

Standards of Excellence

In order for the Carnegie Mellon Fraternity and Sorority community to reach its vision in the future, the Greek Life Advisory Committee believes that individual chapters will be most successful if they fulfill *Standards of Excellence* that support the values and principles upon which their organizations were founded.

To ensure that fraternity and sorority chapters at Carnegie Mellon University complement the academic mission of the university, develop leadership and character in members, provide service to the community, build community and foster lifelong friendships between members, this document will set forth Standards of Excellence for fraternities and sororities at Carnegie Mellon University. The fundamental purpose of this document is to encourage the fraternity and sorority chapters at Carnegie Mellon University to return to their founding values, which are crucial to the rich development of fraternity and sorority men and women.

All standards will be given 10 points each to add up to a total of 100 points. Points are awarded as follows through the performance sections of each standard. All forms for Standards of Excellence must be received on time by the designated due date. If any forms for any standard are not received by that date, the standard will be penalized 50%. The chapter then has one full week (7 days) to turn in the forms. If the forms are not received the standard will be not receive a score.

*** Fraternity and sorority chapters have the freedom to choose not to hold themselves to these standards; participation as a Standards of Excellence chapter is voluntary. Expectations for participation are outlined at the end of this document or can be discussed with either of the Coordinators for Greek Life.*

Standard 1: Academic Achievement

This standard will be worth a total of 10 points during evaluation. The points for each performance standard are shown below.

Performance Standards

- Chapter achievement of an overall quality point average for its full current membership that is above the respective male or female undergraduate average each semester. (1 point)
- New member quality point average meets or exceeds the all first-year undergraduate QPA. (1 point)
- Potential new members of sophomore rank or above will hold a cumulative QPA of 2.00 or better to be considered eligible for chapter membership. (1 point)
- All chapter officers will hold prior to election and maintain upon election a minimum 2.5 QPA from the previous semester. (1 point)
- Chapters will submit five identifiable scholarship related goals they hope to reach over the course of the semester. At the end of the semester they will demonstrate how the accomplishment of those goals. (6 points)

Planning Standards

- An elected or appointed member serving in the position of Academic/Scholarship Chair. A position description for this person will be provided to the Student Life Office.

- The Academic/Scholarship Chair will be responsible for developing a scholarship program that promotes academic achievement. This will include a statement on academic policies, provide information and access to chapter and campus resources for academic development, and outline a plan on how to assist members who find themselves struggling academically.
- The Academic/Scholarship Chair will be responsible for incorporating academic achievement programming into New Member Education. This plan will be shared with their chapter advisor at the Student Life Office.

Services Provided by the University

- The Student Life Office, in collaboration with Academic Development, will provide information for all chapter scholarship chairs on how to implement an effective scholarship program. Information may take the form of a scholarship packet with various resources on campus and could also be a program presented to the chapter.
- Each semester the Scholarship chair should distribute and collect the signed Grade Release Form for all active and new members. The grade release form should be turned into the Student Life Office. Grades of members will be calculated and turned back to the scholarship chair or president of the respective chapter.
- At the beginning of the fall and spring semesters, new members will be added to the chapter rosters and senior/graduating members will be deleted from the chapter rosters.

Standard 2: New Member Education/Orientation Program

This standard will be worth a total of 10 points during evaluation. The points for each performance standard are shown below.

Performance Standards

- A new member program that adheres to the guidelines of your national organization. (1 point)
- Initiation into full membership will be conducted in a reasonable manner and the new member education or orientation program will be completed within 12 weeks from the date upon which a bid for membership was extended. (1 point)
- All new members will participate in a New Member Education series. This series should be sponsored by the Student Life Office and the respective governing councils; however if the respective governing council is not able to provide an appropriate education series, the Student Life Office will provide the requisite sessions. 100% attendance is required by new members – if new member misses 1 of the sessions in the Fall they will have the opportunity to make it up the Spring, and if they miss in the Spring they can make it up in the Fall. (2 points)
- At least 50% of the new member class will initiate into full membership. (1 point)
- Chapters will attach a complete New Member Education program detailing week by week progress in the new member's education. They will receive points for submitting the plan and points for successful completion of the plan. (5 points)

Planning Standards

- Chapters will submit the first and last name, class year, local address and Andrew ID of each potential new member who was extended a bid to the Student Life Office within 24 hours of bid extension.

