UNIVERSITY OF VIRGINIA
OFFICE OF THE DEAN OF STUDENTS
FRATERNITY & SORORITY LIFE

Handbook for Chapter Advisors

> *I am only one,*
> *But still I am one.*
> *I cannot do everything,*
> *But still I can do something.*
> *And because I cannot do*
> *everything*
> *I will not refuse to do*
> *The something that I can do.*
> *Edward Everett Hale*

Our Office and You

Founded in 2001 by an initiative of the Board of Visitors to strengthen and support student self-governance and leadership on the individual chapter and governing council levels, the mission of Fraternity & Sorority Life is to enable our students to shape organizations that promote the core principles of scholarship, leadership, diversity, service and honor. As such, our office team serves as the University liaison to alumnae, alumni and chapter headquarters' staff, and chapter advisors, as well as the neighborhoods, property managers and departments of the City of Charlottesville**.**

How can the Fraternity and Sorority Life Office assist and support you?

While the Fraternal Organizational Agreement (FOA) outlines the formal relationship between the University and the chapters, the FSL staff takes great pride and pleasure in working closely with each of the four Greek governing councils, as well as with the chapter presidents. As such, members of our office often build close relationships with students in each of the chapters, and are often engaged during challenging times as well as periods of success. Additionally, as members of the Office of the Dean of Students, our staff is well-versed in UVA practices, policies, traditions, and culture, and has access to an array of resources, including contacts at the University and in the Charlottesville community.

The Fraternity and Sorority Life Office seeks to connect students, their supportive counterparts (such as advisors), and the University in order to best serve and support our chapters. We strive to keep lines of communication open with all of our advisors, so that we can work to answer your questions, provide resources, and partner together to better our chapters and the community. Much of our best and most gratifying work is done one-on-one with our students and advisors, so please feel free to come to us with questions or suggestions at any time.

This handbook is intended to provide a basic overview of what you should expect as a chapter advisor, things to think about as you work with chapters, and resources that you can utilize to help them. We hope that it is informative and useful, but also that you utilize the many additional resources that our office has to offer by contacting us directly and becoming familiar with the many resources on our web site.

► Our web site can be viewed at: http://www.virginia.edu/fsl/

Contact Information

Office of the Dean of Students/Fraternity & Sorority Life

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Greek Governing Councils

Multicultural Greek Council (MGC)

The Multicultural Greek Council (MGC) is a governing organization that oversees multicultural fraternities and sororities at the University of Virginia. The purpose of the MGC shall be to further the best interest of the Multicultural Greek-lettered fraternities and sororities through representation in both the University and Charlottesville communities as well as through an active interest in matters of common concern. Currently, the MGC consists of seven chapters: two fraternities and five sororities:

- alpha Kappa Delta Phi Sorority, Inc
- Sigma Lambda Upsilon
- Lambda Phi Epsilon Fraternity, Inc.
- Lambda Theta Alpha Latin Sorority, Inc.
- Lambda Upsilon Lambda Fraternity, Inc.
- Sigma Psi Zeta Sorority, Inc.
- Theta Nu Xi Sorority, Inc.
- Gamma Sigma Tau Fraternity, Inc.

► Website: http://www.uvamgc.com

National Pan-Hellenic Council (NPHC)

The University of Virginia Council of the National Pan-Hellenic Council, Inc. (UVA-NPHC) is the umbrella organization of the historically Black Greek-lettered organizations at the University of Virginia. The mission of the UVA-NPHC is to promote the ideals and standards upon which the respective organizations were founded. The UVA-NPHC carries out this mission through joint action and programming of events such as community service projects, forums and step shows within the University and Charlottesville communities. The member organizations of the UVA-NPHC are:

- Kappa Alpha Psi Fraternity, Inc .
- Delta Sigma Theta Sorority, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Zeta Phi Beta Sorority, Inc.
- Omega Psi Phi Fraternity, Inc.

