Important Due Dates*

March 30th  Chapter Development Plans
March 31st  January-March 15th forms
April 30th  All March –April forms
May 9th  Any outstanding spring forms
May 9th  Year End Reports
September 15th  Student Organization Registration form
September 30th  Fall chapter plans & September forms
November 1st  October forms
December 9th  Any outstanding fall forms and year end reports

* Please Note: Late form submissions are subject to point deductions or may not be admissible for full point values.
G R E E K  A C C R E D I T A T I O N

Being a Recognized Greek Chapter

Hobart and William Smith Colleges seeks to recognize and support Fraternal organizations whose purpose and practices are consistent with those of the Colleges. Through this support, the Colleges acknowledges the value of Fraternal life and the benefits of participation in a Greek-letter organization. In instances where a chapter or its members operate in a manner that is found to be contrary to the mission of the Colleges and its students, Hobart and William Smith reserves the right to revoke or suspend recognition of the chapter, and to expel the chapter from the Colleges.

Terms of Recognition

Recognition is the formal process by which Hobart and William Smith Colleges agree that a Fraternal Organization may function on the campus as any other recognized student organization, by enrolling members and by identifying its chapter with the Colleges. Recognition of a student organization does not imply the Colleges’ sponsorship of or responsibility for the activities of the organization, nor does recognition authorize the organization to act on behalf of the Colleges.

The Recognition Process

In order to be recognized as a Fraternal Organization at Hobart and William Smith Colleges, each chapter must register annually with the Student Activities Office beginning on September 15, 2014. (IE) Each chapter must submit the following documents in order to be recognized:

1. A current constitution and bylaws.
2. A completed registration form available in the Student Activities Office.
3. An updated membership roster of all HWS undergraduate members. The overall grade point average for the chapter must be at least 2.5.
4. A certificate of commercial general liability insurance (with no host, liquor, or hazing liability exclusions) to the College’s satisfaction in the amount of $1,000,000 per occurrence, $2,000,000 aggregate, naming the Colleges of Seneca as an additional insured, using the following language in the certificate: "The Colleges of the Seneca, its trustees, officers, employees, and volunteers, are hereby declared to be an additional insured under the terms of this policy. This insurance will not be canceled, non-renewed or modified without thirty (30) days written notice to the Vice President for Administrative Services.” The Colleges may modify this requirement under certain circumstances.
5. A new member education program that is approved by its respective national association and submitted prior to membership intake. The chapter must conduct its new member program in accordance with the letter and spirit of HWS policy, inter/national organizations’ policies, and the New York State laws prohibiting hazing. No new member program may last more than seven (7) weeks and must conclude no later than three (3) weeks before the final examination process begins. Students who participate in recruitment processes must be in good standing both academically and socially, be at least of sophomore standing and have a cumulative GPA of at least 2.5. Bid rosters and new member initiation rosters must be completed and submitted by the requested times.
6. New member anti-hazing contracts must be signed within 24 hours of accepting a membership bid or offer and submitted to the Student Activities Office within 48 hours of signing. In addition, all new members are required to attend an HWS sponsored anti-hazing program during the new member education period.
The Recognition Process (cont.)

7. Names, addresses and telephone numbers of at least 2 alumni advisory board members and one faculty by Oct 1st of each academic year.

8. For chapters with housing facilities, completed housing rosters and dining information submitted to Residential Education and the Student Activities Office by the first Friday of each semester.

9. Develop an annual Chapter Development Plan that outlines the chapter’s specific purpose and goals for the current year and submit it to the Director of Student Activities within the first 3-5 weeks of each Spring semester. The Chapter Development Plan must include information on how the chapter will work to attain the purposes and goals of the organization in terms of the Chapter Accreditation Program.

