

XAVIER UNIVERSITY

Black Greek Council Manual



Office of Multicultural Affairs

3800 Victory Parkway

Cincinnati OH 45207-2311

513.745.3181

www.xavier.edu/oma/fraternity-sorority-Life.htm

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Black Greek Letter Organization's Policies and Guidelines

Policies Governing Black Greek-Lettered Organizations (BGLO)



Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
513.745.3181

Chapter Rosters

Greek-lettered organizations must submit a roster to the Associate Director of Multicultural Affairs by the end of the second week of class of each semester. Chapter rosters may be updated at any time during the semester by the President. Each chapter is responsible for adding names of new members to the chapter roster and deleting old names as changes occur during the semester. (This should take place 2 weeks of initiation, graduating, etc.) These changes must be in accordance with the national policy of each Greek-lettered organization. ****Note:** Inactive members should also be represented on the roster and indicated as such.

Grade Release Form

A University Grade Release Form must be submitted for each member who appears on the chapter roster. ****Note:** Members who are inactive must also sign off on this sheet and meet with the Associate Director of Multicultural Affairs to discuss their plan of action towards becoming active again.

Semester Grade Reports

The Office of Multicultural Affairs will secure semester grade reports for each Greek-lettered organization. Each chapter's grade report will be released to the chapter President, Chapter and On-campus Advisor and the national organization.

Membership

Each Greek-lettered organization has the privilege to choose their members according to the recruitment guidelines established by the national organization.

- *Transfer members* – If you are interested in affiliating with BGC one must set up a meeting with the Black Greek Council advisor. They need to present proof of good standing with the organization and have contacted the chapter's advisor in order to begin the process.
- *Graduate members* — Members of BGLOs that have graduated **may only** attend events and activities that are sponsored by BGC in which are open to the public. (Their involvement in council meetings is prohibited.)
- *BGC Non-affiliated members* – Members of BGLOs that are not represented in Xavier University's Black Greek Council **may only** attend events and activities that are sponsored by BGC in which are open to the public. (Their involvement in council meetings is prohibited.)

Chapter Management

Each Greek-lettered organization has the privilege of being solely responsible for their own financial, legal and contractual obligations. (The University shall not be held liable for misuse of group finances or debts.)

University Facility Rental/Usage

Greek-lettered organizations have the privilege to reserve the use of University facilities and to promote chapter events in accordance with University policies pertaining to these activities.

Event Protocol

**Reserve space* -- In order to reserve space in the Armory, Cintas Center or O'Connor Sports Center, one must contact an Office of Multicultural Affairs (OMA) administrator.

Confirming Paperwork* (contract, room reservations, etc.) -- All paperwork **must be signed by Tekeia Howard, Associate Director of the Office of Multicultural Affairs, **at least 2 weeks** in advance.

Training

New Members – all members initiated in a given year **must** attend New Members Training.

Officers – all elected officers **must** attend Officers' Training.

Sorority and Fraternity Life Guidelines



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513.745.3181

Registrations and Documentation

Each organization must submit copies of the following:

- Hazing Policy
- Academic Release Forms
- Community Service Reports
- Membership and Advisory Board Roasters
- Academic policy for undergraduate chapters
- Contact information of alumni within 50 mile radius of Hamilton County
- Expectations of chapter advisors and training they receive
- The procedures for colonization and success rate
- A copy of the inter/national organization's risk management plan
- Information regarding service/philanthropic projects available to the organization
- Total number of chapters/colonies and location
- A list of the inter/national organization's elected/appointed officers and their duties

Membership Intake Procedures

- The African American Greek Coordinator should be aware of each organization's Membership Recruitment Schedule (membership intake plan, times dates, etc.).
 - Public notices/postings of informal and formal information sessions should be submitted to Tekeia Howard 7 days prior to beginning the official membership intake process.
 - Submission of the Intake Petition Form must be on file 10 working days prior to the commencement of any intake activities, listing the final roster of selected candidates.
 - **If all requirements are not met, the organization will not be given permission to conduct membership intake for the semester in question. **

Procedure for Formalizing Group Relationships with Xavier University

1. An organization interested in having a more formal relationship with the Xavier University must submit letter of intent to Tekeia Howard, with contact person name, address and phone number.
2. An information meeting will be held with group leadership, advisors and a representative(s) of an Ad-Hoc Review Panel.
3. The organization must submit the appropriate documentation requested by the Ad-Hoc Review Panel.
4. The Ad-Hoc Review Panel will submit a recommendation to the Vice President of Student Affairs. The Vice President has the final decision.

