



## **Chapter President Transition Document**

Last Updated: 25 January 2019

# The Interfraternity Council (IFC)

Your chapter is a member of the IFC, which is the self-governing organization overseeing 40 of the fraternities on campus. From the Fraternity and Sorority Affairs website, the purpose of the IFC is as follows:

*“The purpose of the Interfraternity Council (IFC) at the University of Illinois at Urbana Champaign is to govern and preside over its corresponding chapters and more than 3,700 fraternity men on campus in an effort to promote the common ideals of brotherhood, scholarship, and service. While aiming to maintain a positive relationship between all fraternities, IFC continues to be a liaison between the fraternity community and the university.”*

IFC is the buffer between individual chapters, the FSA, and the university as a whole. The IFC is run by 9 executive board members, advised by Amanda Wahba, and consists of the chapter presidents of each fraternity in the council. While the executive board meets separately every week and each officer holds weekly office hours in the FSA office, the entire IFC meets bi-weekly to discuss relevant topics/issues surrounding the community. Historically, these meetings have taken place on Wednesdays at 7pm. Although these times and locations are subject to change, the IFC will always keep you in the loop via email.

The website for the IFC is <https://www.illinoisifc.com/>. This webpage is filled with information on the council as a whole and provides many resources to help improve you and your chapter. You are encouraged to look through the website thoroughly and utilize these resources. The *President's Login* link under the *Chapter Resources* tab directs you to a password-protected, private module only accessible to chapter presidents and other IFC members. The password to access this section is: **3232**.

In the chapter president's module, there are even more resources listed. This is where you will find the most streamlined database of information on how to remain compliant with all IFC standards. The bylaws are the written standard for the governance of the IFC. The chapter must remain compliant with these bylaws at all times to avoid the risk of disciplinary action being taken on our chapter. In the bylaws is the *IFC Risk-Reduction Policy*, the biggest threat to operational compliance. Become familiar with these prior to your term, that way you can know what is/is not allowed by the university and the IFC, prevent infractions, and remain in good standing.

## ***Illinois Greek Initiative (IGI)***

The IFC monitors chapter success and facilitates intra-council accountability through a program called *Illinois Greek Initiative (IGI)*. IGI is a simple evaluation process determined on a percentage basis. All sections and their respective standards award points based upon successful completion of the specific tasks described. Certain tasks award points based on completion during a particular semester, both semesters, or either semester. Each individual task has a particular point value, documentation requirement, and deadline. As per the IFC bylaws, in order to maintain your status as a chapter in good standing with the IFC, the chapter must: “meet and maintain at least Satisfactory standing as outlined in the Illinois Greek Initiative.”

The deadlines for IGI each semester are at the ends of weeks 4, 8, and 14. If the chapter goes above and beyond and receives Exceptional status (85%), they will receive a 50% discount on their IFC dues. In addition to this financial reduction, if you are in the exceptional status, recognition will include exposure on the Interfraternity Council website, mention in the Greek inserts in the University provided information given to incoming freshman, letters of commemoration to national affiliation, a press release

for the chapter to use in their alumni newsletter or any other pertinent publication, a large banner displaying the chapter's accomplishments, an advertisement in the Daily Illini funded by IFC (in the spring semester following the chapter's naming as exceptional), and an award received at the Greek Oscars ceremony." A more detailed outline of the IGI standards is available online under the *chapter resources* tab on the IFC website. The IGI cheat sheet, which can be found on the IGI page, is a helpful tool that will let you know what needs to be submitted.

### ***Social Alcohol Ban (SAB)***

Per the IFC bylaws, fraternities must refrain from having social events during the week prior to school starting and the subsequent three weeks after the initial week. The main goal with this policy is to eliminate problems associated with "rush parties" and to promote values-based recruitment throughout the council. During the weeks of SAB, members of the IFC executive board will conduct checks at all of the chapter houses. They will enter through the front door and must speak to two executive board members. These two members must be provided before the checks that night and their names and phone numbers must be posted on the front door to ensure time-efficient checks. The IFC officer will have an observation form where they will record any infractions, and if no infractions are present, the two officers must sign the form before the IFC officers leaves. Violations of SAB will result in the chapter being sent to the Judicial Board. Additionally, the violations may be forwarded to the Judicial Board (explained later) for further punishment.