Chapters Must Agree to the following standards:

1. Maintain a HWS Faculty/Staff Advisor and at a minimum, meet monthly with this advisor.
2. The faculty advisor must be on campus. In the event they are on sabbatical or leave, a replacement must be named. The fraternity President and the current advisor will be collaborative in this effort.
3. During all school closings, including fall, holiday, spring, and summer breaks, each fraternity, both HWS-owned and Non-HWS-owned must leave its respective house and surrounding landscaping, if applicable, clean, orderly, and meeting all fire, safety, and health codes and standards.
4. An action plan detailing the chapter's corrections due to any major violations cited on the fire, health, and safety inspection report will be submitted to the Director of Student Activities within two weeks of citation for review.
5. Comply with the College’s Event Request Process in order to have functions at their respective houses. Party areas of chapter houses, both HWS-owned and Non-HWS-owned, must be restored to original, normal use by 2:00PM on the day the social activity concludes.
6. Chapter president must attend bi-weekly meetings with the Student Activities Office.
7. Each chapter must host at least one alumni weekend per accreditation year. Schedule of events and attendance list must be submitted at the requested times.
8. Each chapter must send out an alumni newsletter twice per accreditation year. A copy of each newsletter and list of alumni to whom the newsletters were sent must be submitted to the Student Activities Office.

Fire Safety Expectations

Each chapter will comply with the following minimum fire safety requirements. This list is provided for informational purposes only and is not intended to supersede the requirements set forth by the Colleges.

1. Entry to the chapter house will be maintained on the HWS key system.
2. Fire extinguishers and automatic fire extinguishing systems must be accessible and checked annually (or after use) to ensure they are in working order as required by NY State Fire inspectors.
3. Fire escapes and stair towers must be kept free of obstruction and litter and may not be used as storage areas.
4. Combustibles may not be stored near the furnace.
5. Fire doors must be kept closed at all times, be maintained in working order and be accessible.
6. All exit doors and emergency hardware must be maintained in working order.
GREEK ACCREDITATION

7. All exits must be properly marked and exit lights kept in working order.
8. Emergency lights must be provided and maintained in working order.
9. Fire alarms must be maintained in working order and will be checked on a regular basis by the Colleges.

Compliance and Evaluation

This document outlines the minimum standards that must be met by each fraternity chapter to maintain recognition by the Colleges. Because the Colleges are interested in the total experience of men who affiliate with Greek-letter organizations, we conduct an annual evaluation. This includes a review of their Development Plan, an Accreditation review and the Chapter President’s Report to monitor the quality and nature of the experience. The purpose of this process is to assess if each fraternity is in compliance with the mission of the Colleges and the Fraternal Organizations they represent.

There are three phases to the Council on Fraternal Life evaluation process:

1) Chapter Development Plan: The Chapter Development plan is developed by the President of the Chapter and submitted to the Director of Student Activities starting within the first three–five weeks of each Spring term. The Plan should outline the action steps that Chapter will take over the next year to meet the Chapter Accreditation Program requirements, to be a recognized Chapter, and to improve overall as a chapter. The plan will be reviewed periodically throughout the year with the President by the Director of Student Activities.

2) Chapter President’s Report: The President’s Report is submitted twice per accreditation year by May 11th and December 10th. The President’s report is a narrative reflecting on the Chapter’s Development Plan, and revising the plan if need be. This will aid the President in reflecting on the past, the accomplishments and challenges of the Chapter, and recommendations for the future.

3) Chapter Accreditation Program: An Accreditation report is due by the week of December 9th each year detailing how the chapter met (or exceeded) the Accreditation requirements.

In addition, each fraternity will be required to meet monthly with their Chapter Advisor to reflect upon their progress and include reflections from these meetings in their monthly reports.

Any Fraternal Organization that does not meet the minimal standards set forth above in this document and/or meet the minimum requirements set forth in the Chapter Accreditation Program will meet with The Council on Fraternal Life for review. The Council will make determinations on appropriate sanctions against the Chapter for not meeting the minimal standards which can include, but are not limited to: educational sanctions, conditional recognition, loss of recognition, probation, or suspension.

In order to appeal their sanction, the chapter must submit the following: a written, detailed appeal letter clearly addressing the concerns along with the chapter evaluation that must be submitted no later than 10 days after receiving the decision. This appeal will be reviewed by the Dean of Hobart College.
Chapter Accreditation Program

I. Rationale for an Accreditation Model

Fraternities were created with the strong belief that close association with fellow college men will aid in the building of friendship and the promotion of excellence in academic, community and social life. The fraternity men at Hobart College today are proud to still uphold these beliefs and as a testament to this, an accreditation model should be created such that the fraternity men are willing to recognize the true meaning behind the fraternity system as well as promote and help to further benefit the social and academic well-being of the Hobart and William Smith Colleges community. This accreditation model is also supported by the following assumptions:

A. Fraternities are an integral process of the educational environment at Hobart and William Smith Colleges and are expected to support the values held by the Colleges.
B. The Colleges recognize the benefits provided by the fraternal organizations that exist outside of the classroom.
C. Mutual responsibility is necessary between the Colleges and the fraternities; thus fraternities, by way of an accreditation model, are held accountable to the Colleges.

