

## University of New Orleans Fraternity and Sorority Chapters Annual Evaluation

Each fraternity and sorority chapter must conduct an annual evaluation of their adherence with the university's expectations and standards and those of their national organization. Evaluation is an essential practice that tells chapters where they stand in terms of established goals and university and national organization policies. Evaluation also aids incoming officers in providing effective chapter leadership. This understanding helps to keep organizations vibrant and contributing members of the UNO community. Type-written evaluations must be submitted to the Director of Greek Life by May 15 of each year.

1. **Integrity:** All fraternity and sorority chapter members, new/associate/aspirant members, and affiliates are to speak and act with honesty and scrupulous respect for the human dignity of others. Failure to act when infractions are known or attempting to conceal misbehavior critically affects the trust that must exist for a positive and continuing relationship between organization and the university. Furthermore, acting with integrity includes not only following written policy, but also following the intent of such policy.

*How has your chapter worked to achieve positive relationships among its members? Please describe activities (formal and/or informal) that help you to create a cohesive environment within the chapter. What improvements have you made in the past year?*

2. **University Policy:** It is expected that Greek organization leaders and members are aware of university policy (which includes federal, state, and local laws) as promulgated in the UNO Policy Manual and assume responsibility and accountability for adherence to these policies. UNO does not expect perfection of its organizations or students. It does expect a good faith effort to promote responsible programs and individual behavior and an honest and sincere attempt to deal with behavior that is contrary to published standards.

*Please list ways that your chapter has improved its communication of university policies to members. Also include instances in which you were in violation of campus policies and how you have worked to improve your members' understanding of these policies.*

3. **National Organization Policy:** It is expected that Greek-letter social organizations are knowledgeable of all policies set forth by their respective national organizations and that they assume responsibility for adherence to these policies. In the event of conflict between organizational and university policy, the stricter of the two policies and/or interpretations is to be enforced, unless the university judges that organizational policy is in conflict with university policy or values. In that situation, university policy shall take precedence.

*Please list ways you familiarize your chapter with national organization policies, particularly new policies. Include copies of any reports from national representatives who visited or consulted with your chapter during this academic year.*

4. **Non-recognized Groups:** It is expected that Greek-letter social organizations not affiliate their chapters or members in any way with Greek-letter groups that are not recognized student organizations of UNO or other universities. In particular, local off-campus groups that function outside the governing parameters of IFC, NPHC, Panhellenic or UNO are a detriment to recognized Greek-letter organizations. Participation in sponsored activities of these groups gives them legitimacy and thereby hurts the Greek system as a whole.

*Please list any measures taken by the chapter to comply with this policy, if applicable.*

5. **Advisors:** It is expected that each chapter have both an on-campus advisor (a full-time faculty or staff member) and a chapter advisor (usually an alumni/ae member) who actively help the chapter attain its goals. It is the chapter's responsibility to keep advisors fully informed and involved in all chapter matters. Organizational advisors can be of invaluable assistance to the chapter officers and members, providing advice on operations and activities.

*Please list the name and advisory position for each advisor who works with your chapter (both campus and graduate/alumni/ae). In addition, list areas of weakness this year concerning advisor utilization.*

6. **Risk Management:** It is expected that all chapters carry liability insurance. A current certificate of insurance must be on file with the Office of Greek Life no later than one week after the first day of classes in the fall semester. Organizations whose insurance policies expire during the academic year must provide the Office of Greek Life with a new certificate before the old certificate expires. Organizations may not conduct any activities without the appropriate liability insurance being in effect. It is expected that all Greek letter organizations will conduct all their activities and programs so as to be in full compliance with insurance policies and university regulations.

*If your proof of insurance is not on file, request a copy of your insurance records showing coverage dating back to the beginning of the school year and attach them to this report.*

7. **Governance:** It is expected that all recognized chapters be active participants in the Greek Council as well as the Interfraternity, Panhellenic, or National Pan-Hellenic Council. These organizations offer the best opportunity to ensure cooperation among chapters in promoting a strong Greek community in terms of creating policy, monitoring activities, and ensuring behavior that reflect positively on Greek Life and UNO.

*Please list the names of chapter members who served as officers (executive or judicial) for any of the councils this year. Also list areas in which you believe your chapter supported the goals of the councils this year.*

8. **Goals and Objectives:** It is expected that the Greek community and each chapter develop a set of goals and objectives to guide their direction and serve as a basis for part of an annual evaluation. The goals should reflect and support UNO's mission statement as well as the constitutionally stated purpose of the organization.