Note: The Ad-Hoc Review Panel will generally consist of the Director of the Center for Career and Leadership Development (Chair), the Student Senate Coordinator, the Association Affairs Committee (Chair), Black Greek Council President, and the Student Government Association President and the Vice President for Student Development as ex-officio members.

Submit the above material to:

Tekeia N.K. Howard, Associate Director, Multicultural Affairs
3800 Victory Parkway
Cincinnati, OH 45207-2311
howardt@xavier.edu; 513-745-1029

Constitutional Information

Black Greek Council ByLaws



Office of Multicultural Affairs
3800 Victory Parkway
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513.745.3181

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Revised March 2005
First published April 2004

Reviewed March 2005 by the Constitutional Review Committee:

Tonya Dawson, Advisor

Jaime McKinney, Chair

Organization representatives:

Simone Harris, Mercedes' Joyce, Willie Payton Jr., Mike Smith

Preamble

We, the members of the Xavier University Black Greek Council, are established to bring all of the historically Black Greek Letter Organizations' talents, common goals, and voices together in order to make a greater impact on the University and the surrounding communities. Each organization's individuality and uniqueness is valued, respected, and appreciated. We have come together to set forth this Constitution out of an act of love and unity. The council shall serve as the governing body to ensure each recognized organization follows set guidelines and standards for maintaining active Greek status on Xavier University's campus. To this end, members of the Black Greek Council establish this Constitution.

Article 1: Official Name

Section 1

The official name of this organization will be known as the Black Greek Council of Xavier University.

Section 2

The official abbreviation of this organization shall be known as the BGC.

Article II. Membership

Section 1

Membership in BGC will include the following Fraternities:

Alpha Phi Alpha Fraternity, Inc.

Kappa Alpha Psi Fraternity, Inc.

Membership in BGC will include the following Sororities:

Alpha Kappa Alpha Sorority, Inc.

Delta Sigma Theta Sorority, Inc.

Sigma Gamma Rho Sorority, Inc.

Section 2

Membership shall be comprised of any undergraduate members of the following BGLO: Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., Iota Phi Theta Fraternity, Inc., which is properly registered with the University and deemed "in good standing" in accordance with Xavier University, National organizations, and BGC.

Article III: Advisor

Section I

The Advisor to the BGC will be appointed through the Office of Multicultural Affairs and approved by the Vice President of Student Development and will serve in a consultative role to the organization with the right of participation in all meetings and functions, but does not possess the right to vote.

Section II

The Advisor shall inform the members on University Policy that may apply to activities and decisions.

Section III

The Advisor has official responsibility for recognized organizations and thus must be consulted when procedural and policy changes are considered by the council.

Section IV

The Advisor will also advise the council on national trends related to Black Greek Life. And will meet with the President of the BGC board semi-weekly.

Article IV: The Authority of the Black Greek Council

Section 1

The authority of the BGC shall be derived from Xavier University and members of BGC, further outlined in the African American Service/Fraternal Organizations Parameters and Structure established in 1997. (See Appendix I)

Section 2

The BGC shall be the governing organization of all historically Black Greek Letter Organizations at Xavier University.

Section 3

The powers of the BGC shall be those powers contained in the University's student code of conduct, and the Standards and Parameters established by the Task Force in 1997. (See Appendix I)

Article V: The Functions of Black Greek Council

Section 1

- A. Encouragement of high scholastic achievement of the BGC.
- B. Promotion of programs that reflect the Jesuit mission and goals of the institution and achievements of the college or university.
- C. Development of a learning environment, which will eradicate inter-Greek rivalry and improve inter-Greek interaction by promoting a harmonious working relationship among BGC organizations.

- D. Preservation of the cultural heritage of the historically established community service Greek-lettered organizations in BGC.
- E. Sponsorship of educational programs and activities which would promote academic excellence, develop leadership skills, address health care problems, and increase the efforts to address social concerns.
- F. Coordinate Greek Week activities and sponsor at least two programs per academic semester as a Council.
- G. Creation of unity among all BGC organizations but encourages individual success and growth.
- H. Promotion of service-oriented philosophy of the BGC affiliated organizations.