II. The Accreditation Areas of Evaluation

The accreditation process shall cover four specific categories, and each category shall have a minimum value of points that must be achieved. A fraternity can and should strive to meet more than the minimum point requirements.

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Acceptable Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Scholarship</td>
<td>500 points</td>
</tr>
<tr>
<td>2. Citizenship</td>
<td>500 points</td>
</tr>
<tr>
<td>3. Leadership</td>
<td>500 points</td>
</tr>
<tr>
<td>4. Self Directed</td>
<td>150 points</td>
</tr>
</tbody>
</table>

***Total 1650 Points or 55 points be brother

Point Allocation

Points for activities shall be determined by the model itself based on documentation provided by the fraternity to the Director of Student Activities throughout the year. Specific documentation forms shall be located in the Student Activities Office and must be filled out and returned to Student Activities on the last business day of each month. The Director of Student Activities will then approve the points and inform the College that the fraternity has completed its accreditation process. The purpose of the Director of Student Activities approving the point evaluation of the fraternities are:

a) To provide consistency in the accreditation process;
b) To simplify the process;
c) To provide a well-informed viewpoint from interaction with the fraternity.
III. **The Evaluation Period**

The evaluation will cover a calendar year to coincide with the fraternity President’s term of office. Accreditation shall take place the week before final exams of the Fall term. The accreditation process will evaluate a chapter’s progress in the series of categories listed under “Accreditation Areas of Evaluation” on the previous page. A chapter may earn one of four designations during the accreditation program:

- **Level 4:** The fraternity has exceeded the minimum point value totals in all categories.
- **Level 3:** The fraternity has achieved the minimum point value totals in all categories.
- **Level 2:** The fraternity has failed to meet the minimum point values in one specific category but has achieved the overall minimum point value totals.
- **Level 1:** The fraternity has failed to meet the overall minimum point value total in more than one category.

As part of the evaluation process, a meeting shall be held within the first two weeks of the Spring term at which the president of each fraternity shall meet with the Director of Student Activities as a means of becoming familiar with the accreditation process.

IV. **Failing to Meet Minimum Fraternity Standards**

Fraternities that earn designations of Level 1 or Level 2 during the annual accreditation review, which takes place at the end of the fall semester, will be placed on immediate “conditional recognition” status for the following year.

- **Conditional Recognition Status:** In the case of a fraternity falling short of meeting the minimum point standards, the fraternity shall be responsible for additional requirements to complete for the following recognition year. These “make up” requirements will be in addition to normal annual point requirements. If the fraternity fails to meet minimum and additional point standards for two consecutive years, they will be placed on a “suspension status” during the subsequent year.

- **Suspension Status:** While on suspension, the fraternity shall/may not:
  1. participate in new member recruitment.
  2. host social events involving alcohol.
  3. participate in Greek Week.
  4. have voting privileges at Inter-fraternity Council meetings.

- **Review:** Furthermore, the fraternity will meet with the Council on Fraternal Life and only then can any of the above limitations be lifted. Starting in the final week of November, the fraternity must participate in the accreditation process. If the fraternity fails to meet the standards at this time, the chapter will close for a
period not to exceed 3 years

V. Appeals

A fraternity may appeal their accreditation review rating directly to the Council on Fraternal Life. Appeals must be submitted within ten (10) days of the date of the accreditation review. During the appeal period, the accreditation rating received during the review will stand and that fraternity will be under sanctions of that rating until the Council concludes the appeal. After review, the Council may modify accreditation ratings if there is evidence that there is new information or documentation that was not available at the time of the accreditation review, or if the Council believes that a significant error was made in the review process.