For the Spring 2019 semester, Social Alcohol Ban will be in effect from January 7th to February 3rd.

### ***Kolusis Guidelines***

The Kolusis guidelines are risk management policies included in both the IFC and PHC bylaws. Simply put, Kolusis outlines social event management. It is not council-specific, so other risk management policies specific to the IFC and PHC exist, and you should be very familiar with all IFC policies. The Kolusis Guidelines can be found on the IFC website under the Chapter Resources tab and should be thoroughly reviewed prior to your term. Two things of utmost importance and worthy of specific attention are the requirement of registration of all social events at least 7 days in advance, and the chapter's responsibility to provide three (3) initiated chapter members to act as sober monitors at these events (they will be checked by Kolusis Observers during the event). Again, this is not a comprehensive outline of the policies, and you and the incoming Risk-Reduction Chair should take the time to familiarize yourselves with these policies.

The full description of the Kolusis Program can be found in section VI of this link:

[https://docs.wixstatic.com/ugd/7eccf7\\_1470bcc77d97445cb955dba38d55583d.pdf](https://docs.wixstatic.com/ugd/7eccf7_1470bcc77d97445cb955dba38d55583d.pdf)

### ***Sexual Assault and Bystander Intervention***

In accordance to the IFC bylaws, all chapters of the council are required to provide education to students **in their second year of membership** on the topic of sexual assault and bystander intervention **once an academic year**. It is suggested to use the university-sponsored resource, iCare, as the program to facilitate this workshop. It is possible to meet the requirement using another program, but this program must be of similar curriculum and it must be approved by the IFC in order for it to be deemed appropriate.

A minimum of 60% attendance from second year members is required. This requirement can be found under Article XIII of the IFC bylaws.

### ***Welcome to Greek Life***

Welcome to Greek Life is an IFC-produced orientation presentation for all new members. It takes place at the end of September—specifically after SAB ends and while the traditional recruitment coming to an end. Every IFC chapter's president, new member educator, and new member class is expected to be in attendance. Attendance is recorded via an iCard sign-in process. It is usually only 30-40 minutes long and includes speeches given by the IFC executive board targeting the education of your new members on the IFC and the Greek community as a whole.

### ***Judicial Board***

Mentioned previously, the Judicial Board is designated by the Board of Fraternity Affairs as the board with the original jurisdiction to hear and render decision in all disciplinary cases involving group activities of men's social undergraduate fraternities at the University of Illinois. The Board of Fraternity Affairs has the power, however, to exercise overriding original jurisdiction. Upon violating the IFC bylaws, the chapter's charge will generally be passed to the Judicial Board for further hearing and sentencing. Failure to comply with any of the requirements listed in this section, as well as any that were not mentioned in the making of this document, can result in disciplinary charges prescribed by the Judicial Board. The Judicial Board consists of the Vice President of Standards for the IFC (serves as chairman of the board) and eight voting members. The IFC Judicial Board utilizes the Student Disciplinary Procedures as outlined by the Office for Student Conflict Resolution. Applications for this committee is open to all members of the council in good standing with the university, council, and their own chapter. More information about the board and its operations can be found on the IFC website or from the Office for Student Conflict Resolution.

### ***Greek Oscars***

Hosted every March, this invite-only event is an awards banquet produced by the four councils. Affairs recognizing outstanding chapters and individual members (both active and alumni) for excellence in many areas the Greek experience. Areas of awards often include, operational excellence, values-congruent leadership, recruitment/retention, alumni advisory, etc. You have the opportunity to nominate members of your chapter by January 22, 2019. Nominations are peer-reviewed by members of the Greek community, and you have the opportunity to serve on this committee, as well as help other members of the chapter sign up to serve as well. This event and nomination is in no way required to stay compliant with the university or IFC, but it is a great opportunity to showcase the chapter and recognize individuals in the chapter you feel deserve acclaim. Greek Oscar awards are based on the previous calendar year.

