

Michigan State University
Women's Panhellenic Council
Greek Community Expectations and Chapter Standards

Purpose

This document serves to assist the Michigan State University Greek community and each individual chapter in functioning at a most effective and efficient level. The following standards, by which chapters will be measured, are a reflection of member expectations for individual organizations and the entire community. It is our hope that, in time, each chapter will operate in accordance with these standards.

Expectations and Standards

Each of the following sections are equally important to chapter and community success; chapters are expected to meet each of the following standards:

Section 1 – Recruitment

Recruitment is essential to the positive development of members in our Greek community. Although a large chapter is not by itself a guarantee of a chapter's success, chapter intake as well as retention of those members is an important indicator of chapter health and stability.

A. Intake

1. Chapters are expected to participate in formal recruitment.
2. Chapters should comply with all recruitment policies of its respective Council.
3. Recruitment meetings shall be held at the discretion of each Council and attended by a recruitment chair from each chapter.
4. Chapters are encouraged to fill their chapters to house total.
5. It is suggested that each chapter offer at least one member to serve as a Recruitment Counselor.

B. Retention

1. Chapters are expected to initiate 85% of the new members that accept bids during the academic year.
2. 70% of those initiated are expected to return to the chapter for the following semester, excluding those members who have graduated, are no longer attending MSU, or who have been active for at least four years.

Section 2 – Membership Development

The strength of any Greek-letter organization is in its membership. The skills, experience and attitudes of each member defines the levels of attainment possible for the chapter in leadership, scholarship, social awareness, involvement, and career preparation.

A. Membership Orientation and Education

- a. Chapters are expected to face no hazing charges.

- b. All new members are expected to attend the New Member Orientation program each semester.
- c. New member educators for individual chapters shall be required to attend one roundtable per semester.
- d. Chapters are encouraged to utilize some sort of written education program for all new members.
- e. Chapters should host, co-host, sponsor or co-sponsor a minimum of two personal development programs per year. Acceptable programs include but are not limited to: social responsibility, leadership development, personal financial management, values and ethics, gender issues, diversity and cultural issues, and current events. (Do not include academic skills workshops, hazing, or alcohol/substance abuse workshops).

B. Academics

- a. Chapters are encouraged to utilize a written scholarship program for all initiated and new members.
- b. Chapters are expected to maintain a chapter grade point average equal to or higher than the all men's or women's average for MSU.
- c. Chapters that have grade point averages below the all men's or women's average are encouraged to create their own plan for improvement.
- d. All chapters are encouraged to have an appointed scholarship chair.
- e. A recognition program within the chapter is recommended to commend those members that excel in academics.
- f. Chapters are encouraged to establish a minimum GPA expectation for their members.
- g. A scholarship program should be created to include constructive activities to identify and help those members who struggle academically.
- h. Chapters should have an academic advisor (it is suggested that this advisor be an active MSU faculty/staff member).

C. Leadership Development

- a. Chapters are encouraged to have members hold an executive office in a Greek-related organization (other than the chapter). This includes but is not limited to: the four Greek governing councils, Order of Omega, Director of Safe Halloween and the Greek Week Leadership Team.
- b. 20% of chapter members are expected to participate in at least one external leadership program per year. A list of members with the name of the conference(s)/workshop(s) attended shall be provided as documentation.

Section 3 – Chapter Management

Chapters are successful when they are able to manage themselves internally. Chapters shall have members in appointed positions to lead the chapter administratively and financially. Though the Panhellenic Council seeks not to assume responsibility for any level of review already handled by the chapters'

national organization, we feel it important that the following expectations be recorded so the community may recognize these standards.

A. Financial Management

- a. Chapters are expected to work with an advisor in balancing their budgets, their bookkeeping and fiscal control.
- b. Chapters are encouraged to have their own checking account with two signatures required for checks.
- c. An adequate bookkeeping system shall be maintained with monthly reporting to the chapter membership.
- d. Chapter dues should be paid by the date due.
- e. Each chapter is encouraged to have a written budget, approved by the chapter each year.
- f. Chapters should strictly enforce financial discipline for those members whom are not current in their payments.
- g. Chapters are expected to pay all dues, fees, fines and assessments to the Panhellenic Council, the University, and their National organization.

B. Guidance

- a. Chapters are expected to have an advisor (either alumni/graduate or faculty/staff) who attends at least one chapter or executive board meeting per month and maintains regular communication with the chapter.
- b. The chapter advisor, or another member of the advisory board, is encouraged to have one meeting per semester with the Advisor of Greek life.

C. Officer Training and Transition

- a. All officers should have a notebook, handbook or manual to guide her in their role.
- b. Chapters are expected to have an orientation program in which new and old officers gather to set goals for the chapter.
- c. The member stepping down should transition the new officer for that position.
- d. Chapters are expected to have representatives at 90% of all Sigma Series officer-training workshops.
- e. Chapter presidents (or a chapter representative) are expected to attend the President's Retreat held each spring.

D. Chapter Meetings

- a. Chapters are expected to hold weekly chapter meetings.
- b. Minutes from chapter meetings should be recorded and distributed to members and advisors.

E. Ritual and Values

- a. Chapter ritual should be used at least once per month.
- b. At least one alumni or graduate member is encouraged to attend initiation.