Article VI: Active Membership/Inactive Membership

Section 1

Active member organizations shall be those chapters in “good standing” with their national organizations, university, and the BGC. The organization shall have paid required dues and fines to BGC and attended required amount of BGC meetings.

Section 2

- A. Inactive membership are those chapters of the BGC member organizations that have not paid BGC dues, fines, or have not attended the required amount of BGC meetings and/or have been deemed inactive by their national organizations or Xavier University.
- B. More specifically, each delegate is permitted two (2) absences per semester. Each additional absence will result in a \$5 fine per delegate, per absence.
- C. Any organization with three or less members may speak to the BGC Advisor to determine how many members of the organization must attend the meetings.

Article VII: Representation

Section 1

Each member organization will be represented by at least two representatives to the BGC. Each organization is allotted one vote. Specified designees have voting privileges and may vote.

- A. These representatives are selected by each member organization to serve for one academic year.
- B. In an event of a delegate vacancy, each organization is responsible for appointing a new representative within the next general body meeting of representative’s resignation.
- C. Resignation of any representative must be sent to the President and Advisor of BGC in writing.

Article VIII: Voting

Section 1

Each member organization in good standing with their respective national organization, university, and the BGC shall have one vote.

Section 2: Resolutions and Motions

Resolutions and motions before BGC shall become effective upon the approval of a simple majority vote, at least two-thirds of all active organizations must be present, and becomes final immediately.

Section 3: Presidential Voting

Black Greek Council President shall not vote except to break a tie.

Section 4: Advisor Voting/Veto Power

The Advisor can veto any motion that is illegal or will cause harm to the university or the organization. The Advisor will notify the President if an emergency decision is necessary.

Section 5: Absentee Ballots

There are no absentee ballots.

Article IX: Officers and Elections of Officers

Section 1: Elected Officers

President: Presidential duties include, but are not limited to, the following:

1. President shall call and preside over all regular and special meetings of the BGC, and establish an agenda for all meetings.
2. Review contracts with the Black Greek Council Advisor.
3. Maintain a complete and up-to-date file which will include a copy of the current Black Greek Council Constitution and By-laws, Standards and Parameters (1997), the current budget, current correspondence and materials received from the advisor and other pertinent materials.
4. Keep the Black Greek Council Advisor informed of all actions made by the BGC and the Executive Board.
5. The President will establish planning sessions for the year to ensure that BGC continues to meet its functions/mission statement.
6. The President will meet weekly with the advisor of the council.
7. Required to attend officer training workshop.

Vice President: Vice President's duties include, but are not limited to, the following:

1. The Vice President shall call and preside over all regular, Executive Board and special meetings of the BGC in the absence of the President.
2. Serve as an overseer of all BGC committee and sub-committees. The Vice President shall oversee standing and/or temporary committees developed.

3. Maintain a complete and up-to-date Vice Presidential file, including a copy of the current Black Greek Council Constitution and Bylaws, Standards and Parameters, and the current BGC budget.
4. Required to attend officer training workshop.
5. The Vice President will meet semi-monthly with the advisor of the council.

Executive Secretary: Secretarial duties include, but are not limited to, the following:

1. Record and keep the minutes of all meetings of the BGC.
2. Keep all permanent records of the organization.
3. Maintain a current roster of members of the BGC and take roll call of all organizations recognized by BGC.
4. Maintain records of all actions taken by the Black Greek Council Executive Board and all committees and/or task forces.
5. Tabulate and record votes on all issues and elections.
6. Maintain a complete and current Secretarial file which will include the minutes of all meetings of BGC, current Constitution and Bylaws, Standards and Parameters (1997), copies of contracts and any other pertinent material.
7. Reserve all rooms for BGC functions.
8. Submit reports of BGC activities to the school newspaper for publication.
9. Coordinate publicity of BGC activities including, but not limited to, preparing fliers, bulletin boards and other displays.
10. Conduct all official correspondence of BGC.
11. Submit all internal and external correspondence to advisor for approval.
12. Required to attend officer training workshop.
13. The Secretary will meet semi-monthly with the advisor of the council.