- New members will be fully informed as to what is expected of them as an active member in their organization; this includes a complete awareness of financial commitments and attendance requirements.
- New members will be fully informed of what is expected of them for the duration of their new member education period. They will receive an outline of activities during the new member program and the date of initiation.
- Chapters individually will create a comprehensive, written new member program that promotes scholarship, offers leadership opportunities, encourages campus involvement, outlines clear expectations of membership and behavior and provides opportunities for personal development. All new member education/orientation programs will be planned prior to bids being extended. This program will be submitted to the the chapter's advisor in the Student Life Office.

Services Provided by the University

- The Student Life Office will collect and maintain accurate chapter rosters, including the names of new members.
- The Student Life Office will develop a program addressing the issue of hazing for students to learn about options for educating members free of hazing.

Standard 3: Recruitment of New Members

This standard will be worth a total of 10 points during evaluation. The points for each performance standard are shown below.

Performance Standards

- Compliance with all national chapter polices and governing council policies related to recruitment. (3 points)
- Participation in governing council and university planned events. (4 points)
 - Almost Midnight Breakfast
 - First year move in day
 - Meet the Geeks
 - Textbook Resale
- All recruitment events will be free of alcohol for members and potential new members. (1 points)
- All rush and pre-recruitment calendars will be submitted on time to the Student Life Office. (1 point)
- New members who accept bids will complete the pledge process and initiate as full members. (1 point)
- Recruitment will be values based and the purpose of recruitment events will be to disseminate information to potential members about the respective organization. All publications and other descriptive programs about fraternity or sorority recruitment will provide information about membership expectations and provide accurate details related to financial obligations, academic requirements, retention rates, and chapter achievements. (1 points)

Planning Standards

- A minimum of one officer responsible for recruitment. The name of this officer will be provided to the Student Life Office and the respective governing council.

Services Provided by the University

- The Student Life Office will offer programming for recruitment chairs to include Conversation Skills, Recruiting on Values, Understanding 365 day recruitment, etc.
- The Student Life Office will dedicate a section of the Greek Life website to resources for parents including responses to Frequently Asked Questions by parents.
- The Student Life Office will continue to support the planning and execution of programming during Orientation week, which includes the Greek Information Session on the first day of Orientation, and hosting an event during the Orientation week promoting the fraternity and sorority experience.

Student Life will assist recruitment efforts through active advisement of the Formal Membership Recruitment process as well as other efforts by the governing councils.

Standard 4: Leadership and Member Development

This standard will be worth a total of 20 points during evaluation. The points for each performance standard are shown below.

Performance Standards

- Chapters will co-host at least 2 programs a semester with a non-Greek student organization. (2 points)
- All chapter members will complete at least 5 hours of community service (active service) each semester. (5 points)
- Chapters will host at least 1 philanthropy or service event each semester that directly benefits the chapter's national philanthropy (85% attendance mandatory). (1 point)
- 60% of members in a chapter will be involved in at least one other organization. (2 points)
- 40% of chapter members will hold a leadership position on campus. (2 points)
- Chapters will ensure that at least 2 members of their chapter attend the annual Greek Retreat, one of which MUST be on the Executive Board of the organization. (2)
- Chapters will host an annual retreat/meeting in which the chapter meets to set goals for the coming year. (1 points)
- Chapters will implement an officer transition program to ensure that new officers receive all of the information they need to be an effective officer. This program must include meetings between new and past officers. (1 points)
- Chapters will attend or host 4 membership development programs or workshops a year from the categories listed below, which may include the following topics: (4 points)
 1. Values Clarification
 - Individual Inter/national values programs such as Sigma Phi Epsilon's Balanced Man, Sigma Nu's L.E.A.D. (Leadership, Ethics, Achievement, Development), NPC's Something of Value Program, Sigma Alpha Epsilon's True Gentleman Program or Beta Theta Pi's Men of Principle.
 - Ethical Decision Making
 2. Academic Success
 - Time Management
 - Stress Management
 - Study Skills
 - Academic Integrity
 3. Alcohol and Drug Education
 - Drinking and Driving

- Confronting Problem Drinking
- Alcohol and Its Effects
- 4. Cultural/Intercultural Awareness
 - Diversity and Intercultural Education
 - Racism, Sexism, Homophobia, etc.
- 5. Personal Health and Wellness
 - Sexual Assault
 - Body Image
- 6. Other suggestions
 - Social Justice/Current Events

Planning Standards

- The chapter president will meet with their respective advisor in the Student Life Office and share their plan for the annual chapter goal setting retreat. Upon the conclusion of the goal setting retreat the chapter president will share the goals developed at the retreat with their respective advisor.
- All chapters will have an officer committed to the development of members. The name and contact information for this officer will be on file with the Student Life Office and the respective governing council.
- At the beginning of each semester, the chapter officer committed to membership development will meet with the chapter's advisor in the Student Life Office to share their membership development plan for the chapter.
- Chapters will present their chapter programming goals to their designated Student Life advisor at the beginning of each semester and provide a plan of how to achieve the goals.
- Chapter will take advantage of the current programming on campus and the information about programs occurring on campus will be easily accessible.
- Chapter presidents will develop a chapter management plan upon coming into office as a President.

