority Life guidelines.

Please Note:

Due to an inability to obtain the required liability insurance, the university will not recognize local fraternities or sororities as members of the Fraternity & Sorority Life community.

Expansion/extension for a fraternity/sorority is not automatic. " Campus crashing" or forming a group of interested students without the approval of the Student Activities Center or the Inter/National headquarters will not be tolerated.

The specific process for extension/expansion will vary based on the fraternity/sorority council affiliation and inter/national organization. The checklist may include specifics relevant to the situation, circumstances, or history.

## Greek Week

Greek Week is a student-run event every spring semester to raise awareness and funds for a local philanthropic organization. It is also intended to promote friendly competition amongst chapters. The Greek Week committee will be composed of the following members:

One overall chair (or a maximum of two co-chairs) from any council or chapter. The overall chair(s) will be selected through an application and interview process in the spring of the year prior. The interview/selection committee will consist of the FSL Advisors and the Presidents of each governing council. All other positions will be selected in the fall semester via an application/interview process, and selections will be made by the overall chair(s) with advice from the FSL Advisors.

Event chairs (the number of event chairs will be at the discretion of the overall chair(s) but will not exceed two individuals:

- Greek Sing Greek Games
- Greek Day of Service
- Greek Trivia
- Social and Greeks @ the Games
- Greek Banquet

In addition, the following non-event positions may exist at the discretion of the overall chair:

- PR/Social Media Contest
- Philanthropy Liaison Fundraising Chair

All decisions regarding Greek Week are at the discretion of the committee and overall chair(s). Appeals may be made to the FSL Advisors, who will decide.

## Office Hours

The FSLO is housed within the UNM Student Activities Center. Regular business hours are Monday through Friday from 8 am to 5 pm. Although occasional exceptions may be made, council and chapter business should be handled during business hours. This includes regular executive committee meetings and delegate meetings to each governing council.

The FSLO will offer at least six (6) open office hours during which anyone can meet with a staff member or address issues without an appointment. Open office hours are published the first week of each semester. All other meetings can be scheduled with the respective FSL Advisor based on their availability.

Each governing council is provided with office space in SUB 1065. At the direction of the council president, each council officer must schedule at least two (2) office hours per week in SUB 1065. These office hours must be shared publicly and outside the office. Officers are expected to maintain office hours throughout their term.



## Facility Policies

Chapter facilities must be recognized to host events or display letters outside the house. To be recognized, facilities must adhere to the following:

The City of Albuquerque fire department must conduct an annual fire and safety inspection at each facility. A current report must be on file with the FSLO.

The City of Albuquerque fire marshal sets the Occupancy Limit for each facility. Certification must be on file in the FSLO.

Each facility must have one (1) fire drill per semester. Drills must be conducted without prior notice. Chapters should document the date, time, and all members present at the drill. Chapters must complete the Fire Drill Verification form within 24 hours of the drill.

All facilities must meet all local fire and health codes and standards.

All facilities must display emergency numbers for fire, police, and ambulance and maintain posted evacuation routes on the back of the door of each sleeping room.

All facilities must comply with engineering recommendations as reported by the insurance company.

The possession, sale, use, or consumption of weapons on chapter premises is strictly prohibited.

Within reason and with reasonable notice, the University reserves the right to tour a facility for compliance.