Treasurer: Treasurer's duties include, but are not limited to, the following:

1. The Treasurer will be responsible for the general supervision of the finances of BGC.
 - a. Responsible for all deposits, withdrawals, and issuing of checks and receipts.
 - b. Responsible for collecting all payments due to BGC and the collection of dues.
 - c. Provide the Black Greek Council Advisor and members with a semi-monthly report listing all transactions conducted before each meeting.
2. Be responsible for prompt payment of all bills of BGC.
3. Maintain a current Treasurer's file, which will include the BGC current Constitution and Bylaws, Standards and Parameters, copies of all contracts, current correspondence pertaining to financial status of BGC, materials received from advisor pertaining to the financial status of BGC and any other pertinent materials pertaining to the financial status of BGC.
4. Keep the Black Greek Council Advisor informed of the financial status of BGC.
5. Notify organization chapter presidents of all pertinent dues and fines in writing.
6. Required to attend officer training workshop.
7. The Treasurer will meet semi-monthly with the advisor of the council.

Section 2: Election of Officers

- A. All offices shall be elected by the 2nd week in April.
- B. Officers shall serve for a term of one year.
- C. Officers shall be nominated from the floor by membership.
- D. Nominees for offices of the Executive Board elect shall miss no more than 2 of the BGC meetings during the previous semester of active membership.
- E. All voting shall be done by secret ballot.
- F. Each organization is allotted one vote. The candidate must win by a majority vote. The President of the BGC board shall break all ties.
- G. If an office remains vacant prior to the new fiscal year, an election for the vacant office shall take place at the first general body meeting. The candidate must win by a majority vote.
- H. All officers must possess a cumulative GPA of at least the current Standard before the semester elections are held to be considered eligible for election.
- I. If an officers' semester GPA falls below the current Standard while in office, that officer will meet with the BGC Advisor to determine eligibility to maintain current office.

Section 3: Committees

The Executive Board of the BGC shall create committees, as appropriate, to program for Xavier communities. Committees shall be formed in areas of Academics, Social, and major programming (Greek Fest Step Show, Forum, etc.) or other programs, as the Executive Board deems needed for the Xavier University community. Their goal is to plan programs and activities in regards to Greek life and encourage students to actively participate.

- A. All committee chairpersons will be members in good standing on the Council and be appointed by the Vice President of the BGC.
- B. Chairpersons must attend all regular council meetings.
- C. Chairpersons must conduct and attend planning meetings with committee members.
- D. Chairpersons, or designated representative, must report and provide regular update to Council.
- E. Committee is responsible for all planning logistics, clerical, financial and promotional work associated with the program.
- F. Committee must keep in regular contact with Vice President of BGC.

Article X: Executive Board

Section I: Members

The Executive Board of Black Greek Council shall consist of the 4 elected officers and the Black Greek Council Advisor.

Section 2: The Meetings

- A. The Executive Board of the Black Greek Council shall meet the week prior to each Black Greek Council general body meeting except for University recognized breaks or finals.
- B. All Executive Board meetings of BGC should be promoted as open to BGLO members.

Section 3: Executive Board Duties

Executive Board duties include, but are not limited to the following:

- A. Meet and decide on issues in emergency situations.
- B. Develop and maintain a relationship as liaison to the administration of Xavier University.
- C. Promote a harmonious working relationship among BGC.

Article XI: Finance

Section 1: Fiscal Year

The BGC fiscal year shall extend June 1 to May 31.

Section 2: Dues

- A. The Executive Board shall establish the amount of dues at the beginning of each academic year.
- B. All regular dues are due by the third week of each semester.
- C. All dues paid after the third week will be subject to a late fee \$10.00 per week per organization, the accumulation will occur until paid in full.