VI. Execution of the Model

By enacting this system, we as a fraternity system are attempting to challenge one another to strive for excellence. In doing so we hope that each organization will find itself reaching new heights they may not have been able to achieve on their own. As is shown in the document above, there are minimum point standards for each specific category. To pass accreditation, a total of 1650 points or average 55 points per brother from these sections must be achieved.

Unless otherwise noted, 20% attendance is required to receive credit for all external HWS sponsored activities including but not limited to those noted below. Eighty (80%) attendance will be required for internal chapter–sponsored activities. This does not include fraternity members who are studying abroad or are not enrolled in classes at Hobart College during the time.

Scholarship

Academic Achievement
1. Chapter GPA
   - Average GPA higher than the Hobart College average (50 points)
   - Average GPA the same as the Hobart College average (25 points)
   - New member average for the semester is 0.20 less than the cumulative GPA of the cohort prior to joining (-20 points)
2. Extending the Classroom
   - Tutoring sessions (10 points per brother per hour– must be signed off by professor)
   - Office Hours with professors (10 points per brother per hour)
   - Teaching Fellows—(verified 10 Points per hour)
   - Employment in Offices such as Deans, IT, WEOS–related to own individual educational goals (10 points per verifiable hour) Please note opinion varied on how points should be applied for paid positions.
   - Member of Phi Beta Kappa or HWS Honor Society with verification(20 Points)
   - Applying to or attending informative sessions regarding career path– attach brief essay (10pts)
   - Abroad Experience–include one page reflective journal & possible pix (50 points)
   - Sponsor a lecture outside of the chapter house that is open to all members of the campus (20 points)
     ⇒ Supporting material to attach: marketing plan, marketing material
   - Host a chapter/faculty discussion inside the chapter house (10 points)
     ⇒ Open to all members of the campus community (+5 points)
   - Host a dinner with the faculty along with the discussion (15 points)
     ⇒ Open to all members of the campus community (+5 points)
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⇒ Supporting material to attach: marketing plan, marketing material

- Hosting an on-campus alumni speaker for the chapter (10 points)
  ⇒ Open to all members of the campus community (+5 points)
  (Supporting material to attach: marketing plan, marketing material if applicable)

  Study Abroad = 50 points // related blogs 25 points each

Citizenship

Chapter Membership Development

- Getting published in the National or International Fraternity newsletter (10 points)
  ⇒ Supporting material to attach: Copy of the newsletter

- Continuous chapter education on the ritual and founding principles of the chapter for all members – 100% participation – each month. (10 points)
  ⇒ Supporting material to attach: Specific details of the event are not necessary, but the Chapter’s faculty/staff advisor’s signature is required to verify the event occurred with full participation.

- Host chapter-only educational programming six times during the accreditation year: 1 on alcohol education, 2 on academic enhancement (examples: time management, test taking skills, study skills, etc.), 2 on gender issues, 1 on diversity. Each member needs to attend at least 4 out of the 6 events, with 80% participation at each event. (50 points)

Community Membership

- Two representatives from the Chapter present at IFC Meetings. These two representatives must be the President and the elected IFC Representative (10 points).
  ⇒ More than 5 absences between the President and the elected IFC Representative (-5 points)
  ⇒ Perfect attendance between the President and the elected IFC Representative (+5 points)

- Participation in Hobart College’s Charter Day (10 points)

- Attendance at a Hobart and William Smith event, non-social and/or athletically focused. (examples: President’s Forum lecture, Fisher Center lecture, Joint Student Government meeting, Take Back the Night, etc.).
  (10 points per event)

- Hosting a lecture on important community issues open to the campus community (15 points per event)
  ⇒ Supporting material to attach: marketing plan, marketing material
  ⇒ Incorporating Diversity/Inclusive Excellence into their themes

- Membership in other organizations on campus (10 points for every member involved in another organization on campus – example: if a member is involved in 2 other organizations, they receive 5 points)
  ⇒ Supporting material to attach: Accreditation form completed with the signature of the organization’s advisor

Community Service – (attach monthly log with Accreditation forms)