► Website: https://pages.shanti.virginia.edu/NPHCatUVA/

Inter-Sorority Council (ISC)

The Inter-Sorority Council (ISC) is the governing body of sixteen National Panhellenic Conference (NPC) affiliated sororities at the University of Virginia. The ISC promotes the sorority community by encouraging leadership, academic achievement, and service. As the largest organization for women on Grounds, the ISC serves as a forum for the discussion of current issues facing college students and, in particular, the sorority community. The sixteen chapters of the ISC are:

- Alpha Chi Omega
- Alpha Phi
- Alpha Delta Pi
- Chi Omega
- Delta Delta Delta
- Delta Zeta
- Delta Gamma
- Gamma Phi Beta
- Kappa Alpha Theta
- Kappa Kappa Gamma
- Kappa Delta
- Pi Beta Phi
- Sigma Delta Tau
- Sigma Kappa
- Sigma Sigma Sigma (spring 2016)
- Zeta Tau Alpha

► Website: http://www.virginia.isc.com

Inter-Fraternity Council (IFC)

The Inter-Fraternity Council (IFC) is the representative body governing the 30 nationally affiliated fraternities at the University of Virginia. Since 1852, fraternities have been an integral part of each student's quest to become a well-rounded individual within the University community. Established in 1934, the Inter-Fraternity Council (IFC) governs 30 social fraternities. The Governing Board, which consists of nine Executive Committee members and seven at-large members, represents the core of the IFC. The Inter-Fraternity Council works with the members of the Presidents' Council in an effort to continue to strengthen the fraternity community at the University through progressive policies, programs and education. The twenty- eight chapters of the IFC are:

- Alpha Delta Phi
- Alpha Epsilon Pi
- Alpha Tau Omega
- Alpha Sigma Phi
- Beta Theta Pi
- Chi Phi
- Delta Kappa Epsilon
- Delta Sigma Phi
- Delta Upsilon

- Kappa Alpha
- Kappa Sigma
- Phi Delta Theta
- Phi Gamma Delta
- Phi Kappa Psi
- Phi Sigma Kappa
- Phi Society
- Pi Kappa Phi
- Pi Lambda Phi

- St. Anthony Hall (Delta Psi)
- St. Elmo Hall (Delta Phi)
- Sigma Alpha Epsilon
- Sigma Alpha Mu
- Sigma Chi
- Sigma Phi
- Sigma Pi

- Tau Kappa Epsilon
- Theta Chi
- Theta Delta Chi
- Zeta Beta Tau
- Zeta Psi

► Website: http://www.virginiaifc.com

Fraternal Organization Agreement

What is the "FOA"?

The Fraternal Organization Agreement (commonly referred to as the "FOA") is the contract between each Greek organization and the University of Virginia, outlining all of the requirements and expectations of each fraternity and sorority, as well as the benefits offered by the University. Each year, the FOA contract must be renewed by each individual chapter, by being signed by the chapter president as well as an administrator from the Office of the Dean of Students, Office of Fraternity and Sorority Life. The FOA requires that each chapter submit:

- A Chapter Development Plan
- A chapter roster
- A chapter constitution
- "House Rules" (if applicable)
- A chapter statement of health and safety policies
- Regular updates on topics selected by the FSL office

As part of the FOA process, chapters are also expected to complete 6 educational programs, addressing sexual assault education, drugs and alcohol abuse awareness, hazing prevention, and 3 other topics of the chapters' choosing. Students often refer to these programs as "FOAs." Chapters are free to address each topic through a variety of programs or presentations, and the Office of Fraternity and Sorority Life offers a large list of possible resources on its web site.

Detailed information on the FOA process, as well as forms, a calendar of requirements, and resources, can be accessed on the Office of Fraternity and Sorority Life website (**http://www.virginia.edu/fsl/foa/**). Chapter presidents and/or chapter representatives responsible for FOA compliance are strongly encouraged to contact the Office of the Dean of Students – Fraternity and Sorority Life to discuss the FOA process in detail.