Section 3: Fines and Consequences

- A. More specifically, each delegate is permitted two (2) absences per semester. Each additional absence will result in a \$5 fine per delegate, per absence.
- B. All fines will be paid the first week of November and the first week in March. Additional fines will be due the first Friday before finals and will reflect a \$2.00 increase per week per organizations. This fee will be added to the amount owed to BGC.
- C. BGC –organizations that fail to participate in BGC – sponsored activities including, but not limited to, BGC general meetings, BGC sponsored seminars and events will be fined.
- D. Failure to comply with the payment of semester dues and/or any outstanding balances owed to BGC will result in that organization no longer being recognized as a member chapter at BGC-XU. Subsequently, because that chapter will not be recognized by BGC, rights and privileged afforded to recognized organizations will be relinquished (i.e. hosting events, parties, room reservations, etc.) Similarly, these consequences will occur when chapter organizations do not attend 80 % of the meetings per semester, as stipulated in the constitution.
- E. Each organization will be fined \$10 for not replacing delegate before the next general body meeting.

Article XII: General Body Meetings

Section 1: General Body Meetings

General Body meetings shall be held twice a month during the regular academic year except for University recognized breaks or finals.

Article XIII: Amendments and By-laws

Section 1: Proposals

Any member of the Black Greek Council may propose an amendment to the Constitution and By-laws. It must be submitted in writing at a general body meeting at least one meeting prior to the vote.

Section 2: Voting

These By-laws shall be amended by 3/4 vote of the voting delegates at any regular meeting.

Section 3: Constitutional Review

This Constitution shall be reviewed at least at the end of every second year from the date of adoption to ensure that it remains consistent with the needs and goals of the general body.

Chapter Paperwork

Chapter Information Form

XAVIER
UNIVERSITY
Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
513.745.3181

The purpose of the Chapter Information Form is to ensure that information for Black Greek Council is being properly distributed to appropriate chapter officers. Please be advised that this form must be submitted to the **Office of Multicultural Affairs** immediately after new officers are elected or at the beginning of each semester.

Fraternity/Sorority: _____			
Chapter: _____			
Mailing Address: _____	City: _____	State: _____	Zip: _____
E-Mail: _____	Website: _____		

President: _____	E-mail: _____
Mailing Address: _____	Phone: _____

Vice-President: _____	E-mail: _____
Mailing Address: _____	Phone: _____

On-Campus Advisor: _____	E-Mail: _____
Mailing Address: _____	Phone: _____

Chapter Advisor: _____	E-mail: _____
Mailing Address: _____	Phone: _____

BGC Delegate: _____	E-mail: _____
New Member Education Chair: _____	E-mail: _____
Treasurer: _____	E-mail: _____

Summer Contact Information



Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
513.745.3181

Instructions: Please fill in the required information in the event we need to contact the chapter over the summer. This form is due the Friday before finals, by 5 PM. You may either drop this off at OMA in the Gallagher Student Center room 280 or send this electronically to Tekeia Howard, howard@xavier.edu, Associate Director of Multicultural Affairs.

Name of Fraternity or Sorority: _____

Summer Emergency Contact Person

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

President

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Chapter Advisor

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____



President's Report

XAVIER
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Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
513.745.3181

Instructions: Please complete the following sections below with detailed information. Your responses should be pertinent to the current semester only. Please attach a list of current financial members in the chapter, and the **Semester Community Service and Charity Report**. Use additional sheets if necessary. Return this completed report **no later than 5PM**, the Friday before finals week to the Office of Multicultural Affairs. You may also send an electronic copy of this report to howardt@xavier.edu. Please type President's Report Packet on the subject line. Should you have questions about the content, contact Tekeia Howard 745-1029.

Semester: _____ Year: _____

Organization Affiliate: _____ Chapter: _____

Chapter Officer Submitting Report: _____

Total *financial* Membership: _____ # of New Members: _____

New Members: _____

Name Year in School

Name Year in School

Name Year in School

Name Year in School

Name Year in School

Name Year in School

Name Year in School

Scholarship Programming

Please highlight programming that your organization sponsored or participated in that was supportive of scholastic achievement and success.

Social Programming

Please highlight social events your organization sponsored this semester. Please include dates, times and advertisement.

Brotherhood Programming

Please highlight what your chapter has hosted to develop brotherhood/sisterhood among the membership. Be specific in your answers. (Time/date/ include copies of promotions/ names of organization and/or organizations)

Educational Programming

Please list the educational programs your chapter has sponsored this semester. Please include title of program, date and time.

University Involvement

Please list those members who are involved in other University student organizations (including University committees). Please list committees and organizations under each individual's name.