*List your chapter's goals for this academic year and explain the outcomes of those goals. Also list your goals for next year and what measures you plan to use to achieve them.*

9. **Scholarship:** It is expected that the chapters facilitate and enhance their members' academic performance. Greek-letter social organizations must place the highest emphasis on academic performance and foster an atmosphere of scholarly pursuit. Chapters should carefully monitor the academic behavior and performance of members. Students experiencing difficulty should be offered and encouraged to seek assistance from faculty, students, and other campus resources.

*Please include information about what the chapter has done in the past year to assist members with their academic performance. Include specific information about programs geared to members who are struggling academically.*

10. **Membership Recruitment /Membership Intake:** It is expected that all membership recruitment activities be conducted in a manner that honestly characterizes the chapters' strengths and weaknesses, opportunities and activities, and the responsibilities of membership. Likewise, chapters must use this opportunity to solicit actively the interest of a culturally and ethnically diverse membership pool, which will result in an active membership of similar description. The goal of cultural and ethnic diversity applies equally to historically white and black organizations.

*List all recruitment/intake events and preparation activities along with the dates, times, places, and number of members involved. Please also list ways your chapter needs to improve in the area of recruitment or intake.*

11. **New/Associate/Aspirant Member Program:** It is expected that new member programs be conducted in a manner of mutual respect between initiated members and new members. In order to educate new members of history, rituals, traditions, rules and obligations and to integrate the new member into full fraternal membership, a new member program must be developed annually by each chapter. It is to be reviewed by the officers and advisors.

*Please submit a summary of your chapter's new/associate/aspirant member program, including dates of all activities. How does this program introduce new members to your organization's history, traditions, ritual, and mission? What does your chapter do to ensure that hazing does not occur? Include information about retention of new members, i.e. did all members who were extended an invitation to membership complete the new/associate member program and become initiated members?*

12. **Social Activities:** It is expected that activities be conducted in a manner that promotes positive social development and healthy lifestyle behaviors. Each chapter provides for the

socialization of its members as a group and also for the interaction of their group with other students. Chapters should achieve a balance between events where alcohol is involved and those where it is not. Chapters should be aware of individual and group responsibility for preventing substance abuse and promoting healthy lifestyle behaviors.

*Please list all chapter social activities this year including dates, times, locations, and attendance. Include any obstacles the chapter encountered and how you plan to overcome such challenges in the future.*

- 13. Programming:** It is expected that chapter programs promote the intellectual, moral, physical, cultural and social development of members. Chapters should support a continual and progressive educational curriculum designed to inform, challenge, and prepare members for successful college careers and their lives beyond. The goal is to develop well-rounded individuals. The use of general fraternity, campus, local, alumni, and national resources is strongly encouraged. Fraternity and sorority members should be integrated into programs and other learning opportunities involving a diverse population whenever possible.

*List all educational programs hosted and/or conducted by your chapter this year. Include the dates, times, locations, and attendance.*

- 14. Community Relations:** It is expected that chapters and members are cognizant of how their behavior and activities impact positively or negatively the on and off-campus community. As such, it is the individual and collective responsibility of groups to present a positive image at all times and to be mindful of the rights and sensibilities of the people with whom they come in contact. No person or organization is an island; we are all part of some community. Respecting the rights of others and making positive contributions are ways Greeks demonstrate responsible behavior in the community.

*Describe what your chapter has done to foster a positive image on and off campus and what you have done to break down any negative stereotypes of your chapter and the entire Greek community.*

- 15. Finances:** It is expected that chapters meet financial obligations to their governing councils and to their national organizations. Detailed records of all financial transactions must be kept and reported regularly to the membership. Contracts should be reviewed carefully to protect the organization and to ensure that the organization can meet the state financial obligations. Contracts cannot directly or by implication obligate the University of New Orleans in any manner.

*Include a copy of your chapter's budget for the past academic year (or if your budget year is based on the calendar year, submit the previous year's and current year's budgets). List any efforts you have undertaken to improve the management of the chapter's finances.*

**Each chapter president is required to schedule a meeting with the Director of Greek Life to discuss the information presented in this document. This meeting must be completed by June 1<sup>st</sup>.**