- Participation in HWS Day of Service (10 points)
  ⇒ 100% participation (+5 points)
- Participation in IFC sponsored Community Service/Philanthropy event (15 points)
  - Co-sponsoring the philanthropy or community service project with another on-campus, non-fraternity organization (+20 points)
  - Coordinating a semester-long series of community service/philanthropy events for one non profit organization (+40 points)
  - Supporting material to attach: Email or letter from Professional Organization/Contact verifying projects
- Hours of Community Service (10 points for every hour per member)
  - Supporting material to attach: Email or receipt from Professional Organization/Contact verifying hours
- Funds raised for Philanthropy (10 points for every $100 raised)
  - Supporting material to attach: Email or receipt from Professional Organization/Contact verifying dollars raised

Social Responsibility

- Participation in HWS sponsored risk management training for serving alcohol (10 points)
  - Alcohol-free events held at the chapter house (50 points per event)
    - Events held during Friday or Saturday evening (+15 points)
- No violations of the Risk Management policies set forth by the Colleges each semester (20 points)
- Submit codes of conduct for guests that is compliant with Colleges policies (Guest Policy)
  - Include social managements steps and accountability factors for continuous positive relationship with Administration as well as when addressing alumni. This will be demonstrated by use of best practices with tangible examples and positive dialogue (+ 50 points).

Leadership

- Each chapter member attends one student organization meeting every semester to which they are not a member of to learn about how the Chapter can work with the organization to further benefit the Hobart and William Smith Community (20 points)
  - Supporting material to attach: 1-page journal reflection about what you learned about the mission, issues and operations of the student organization OR about how the Chapter can work with the organization to benefit the Hobart and William Smith Community.
- Attendance at a leadership workshop or seminar (10 points per member per workshop/seminar)
  - Supporting material to attach: Notes, agenda, or copy of material received at the workshop/seminar
- Attendance at a leadership workshop/seminar and/or National Conference sponsored by the Chapter’s national/international headquarters. (10 points per member in attendance per event)
- Number of Chapter members inducted into the Order of Omega (10 points for every member)
- Executive involvement in other organizations on campus (10 points per member per organization)
  - Example: if a member holds an executive office 2 other organizations, the chapter receives 5 additional points. IFC offices are included.
  - Attach supporting materials: Accreditation form completed with the signature of the organization’s advisor
Leadership will be recognized through levels of participation: Coordinator, Leader, Mentor, elected member. Examples of other campus involvement include: (10 points brother - must be able to verify via rosters or advisors. Also value d per capita).

- Orientation Leaders/OMs
- First Year Move in (5 Points per brother per hour– maximum 25 each)
- Resident Assistants
- Participation in Campus Leadership series (i.e. TLI)
- Incorporating diversity/inclusive excellence into their themes
- Sponsor legacy related events: Homecoming/Parents Family Weekend
- Admissions Tour Guides
- Alumni Weekend Participation
- Reunion Weekend Volunteers
- Student Government
- IFC
- Participation in Colleges sponsored trainings such as “Red Watch Band” & EMS
- Eco Reps

Self Directed

Each Chapter will be responsible for an additional 150 or more points to earn based upon their own goals, planning, values, etc. The Chapter can apply those 150 points using one of the current accreditation categories or design their own educational experience. This includes Wellness and Legacy as sub- categories. Wellness is participation in co-curricular activities such as intramural sports and greening, Legacy is related to alumni correspondence and maintaining traditions. The Council will consider this category as a compliment to the other activities submitted and completes the overall picture of each fraternal organization.

Some other examples of self-directed projects:

- Brotherhood BBQs
- Pool Tournaments
- House Repairs
- Attending Sporting Events as a brotherhood
- Intramural Sports
- Making this week in photos
- This category should remain broad to include activities that are worthwhile, but do not necessarily fit into Leadership, Scholarship or Citizenship.

VII. Rewards for Various Levels of Achievement

Please note: Points accumulated during spring and fall 2013 determine awards offered in the spring of 2013. Accreditation points and corresponding awards follow the calendar year (Jan - Dec). Most chapters elect new officers between December and March.

- Suggested Star levels for awards: A total of $2250 altogether shall be awarded to the winning fraternities
  * Minimal (fair) no frills but make point criteria
  ** Good standing
  *** Excellent and up for awards
Fraternities that acquire the annual minimum point totals will receive various awards, benefits and services from the Colleges (see section below). Fraternities failing to meet annual minimum totals shall not be granted such privileges. Instead fraternities with Level 1 and 2 ratings must seek permission from the Council on Fraternal life pertaining to any of the following Level 3 privileges, as well as eligibility for awards.