Services Provided by the University

- The Student Life Office will develop a programming manual for all chapters that outlines the opportunities and resources on campus that chapters can take advantage of.
- The Student Life Office will continue to plan and fund the annual Greek Retreat.
- The Student Life Office will work to allow more students to attend the Greek Retreat, specifically younger Greek members to assist in grooming young leaders to take on high leadership positions in the future.
- The Student Life Office will host an annual IFC, PHC, and MGC leadership transitioning retreat.
- The Student Life Office will develop a series of "round tables" and workshops that allow various chapter officers to come together to discuss relevant topics (i.e. Recruitment Round Tables, Risk Management and Social Host Round Table, Membership Development Round Table, Transitioning Workshop, Values Based Recruitment Workshop, Responsible Leadership Workshop).
- The Student Life Office will develop a program that allows any members of the Greek community to enhance their leadership potential.
- The Student Life Office will develop a guide/binder for chapter members related to "Getting Things Done on Campus for Your Chapter: a Greek Leaders Resource Library – both on-line and in the Student Life Office.

- The Student Life Office will continue to offer a Healthy Greeks initiative in consultation with other campus partners such as Health Services and Counseling and Psychological Services
- The Student Life Office will develop a fund in which chapters can apply to get funding to attend national conventions, regional conferences and leadership conferences and institutes such as NGLA, UIFI, Future's Quest, and Recruitment Boot Camp
- The Coordinator for Fraternity and Sorority Life will continue to work with individual chapters to help them to see the importance in attending national leadership conferences and work with the chapter to financially support members attending each year.
- The Student Life Office will communicate current programs occurring on campus to assist chapters in planning of education programs.
- The Student Life Office will continue to work with local Pittsburgh agencies to develop partnerships that will assist the fraternity and sorority community in identify agencies in which they can serve.
- The Student Life Office will develop an online data base that will allow chapters to track the progress of their programming and completed community service hours.

Standard 5: Advisors

This standard will be worth a total of 10 points during evaluation. The points for each performance standard are shown below.

Performance Standards

- All chapters will have at least 1 chapter advisor. It is recommended that the chapter advisor be an alumnus/alumnae of the chapter and living in the Pittsburgh area.(2 points)
- Chapter advisors are encouraged to attend at least 50% of chapter meetings each semester. However, what is imperative is that the Chapter Advisor is actively involved with the current happenings of the chapter and is providing regular support and guidance to the chapter and the chapter members. Chapter Advisors are encouraged to be involved in the planning and execution of recruitment events that chapters hosts. (3 points)
- All chapters will have a Faculty/Staff Advisor who is an employee of the university. The Faculty/Staff Advisor will serve as a liaison between the chapter and Carnegie Mellon University as well as serve as an academic mentor to all chapter members. The name, address, phone number and email address of the faculty advisor should be submitted to the Student Life Office. (5 points)

Planning Standards

- Chapters will develop a written plan to build a full, active chapter advisory board.

Services Provided by the University

- The Student Life Office will publish a semesterly Greek Report to all chapter advisors.
- The Student Life Office will host a semesterly meeting for chapter advisors, titled "The State of Greek Life."
- The Student Life Office will host training and a series of meetings for advisors for the purpose of developing advisors and providing a network among them.
- The Student Life Office will add a link to the Greek Life Website that makes available educational resources for Chapter Advisors.
- The Student Life Office will work to engage faculty and staff about fraternity and sorority life and advocate for the role of faculty advisor.

- The Student Life Office will keep a current list of all faculty and staff members who are Greek on campus.
- The Student Life Office will publish a semesterly Greek Report to all faculty/staff advisors
- The Student Life Office will host a semesterly meeting for faculty/staff advisors, titled “The State of Greek Life.”
- The Student Life Office will host training and a series of meetings for advisors for the purpose of developing advisors and providing a network among them.
- The Student Life Office will offer programs to faculty and staff to educate the Carnegie Mellon community about the Greek experience.

Standard 6: Facility Management

This standard will be worth a total of 10 points during evaluation. The points for each performance standard are shown below.