Nine Basic Expectations for Fraternal Members

In an effort to lessen the disparity between fraternity ideals and individual behavior and to personalize these ideals in the daily undergraduate experience, the following Basic Expectations of fraternity membership have been established:

I. I will know and understand the ideals expressed in my fraternity ritual and will strive to incorporate them in my daily life.
II. I will strive for academic achievement and practice academic integrity.
III. I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically or sexually abuse or haze any human being.
IV. I will protect the health and safety of all human beings.
V. I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
VI. I will meet my financial obligations in a timely mann.er
VII. I will neither use nor support the use of illegal drugs; I will neither misuse nor support the misuse of alcohol.
VIII. I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is properly cleaned and maintained.
IX. I will challenge my members to abide by these fraternal expectations and confront those who violate them.

Your Role as a Chapter Advisor

What does a Chapter Advisor do?

- Offers advice, but does not dictate or govern
- Teaches techniques of good leadership through example
- Provides continuity with the history and traditions of the group
- Helps the group follow Chapter and university rules
- Supplies the chapter with information, knowledge and insight gained through experience
- Attends chapter meetings and functions (on a rotating basis with other advisers if possible)
- Communicates regularly with Fraternity and Sorority Life Office
- Attends Advisor meetings

Tips to Becoming a Successful Chapter Advisor

Function as a Liaison
There will be many times when an officer will need assistance in contacting the appropriate University official, alumni, or resource in the community.

Work Closely With Officers
Open dialogue between an advisor and chapter officers will help provide the officers with the needed assistance so that they will be able to function more effectively as group leaders. Understand that you work more by persuasion and the power of your personality than formal authority.

Clearly Establish Your Role
When the advisor is first appointed, the chapter and officers need to know and agree upon the roles of the advisors within the structure of the chapter.

Be a Role Model
This should go without saying, but it is important to realize that the alumni advisor is a living illustration of the fact that the chapter affiliation continues after graduation, and that the values and principles taught in the chapter have very real application in the everyday world. Never underestimate the power of your influence on a student and or a chapter. Your conduct and your conversation make you a role model for the chapter.

Hold the Chapter to High Standards
Help the chapter to develop high standards and advise the officers on holding the chapter to these standards. By doing so, the officers will look at this as a compliment and it will give what they do a sense of importance.

Allow Mistakes to Be Made
Easier said than done, but what distinguishes an adequate advisor from a good advisor is the ability to gauge the impact of the resulting "disaster," and determine when intervention is necessary.

Build On an Officer's Strengths
An undergraduate's personality is largely developed by the time s/he reaches college, but what can be developed are his/her manners, behaviors, skills and knowledge. Look at performance, not at promise, and focus on his/her strengths, and not weaknesses.

Serving as a Chapter Advisor: What's in it for me?

Working with students provides opportunities to:
- Develop your management skills
- Challenge your creativity
- Polish your presentation skills
- Work with a team
- Learn to lead

Advisor Perks:
- Knowing you've helped students accomplish their goals
- Having the opportunity to work with outstanding students
- Seeing students' growth and development
- Increasing awareness of student challenges
- Getting to know a broader spectrum of students
- Opportunity to continue to give back to your national organization

Adapted from the National Panhellenic Conference

Developing an Advisory Board

We highly recommend that each chapter has an advisory board. Most national organizations have a standard advisory board model, but if they do not, the following is a sample advisory board structure.

1. **Chapter Advisor:** runs the advisory board; advises in overall chapter management
2. **House Corporation Advisor:** runs the chapter property, advises in the area of property management and liability issues; interacts with president, house manager, financial officer and risk manager
3. **Member Development Advisor:** advises in the areas of recruitment, standards, new member education, and total chapter education; includes recruitment chair, VP or standards chair, new member/chapter educator
4. **Risk Management Advisor:** advises in the areas of risk reduction and liability; includes social chair and risk management chair
5. **Alumni Relations and Outreach:** advises in the areas of alumni recruitment and programming, fundraising for chapter improvements, community service, and philanthropy; includes alumni relations chair and philanthropy and community service chair; liaison to HQ foundation
6. **Financial Advisor:** advises in the areas of financial management, budgeting, dues collection, etc.; includes treasurer or finance chair
7. **Faculty Advisor** (may or may not be official part of the board): advises in the area of scholarship; includes scholarship chair and new member/chapter education chair
8. **Alumni Mentors:** members that commit to give general support and assist with one-time or smaller events