**Fraternities with a Level 3 Rating (minimal standards met)**

- Permission to use the College’s facilities for chapter social, cultural, and educational programs.
- Group participation in athletic, social and other group activities sponsored by the Colleges.
- Services to facilitate communication with alumni.
- Permission to host events where alcohol is served.

**VIII. Eligible for Presidents Cup and other awards:**

Please note: Chapters can receive no more than one award and they will be awarded in order of institutional value: 1) President’s Cup 2) Scholarship 3) Citizenship. Judicial records will be included during the awards consideration process. Those chapters found eligible will also be required to do a 5 minute visual presentation for COFL and the Colleges.

**Fraternities with a Level 4 Rating (minimal standards exceeded)**

- All of the privileges of a Level 3 rating.
- Fraternal organizations must also be in good standing with their Nationals.
- Judicial records will be taken into consideration.
- Those whose submissions to each category best reflect a healthy balance of academic and out of classroom activities the spirit of HWS.
- The recipients of these awards will be decided upon by COFL

- **The President’s Cup Award** Only Fraternities achieving level 4 status will be eligible for the President’s Cup Award. Level 4 Fraternities will be announced in the Hobart Daily Update website.

- **Citizenship and Service to Community ($500)** Awarded to the fraternity/society that served the community through direct service, fundraising through philanthropic organizations and/or raising awareness of the charitable cause. They must exceed the minimum point value for this category and verify service (i.e. service logs, pictures, and/or letters of support from the charitable organization.)

- **Academic Achievement ($500)** Awarded to the fraternity/society that achieved the highest GPA and CPA for both spring and fall semesters. Chapters must also achieve an excellent rating (three stars ***) in the scholarship category. Must also have best per capita total in the scholarship category.

- **Greek Man Award (Nominated by IFC)** Awarded to the student who best exemplifies the well-rounded Greek Hobart Man (i.e. represents the core values of Greek system). This award carries no monetary prize but a trophy or plaque and a campus-wide publicity (i.e. Webpage, Student Publication ads, etc.)

- **Leadership ($250)** Awarded to the fraternity/society that contains the highest total per capita total of brothers in leadership involvement and maintain positions held in various organizations on campus. (exemplifying example so 3 well-balanced Greek Life) The selected organization receives an additional $250 toward a fraternity related conference travel.

- **(Dr. Chris Howard ) Most Evolved Fraternal Organization** – this prize is given to the fraternal organization that has shown great improvement in all the categories and shows promise. This is nominated by their peers and supported through COFL. The selected organization receives a catered dinner with the Deans & Selected Campus Leaders.
The following criteria may be taken into consideration for the Accreditation Awards in order to reach a final decision.

Checklist for office use only:

Submit Programming overview that includes:

- ✗ Fulfilling most of semester plan- checklist
- ✗ Active Participation in IFC
- ✗ Community service hours can be verified
- ✗ Made deadlines and general criteria
- ✗ Chapter management plan upheld
- ✗ Attendance at all required workshops
- ✗ Fire inspections show no serious or severe violations
- ✗ End of semester closings have minimal or no damages
- ✗ Attended Fire Liaison & HM trainings
- ✗ In good financial standing (i.e. no outstanding fines)
- ✗ Hosted non alcoholic events
- ✗ Able to verify all accreditation submissions
- ✗ Efforts toward Community relations is reflected
- ✗ Alumni relations – assign a chair and connect with Alumni office- Hall of Fame committee Bonus points will be offered for:
  - Those who have letters of recognitions from community
  - Letter(s)) from faculty/staff, deans etc.
  - Submit a 3-5 page chapter President’s Cup presentation
  - Have brothers write about their chapter experiences

Office Use only:

- ✗ Criteria has been fully meet—receives ___ Stars - Eligible for Presidents Cup
- ✗ Criteria has been partially met receives ___ Stars—May be considered for some awards
- ✗ Criteria has not been met and will not be considered for Awards

___________________________________________________  Student Activities  Date ________
___________________________________________________  COFL  Date ________