Awards and Recognition

Please list the awards and recognition your chapter and/or members received this semester, scholastic and otherwise.

Academic Report

Please denote the average cumulative GPA for the members of your chapter. (GPA for first student + GPA for second student etc. divided by total number of students in chapter.)

Feedback

Please offer your thoughts on how to improve or develop the Greek Life at Xavier University. Feel free to comment on what you think is done well, what could use improvement as well as any general comments.

Signature of Officer Submitting Report

Phone Number



Semester Community Service and Charity Report



Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
513.745.3181

ORGANIZATION: _____

SEMESTER: _____ **YEAR:** _____

- ❖ List all **COMPLETED** community service and charity projects in the **CURRENT SEMETER ONLY**.
- ❖ **MONEY** donated to other organizations' charity projects **MAY NOT** be included.
- ❖ The number of **HOURS** of participation may be included in your report.
- ❖ Please report exact numbers. Please do not estimate the number of members in participation or the amount money raised.
- ❖ Use additional sheets if necessary.
- ❖ Attach letter from benefactor (on letterhead, if possible).

Event/Service Project	Recipient of Charity	Date(s) of Event	Number of Members Participating	Number of Hours per Member	Total Dollars Donated (if any)	List Other Sponsoring Organizations

Membership Information

**Expectations of
Black Greek Council (BGC)
Membership**



As a new member of the Black Greek Council, I understand that it is my responsibility to:

1. Conduct their affairs in a manner that will be a credit to the University, the community and individual members of the chapter.
2. Abide by all appropriate policies, rules and regulation of the University and all local, state, and federal laws and statutes.
3. Remain in good standing with the chapter's national organization.
4. Conduct its business in accordance with its constitution and by-laws.
5. Accept collective responsibility for the activities of individual members at functions sponsored by the chapter/council.
6. Maintain an accurate list of active members and candidates for membership with the Office of Multicultural Affairs.
7. Promote intellectual, vocational, social, recreational, and moral development of chapter/council members.
8. Encourage academic excellence through chapter programs and efforts of individual chapter members.
9. Promote an appreciation of different cultural heritages.
10. Actively engage in University-sponsored community service projects.
11. Maintain chapter viability through sound financial management.
12. Establish, and follow, an educational and constructive membership intake program that is consistent with both State anti-hazing laws and guidelines established by national fraternal organizations.



Requirements to be Initiated

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Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
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To be eligible for fraternity or sorority membership and participation in campus activities all persons must be classified as full-time undergraduate students at Xavier University. In order to be considered for initiation, perspective members must have complete at least one full academic year (two full semesters) at Xavier University. There are not any exceptions to this rule.

To be eligible to be initiated into a fraternity or sorority all persons must:

1. Have a class standing of at least a sophomore.
2. Have a minimum grade point average of 2.50 on a 4.0 grade point scale at the time of initiation, as reflected in the most recent records of the Office of the Registrar.
3. Be enrolled as a full-time undergraduate student at the time of initiation.
4. Be classified as a **full-time** (12 credits or more a semester) undergraduate student at Xavier University during the entire semester of intake (the semester prior to initiation).

In addition to the above, Xavier University recognizes and respects your right to affiliate with the currently chartered organizations.

Status Change Form



Office of Multicultural Affairs
 3800 Victory Parkway
 Cincinnati OH 45207-2311
 513.745.3181

Semester: _____ Name of Fraternity or Sorority: _____

Status Code:

N = New Member

A= Graduating during semester of form submission

B = Initiated Member

X= Remove (deactivated, suspended, dismissed or inactive*)

#	Banner ID Number	Status (N-B-A-X)	Name (Last, First, I.)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Return to Tekeia Howard in the Office of Multicultural Affairs, ML 2311

* This includes anyone who does not meet the requirements of the University or Fraternity/Sorority in relation to scholarship or financial obligation.*



Intake Petition Form



Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
513.745.3181

This form must be submitted to the Associate Director of Multicultural Affairs at least 10 working days prior to the commencement of any intake activities. In addition, chapters should also verify that public documents of the fraternity/sorority intake procedure be on file. Please complete this form and the proper information pertaining to the candidates for membership intake. Only candidates who are students enrolled Xavier University during the semester in which intake is scheduled to occur are eligible for membership intake. This form will be kept confidential and will be shared only with proper University officials.