F. Member Accountability

- a. Chapters are expected to have a Code of Conduct or membership contract that includes member expectations regarding alcohol and drugs, hazing, fighting and other risk management issues.
- b. Each member should sign the Code of Conduct or membership contract.
- c. Chapters should have an internal discipline (judicial/chapter standards) board that handles violations of chapter policies.

G. Administration

- a. Chapters are expected to maintain the online chapter management system, keeping accurate records of membership.
- b. Membership rosters are expected to be turned in on time.
- c. Chapters are expected to complete the Chapter Facts Form each semester.
- d. Chapters shall maintain up-to-date bylaws (reviewed by the chapter).
- e. Chapters are expected to apply for Greek Gala awards.

H. Goals and Action

- a. Chapters are encouraged to conduct at least one goal setting session each semester to establish written goals and objectives. These goals should be approved by chapter members.

Section 4 – External Relations

Greek-letter organizations are structured as small communities within the larger campus and city community. Involvement in the community outside of Greek life is highly encouraged for all chapter members. Extracurricular involvement of chapter members enhances the community's image of Greeks and enriches the collegiate experience of chapter members.

A. Alumni and Parent Relations

- a. Chapters are expected to sponsor at least one event per semester for alumni.
- b. Chapters should sponsor at least one event per semester for parents.
- c. Chapters should contact alumni and parents at least one time each semester. This can include a mailer, e-mail contact, etc.

B. University Involvement

- a. Chapters are expected to participate in Homecoming events.
- b. Those chapters with members serving as Resident Mentors or Staff in the Academic Orientation Program shall be recognized.
- c. Chapters should participate in dorm move-in day each fall.
- d. 50% of members are expected to attend a structured Go Greek BBQ each fall.
- e. Chapters are expected to have 50% of their members involved in non-Greek organizations.
- f. Chapters are encouraged to be Registered Student Organizations.

C. Community Involvement

- a. Chapters are expected to host a large-scale philanthropy project each year with 80% of chapter members in attendance and participation by at least 6 other organizations (not necessarily Greek).

- b. Chapters are expected to participate in the philanthropy event of another chapter at least once per semester.
 - c. All chapters are expected to participate in Safe Halloween.
- D. Public Relations
- a. Chapters are expected to prepare their own press releases for positive coverage. At least three of these releases shall be submitted to local news each semester.
 - b. Chapters should submit updated information to be included on the Go-Greek website when prompted to do so.
 - c. Chapters are expected to have an updated chapter website.
 - d. Chapters are encouraged to submit articles and photographs to their (inter)national magazine or newsletter.

Section 5 – Greek Relations

The success of the Greek community relies heavily upon cooperation of all chapters. Effective community building occurs when chapters do activities with one another and work with their governing council.

A. Council Relations

- a. Chapters are expected to have representation at 80% of required meetings, including (but not limited to) weekly Panhellenic Delegate meetings, monthly Presidential Roundtables, Greek Week meetings, and Safe Halloween meetings.

B. Chapter Relations

- a. Chapters are expected to conduct at least two joint alcohol-free activities with another Greek chapter each semester (these chapters should be members of either the Panhellenic or Interfraternity Council). These events may be social or philanthropic in nature.

Section 6 – Policy Compliance

An excellent Greek chapter places emphasis on risk management, risk evaluation, and adherence to Greek, University and city policies. It is the obligation of each chapter to provide a safe environment for its members and to respect the rights of others.

A. Risk Management

- a. All chapters are encouraged to have an elected/appointed risk management chairman whose duties include (but are not limited to): coordinating risk management programs, overseeing social functions, being responsible for adherence to the University, local chapter, and (inter)national alcohol/social/risk management policies.
- b. Chapters are expected to attend or hold one risk management program each semester with at least 80% attendance at each program. At least one program per year should focus on drug and alcohol issues.
- c. Chapters should work together with the Panhellenic Council in the case of mediation to better the situation.
- d. Chapters shall be recognized for having no mediations (not recruitment related) in one semester.

B. GAMMA Policies

- a. Chapters are expected to register all social events involving alcohol with the Panhellenic Council.
 - b. Chapters shall be respectful to GAMMA patrol members during party inspection.
- C. Campus and City Policies
- a. Chapters are expected to pass housing inspections and to ensure that their chapter is educated on fire code/safety compliance.
 - b. Chapters with chapter facilities are encouraged to hold one fire-drill each semester, with participation of 80% of the women who live in the facility.
 - c. Chapters shall have positive relationships with university and city officials and representatives.

Document Revision

The percentages which appear throughout this document were proposed by the chapter presidents for the Panhellenic Council member chapters at Michigan State University; as a group, the presidents felt these numbers were reflective of their own expectations for their chapters and their community. In the case that chapters determine that this document no longer reflects their expectations or standards for their chapters or community, proposals should be made to the President of the Panhellenic Council. She will then, after speaking with a representative from each member chapter's National organization, allow chapter Panhellenic Delegates to vote on the changes.

Applicable Chapters

In the case that a new chapter colonizes or re-colonizes at Michigan State, their national organization should be consulted before the document may be expanded to include them. Currently, this policy applies to the following chapters at Michigan State University:

Alpha Chi Omega
 Alpha Omicron Pi
 Alpha Phi
 Chi Omega
 Delta Gamma
 Gamma Phi Beta
 Kappa Alpha Theta
 Kappa Delta
 Kappa Kappa Gamma
 Pi Beta Phi
 Sigma Delta Tau
 Sigma Kappa
 Zeta Tau Alpha