Performance Standards

- All chapters who lease a property from the university must meet all fire standards, health codes and safety standards requirements. (6 points – no cook) (3 points – w/ cook)
- All chapters who employ a cook must have proof that the cook is certified and must also provide worker's compensation (3 points – w/ cook)
- All chapters who lease a facility from the university must have an active house corporation board. (3 points)
- All chapters who lease a facility from the university must have a clear and written policy regarding occupancy of the facility. (1 point)

Service Provided by the University

- The Student Life Office will assist the fraternity and sorority community in continuing to cultivate a better relationship and partnership with the Housing and Dining Services Office.
- The Student Life Office will work with Greek leaders and governing councils to develop a process for filling vacated chapter facilities.

Standard 7: Alumni Development

This standard will be worth a total of 10 points during evaluation. The points for each performance standard are shown below.

Performance Standards

- All chapters will develop and distribute a semesterly Alumni Newsletter. (2 points)
- All chapters will work to partner with their local Pittsburgh Alumni chapter or if an Alumni chapter does not exist they will develop an alumni board to encourage the development of a partnership between the two bodies. (3 points)
- All chapters will have at least 5% of their undergraduate membership in attendance at campus sponsored receptions for alumni (i.e. Homecoming and Carnival Greek Receptions). (3 points)
- All chapters will maintain an alumni database or will have access to an alumni database through the national office. (2 points)

Services Provided by the University

- The Student Life Office will develop a Greek Award to honor alumni who have positively impacted a chapter or the community.
- The Student Life Office will partner with Alumni Relations to ensure that Greek alumni are engaged year round and not just during Homecoming and Carnival.
- The Student Life Office will work with the Alumni Relations Office to request to have accomplishments of the Greek community placed in the CMU Alumni Magazine.

- The Student Life Office will publish a newsletter to Greek Alumni that will be made available 2-3 times a year.
- The Student Life Office will send a mailing to all Greek Alumni addressing “State of Greek Life.”
- The Student Life Office will add and maintain an Alumni link to the Greek Life website.
- The Greek reception that is hosted by the Alumni Relations Office and the Student Life Office should continue during Homecoming and Carnival.
- The Student Life Office will work with alumni to ensure that the goals of the Greek alumni are consistent with that of the local undergraduate chapters.
- The Student Life Office will work with the Office of University Advancement to maintain philanthropic accounts in which alumni can donate through the university to their respective chapter.

Standard 8: Management of Risk & Social Host Responsibilities

This standard will be worth a total of 10 points during evaluation. The points for each performance standard are shown below.

Performance Standards

- Chapters will be in compliance with their national policies when hosting events where alcohol is present or served. (3 points)
- Chapter Risk and Social chairs should have a minimum one semester experience in their chapter. (1 points)
- At least one member of each chapter will have gone through Sexual Assault Advisor training. (1 points)
- Chapters will have a working internal standards board/honor board and have a standards board/honor board advisor. (3 points)
- Chapters will have a well developed crisis plan. (2 points)

Planning Standard

- Chapters will work to ensure that their Risk and Social Chairs are properly trained officers of the organization that are held in high regard.
- Chapter Risk and Social Chair will attend a Hosting Social Events Safely program offered by the Student Life Office.

Services Provided by the University

- The Student Life Office will continue to educate chapters on the AMNESTY policy
- The Student Life Office will educate chapters at least one time a semester on local and national risk policies related to hosting social events.
- Chapters will be taught how to host Third Party Vended events.
- The Student Life Office in partnership with the governing councils will develop a list of local venues as locations for chapters to host Third Party Events.

Standard 9: Financial Management

This standard will be worth a total of 10 points during evaluation. The points for each performance standard are shown below.

Performance Standards

- Chapters are encouraged to have at least 2 officer signatures on all financial agreements or talk to their advisor for other acceptable financial agreement options. (1 points)
- Chapters will have a financial advisor to assist them in the management of their funds. (3 points)
- Chapters will work with their advisor to develop an auditing process for their budget and funds debited. (3 points)
- The chapter will state dues and new member/initiation fees for each fall and spring semester. (1 points)
- The chapter will set room rent cost for singles, doubles triples and quads and also the meal plan cost.(1 points)
- The chapter will state any other additional fees. (1 points)

Services Provided by the University

- The Housing and Dining Services Office will allow chapters to sign over the cost of individual members housing as well as chapters dues and fines and other financial obligations for chapter members. This process will be for chapters which are housed on university property, as well as those who are not.
- The Student Life Office will develop a training program on budget management for all financial vice presidents/treasurers.
- The Student Life Office will work to identify a list of staff/faculty that could serve as good financial advisors to the chapter.

The Student Life Office will begin to introduce to chapters Greek Bill and Automated Payment Highway (APH) as a means for the collection of dues.