Fraternity/Sorority: _____

Membership Intake Chair: _____

Date(s) of Membership Intake: _____ Number: _____

Has Membership Intake been approved by the Graduate Chapter and National Office? Yes No
If yes, who has approved the dates of membership intake for your chapter?

Name: _____ Phone: _____

Candidate's Name	Banner ID	Cumulative GPA	Semester GPA	Eligible	Ineligible

Associate Director of Multicultural Affairs

Date

Hazing Policy / Grade Release



Hazing Policy and Grade Release Form

XAVIER
UNIVERSITY

Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
513.745.3181

Please be advised that there must be a completed Hazing Policy and Grade Release form for
each student on file in the Office of Multicultural Affairs.

I, _____, have read and fully understand the Xavier University Code of Student Conduct, found in the Student Handbook, or online at <http://www.xavier.edu/handbook/2004.06StudentHandbook.pdf>. I also understand that hazing of any type is forbidden and may initiate disciplinary proceedings for such conduct.

Hazing practices include disrespect for others and/or disrespect for authority including, but not limited to the following actions:

- Any behavior that endangers the mental or physical health or safety of a person for the purpose of initiation, or as a condition for membership in a group or organization.
- All forms of harassment, including, but not limited to physical and/or verbal abuse, threats, intimidation, coercion, and/or conduct that threatens or endangers the health, sense of security, or safety of any person.
- Failure to comply with the directions of Xavier University's staff/officials acting in the performance of their duties, and/or failure to properly identify oneself to these persons when requested to do so.
- Violation of federal, state local laws, and ordinances.
- Obstruction of any official Xavier University investigation.

I understand that my signature below indicates my agreement to abide by the aforementioned Xavier University policies, and implies my consent to disciplinary actions resulting from any violation of said policies.

Additionally, I understand that my signature below indicates that I give permission for Xavier University's Office of Multicultural Affairs to release my grades to the Chapter Advisor for the purpose of reviewing annual eligibility to participate in the activities of said organization at Xavier University.

Print Name: _____ Signature: _____ Date: _____

Banner ID: _____ Sorority/Fraternity: _____ Chapter: _____

Advisor Information



On-Campus Advisor Agreement

Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
513.745.3181

I, _____, agree to serve a one-year term as the On-Campus advisor for _____ (Fraternity/Sorority).

I understand that as an On-campus Advisor, I am expected to: 1.) Meet at least once a semester with the president to talk about scholarship-related issues. 2.) Attend a meeting at the beginning of each semester to talk to members and new members about the importance of academics, how the chapter is meeting this responsibility, my availability for consultation and my role as the on-campus advisor. 3.) Once a semester meet confidentially with individual members, who may either seek or need, guidance on academic issues. 4.) Provide advice and guidance to chapter offices should they wish to develop a speaker series featuring faculty, administrators, to discuss ways of meeting more professionals on campus, informally, or to seek ways of changing the faculty’s perception of them as student organization. 5.) Review scholastic achievement of the chapter and know whether it meets the expectations of the national organization. Be prepared to offer strategies or suggestions for improvement if the chapter is not meeting those basic standards. 6.) Be willing to attend an orientation program for Greek Advisors and presidents of Greek chapters. 7.) Be encouraged to attend lunches or dinners with members as a way to become more familiar with the group. 8.) The term of On-campus Advisor is for one year and is renewable if both parties choose to do so.

Additionally, I understand that I am NOT expected to: 1.) Be a member of the chapter I am advising. 2.) Be a member of any Greek-letter organization, nor of the same sex as the chapter I would like to advise. 3.) Be the chapter advisor. 4.) Be on call for chapter problems. However, students may call me when they are having Academic problems or other concerns, social or otherwise.

Finally, I understand that at any point during the one-year period this agreement may end if I or the chapter is not completely satisfied. If so, both parties must provide a written letter one week prior to the vacancy of the office, stating the reason(s) for this removal. Once vacant, the chapter will have 10 working days to find a replacement, which prior to installation, must be approved by the African American Greek Life Advisor.