Recruiting Advisors

Various sources can be tapped in order to find advisors. They include, but are not limited to:

- Contact your fraternity or sorority headquarters for lists of alumni/alumnae in the area.
- Local alumni/alumnae groups can be a wonderful resource.
- Recent graduates of the chapter
- Regional volunteer leaders
- Former collegiate leadership consultants
- Through the chapter newsletter mailed to parents and alumnae
- The chapter's parents/family club
- Faculty/staff admired by collegiate members
- Local professional organizations

Working with Chapter Officers

There are certain duties that each officer is required to complete; the following tips will assist you in asking the right questions to the right officers.

General Officer Programming
- Do officers have manuals, and do they read them?
- Do officers maintain and update notebooks?
- Do officers have functioning committees?
- Do officers attend meetings?
- Is the officer aware of their budget, and how it's utilized?

Chapter Management
- Are agendas followed at meetings?
- Are chapter retreats planned and utilized?
- Are goals set and tracked on a regular basis?
- Are the chapter bylaws updated?
- What type of officer transition takes place?
- How well are the chapter's policies concerning academics, no hazing, alcohol and illegal drugs followed?
- When and where is the next convention?
- Are plans being made for the next consultant visit?
- Are officers using the past consultant's recommendations?

College/University Administration Relations
- Who is the College/University advisor to fraternities and sororities?
- How are the relations with the neighbors and police?
- Has the chapter completed their Fraternal Organization Agreement? Is the chapter aware of FOA requirements?

Community Service
- What community service projects does the chapter participate in?
- Does the entire membership participate in the projects?
- Are all projects evaluated for future improvements, and are other records kept?

Chapter Programming/Membership Development
- How are committees organized, and do all members participate?
- How well are 4th years involved in chapter activities?
- Are brotherhood/sisterhood events planned?
- How are non-involved members dealt with?
- What percentage of the chapter membership is involved in extracurricular activities on Grounds and in the community?
- How long is the new member period, and what type of new member orientation takes place?
- Are the new members integrated into all aspects of the chapter?
- How are big brothers/sisters selected, and what are their responsibilities?
- Is there a year-round chapter education program for all members, and what topics are covered?

Reporting & Record Keeping
- Are chapter meeting minutes typed and posted?
- Are the appropriate forms completed and sent in on time?
- Has a chapter directory been organized and distributed?
- Is a master chapter calendar distributed and maintained?

Financial Management
- Is a chapter budget prepared and followed?
- How often are the chapter's accounts receivable, accounts payable and officer budgets reviewed and by whom?
- Is a reserve fund maintained?
- How are chapter relations with the house corporation?

Risk Management
- Does the chapter follow all applicable chapter and University guidelines in regard to event planning?
- Has a crisis management plan been established and do all officers understand the procedures?
- What type of risk management education program has been implemented?
- What procedures are followed for safe and lawful social functions when alcohol is present?

Recruitment
- How does your chapter compare to the other chapters on Grounds?
- Are recruitment workshops utilized?
- How does the chapter sell itself through publicity and year-round events?
- Is voting on the potential new members done in accordance to policies?

Living the Ritual
- Are there rehearsals for ceremonies and ritual?
- What is the schedule for pre-initiation?

Academics
- Are all chapter members maintaining scholarship requirements?
- Are grade requirements to hold office, and to be a new member and initiated enforced?
- What are the all-Greek and the all-men's/women's grade point averages?
- Is there an academic recognition program?
- Are study areas and hours established and adequate?

Alumni Programming
- How often does the chapter publish an alumni newsletter?
- How often are alumni events planned, and how are they publicized?

House Management
- Is the chapter house at capacity?
- Are lease agreements used?
- Are house rules established, posted and followed?
- How is the house cleaned?
- What fire prevention and safety measures are organized?

Information Adapted from Lambda Chi Alpha

Is this Our Responsibility?