_____		_____	____/____/____
Name		Signature	Date
_____	_____	_____	
Mail Location	Work Phone Number	E-mail Address	
_____		_____	
Chapter President Name		Chapter President Signature	

Appendix

Listing of Fraternities and Sororities

XAVIER
UNIVERSITY
Office of Multicultural Affairs
3800 Victory Parkway
Cincinnati OH 45207-2311
513.745.3181

All BGC Fraternities and Sororities have mailboxes in the Office of Multicultural Affairs

Black Greek Council (BGC) Fraternity and Sororities:

Sororities

Delta Sigma Theta	ΔΣΘ	rhoxi4dst@hotmail.com
Sigma Gamma Rho	ΣΓΡ	sigmaxu@hotmail.com

Fraternities

Alpha Phi Alpha	ΑΦΑ	sigmagamma1906@yahoo.com
Kappa Alpha Psi	ΚΑΨ	smitty8402@hotmail.com

Greek governing bodies at Xavier University:

Black Greek Council, Executive Board

President	Willie Payton, Jr.	wpaytonjr@yahoo.com	ΑΦΑ
Vice President	Michael Smith	smitty8402@hotmail.com	ΚΑΨ
Secretary	Summer Williams	summercw2@yahoo.com	ΔΣΘ
Treasurer	Janika Wilson	nika_nicole@hotmail.com	ΣΓΡ
Advisor	Tekeia Howard	howardt@xavier.edu	BGC

Important Telephone Numbers

<u>Office</u>	<u>Location</u>	<u>Phone</u>	<u>Email</u>	<u>Website</u>
<i>OMA</i>	280 GSC	(513)745-3181		http://www.xu.edu/oma/
<i>Campus Police</i>	3868 Ledgewood Dr.	(513) 745-1000	grossmank@xavier.edu	http://www.xavier.edu/xucp/
<i>Registrar</i>	Alter 129	(513) 745-3941	xuregi@xavier.edu	http://www.xavier.edu/registrar/
<i>Transcripts</i>	Alter 129	(513) 745-2007		http://www.xavier.edu/registrar/ help/transcripts
<i>Library</i>		(513) 745-4808 OR (513) 745-3881	xulib@xavier.edu	http://www.xavier.edu/library/
<i>McGrath Health and Counseling Center</i>	1714 Cleneay Avenue	(513) 745-3022	health@xavier.edu	http://www.xu.edu/health_couns/
<i>Psychological Services Center</i>	Sycamore House (3818 Winding Way)	513-745-3531 *after hours contact x1000		http://www.xu.edu/psychservcntr/
<i>Learning Assistance Center</i>	1 ST floor Kuhlman Hall	(513) 745-3280	xulac@xu.edu	http://www.xavier.edu/lac/
<i>Writing Center</i>	B-12 Alter Hall	(513) 745-2875		http://www.xavier.edu/ writing_center/
<i>O'Connor Sports Center</i>	Victory Parkway b/w soccer & baseball fields	(513) 745-3208		http://www.xu.edu/osc/oscmain
<i>Gallagher Student Center (GSC)</i>				http://www.xavier.edu/gsc/index
<i>GSC Welcome Desk</i>		(513) 745-3201	welcomedesk@xavier .edu	http://www.xavier.edu/gsc/ welcome
<i>ALL Card Center</i>	270 GSC	(513) 745-3374	allcard@xavier.edu	http://www.xu.edu/allcard/index
<i>US Bank</i>	260 GSC	(513) 745-3798	xavier.dull@usbank .com	http://www.xu.edu/banking/index
<i>Kinko's</i>	GSC Lower Level	(513) 745-1937	kinkos@xavier.edu	http://www.xu.edu/doc_center/ index
<i>Bookstore</i>	GSC Level One	(513) 745-3311	xavier@bkstr.com	http://www.xu.edu/bookstore/ index
<i>GSC Computer Lab Hours</i>	GSC			
<i>Mailing Services</i>	1630 Herald Avenue	(513) 745-3558		http://www.xu.edu/mailling/index
<i>Residence Life</i>	3735 Ledgewood Avenue	(513) 745-3203	reslife@xu.edu	http://www.xavier.edu/student_life /residence.cfm
<i>Advocacy Hotline (Rape and Abuse Crisis)</i>		(513) 872-9259		