Use the questions below to help when having a conversation about risk management issues, behaviors or practices with the chapter:

1. Were any officers (past or present), or current advisor(s) present? Were people delegated, formally or informally, to a position of authority present? If so, what action did they take?
2. If not in attendance, did any current officers have knowledge of the event/action?
3. What resources were used? Were organizational/group funds used or pooled from members or were other material resources of the organization/group used for the activity/event?
4. What was the purpose of the activity/event (i.e. initiation, admission to or as a condition of continued membership)?
5. Was the activity/event formally or informally sanctioned?
6. Did the event take place in space owned, operated, rented or commonly used by the organization/group?
7. Was there advertising for the activity/event? If so, where/how was it displayed? Who arranged for its placement?
8. Was the activity/event announced at an organizational/group meeting (either formally or informally)? Was the activity/event information posted in a place where members would see or have access to it?
9. If there were non-members present, how did they learn of the activity/event?
10. What percentage of attendees were members of the organization/group?
11. Of those non-members in attendance, what was the nature of their affiliation (i.e. alumni, invited guests, etc.)?
12. What are your organization/group policies regarding the incident?
13. Does the action you took follow these policies?
14. What does your organization/group history of the current incident indicate?
15. Did the incident occur on or off Grounds?
16. If a guest was injured at the event, would their family think it was your organization's event?

Additional Contacts & Resources

Emergency Response

Name	Phone	
University of Virginia Police Department	911 (emergency)	434/924-7166 (non-emergency)
Charlottesville Police Department	911 (emergency)	434/970-3280 (non-emergency)
Albemarle County Police Department	911 (emergency)	434/977-9041(non-emergency)
University of Virginia Hospital	924-2231 (ER)	434/982-1100 (Patient Info)
Counseling and Psychological Services	243-5150 (daytime)	434/972-7004 (on-call)

University of Virginia Contacts

Name	Phone	Web Site
Office of the Dean of Students – Fraternity & Sorority Life	434/924-7430	http://www.virginia.edu/FSL
Office of the Dean of Students	434/924-7133	http://www.virginia.edu/deanofstudents
Center for Alcohol and Substance Education	434/924-5276	http://www.virginia.edu/case
The Women's Center	434/982-2361	http://womenscenter.virginia.edu/
Elson Student Health Center	434/924-5362	http://www.virginia.edu/studenthealth/
Office of Residence Life	434/924-3736	http://www.virginia.edu/residencelife/

General Resources Offered by UVA FSL

- FOA Programming Resource Guide: http://www.virginia.edu/fsl/foa/resource/
- FOA Forms & Supplemental Materials: http://www.virginia.edu/fsl/foa/
- Officer Transition Guide: http://www.virginia.edu/fsl/documents/OfficerTransitionGuide.pdf

Facilities/Housing Resources Offered by UVA FSL

- House Manager Guide: http://www.virginia.edu/fsl/policies/house-manager-guide-2014-2015/
- Map of fraternity & sorority houses: http://www.virginia.edu/fsl/policies/ofsl-facility-map_fall-2014/
- Break/closing checklist: http://www.virginia.edu/fsl/documents/HM%20Break%20Checklist.pdf
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Fraternity & Sorority Links

- North-American Interfraternity Conference: http://www.nicindy.org/
- National Panhellenic Council: http://www.npcwomen.org
- National Pan-Hellenic Council, Inc: http://www.nphchq.org
- National Association of Latino Fraternal Organizations, Inc: http://www.nalfo.org
- National Multicultural Greek Council: http://www.nationalmgc.org/home.html
- Association of Fraternity Advisors: http://www.afa1976.org

Other Fraternity & Sorority Resources

- Undergraduate Interfraternity Institute: http://www.nicindy.org/undergraduate-interfraternity-institue.html
- LeaderShape: http://www.leadershape.org/home
- StopHazing.org: http://www.stophazing.org
- Fraternal Information & Programming Group (FIPG): http://www.fipg.org
- Robert's Rules of Order: http://www.robertsrules.com/
- Phired Up Productions: http://www.phiredup.com/
- CampusSpeak: http://www.campuspeak.com/