## Fraternity and Sorority Affairs (FSA)

Fraternity and Sorority Affairs is the university-sponsored department overseeing all fraternities and sororities on campus. FSA oversees four different Greek councils—the Black Greek Council (BGC), Interfraternity Council (IFC), Panhellenic Council (PHC), and the United Greek Council (UGC). Their mission statement is as follows:

*“We advocate for a positive undergraduate fraternal experience while engaging stakeholders in the advisement of chapter operations, support through crisis, and expecting chapters to uphold organization and university standards. We establish and advise student programs, trainings and skill development in the areas of leadership, safety, wellness, personal development, inclusion, cultural competence, service, civic engagement, and membership recruitment.”*

In the most basic terms, Fraternity and Sorority Affairs is at the top of our reporting chain on campus. There are two main staff members you will need to be familiar with:

The FSA office is located on the 4<sup>th</sup> floor of the Turner Student Services building at:

610 E. John St., Champaign, IL 61820.

Their phone number is (217)-333-7062, and their website is <https://fsaffairs.illinois.edu/>.

### ***Updating the FSA Roster***

Go to the FSA website listed above, click on “Chapter Roster System”, and login with your NetID. This page gives a whole outline of our official roster that we report to the university, which includes information on year, in-house status, UIN, and NetID for every member. By clicking on the *Add/Update Roster* and *Add/Update Contacts* tabs, you can manage the roster relatively easily. Every semester, new members must be reported, and grade release forms must be signed and returned for each new member. Relevant deadlines for valid roster updates are as follows:

- March 15, 2019 (grade release forms)
- May 1, 2019 (final roster deadline)

### ***Semester Report***

Each semester, Fraternity and Sorority Affairs requires every chapter to fill out a semester report. This report serves as documentation and record of everything the chapter has done in the previous semester. These are typically due at the beginning of the following semester (i.e. the Fall 2018 Semester Report is due January, 22, 2019). While the chapter’s compliance is judged solely on completion of this report, it can be a valuable resource if given the proper time and effort. Topics covered in the report include philanthropy and community service, membership development, risk management, scholarship and academic success, and recruitment/retention.

### ***Grade Release Cards***

Directly after recruitment comes to a close, the FSA office requires all new members to be reported on the FSA roster system. In addition to this, all new members must sign the Membership Rights Guarantee. Additionally, the chapter can have their new members sign the attached grade release cards which permit the university to release their grade reports to both the FSA office, and their chapter's president. These cards can be collected at the FSA office. Once the cards are signed, the roster should be updated and the cards should be returned to the FSA office in a timely manner. Note: the FSA office will not accept signed grade release cards until all new members are reported online. This is convenient because in order to add them to the FSA roster, you must provide each new member's UIN, which they all print onto the grade release cards as part of signing them.

### ***GUARD***

GUARD is a collaborative program between the FSA and the Women's Resource Center focusing on sexual assault prevention. Every chapter on campus is required to have **one representative per every 50 members of their total chapter size** (based on final spring grade reports—including non-initiated members) **attend GUARD over the academic year**. Note: non-initiated members, while included in the total chapter roster, **will not be counted as participants representing the chapter** (This means you cannot send new members to represent your chapter at GUARD, actives only). This is an FSA requirement, thus is not included in the IFC bylaws, but it is still mandatory as per university regulations.

### ***Chapter President Leadership Academy (CPLA)***

The CPLA is a one-day event that provides all new chapter presidents invaluable information, leadership training, and networking opportunities. It will take place on January 26, and you must register prior to the event. Attendance is required for all fraternity/sorority chapter presidents.

# Private Certified Housing

Location: 100 Clark Hall - 1203 S. 4th St.

Phone: 217.333.1420

Email: certhsg@illinois.edu

The University of Illinois Certified Housing Program's goal is to provide safe, engaging, and educationally beneficial housing for undergraduate students. Students living in these certified housing facilities must comply with student code. A resource list of due dates for certified housing facilities will be provided below with a link.


Follow the link below:

Use folder name: 2018-19 Meeting\_Workshop Info

<http://certified.housing.illinois.edu/greek/>

This will provide resources to chapters on Building Emergency Action Plans, common violations for annual inspections, reciprocal agreements, and other useful information. In this box folder are documents discussed at Private Certified Housing Workshops that must be filled out and returned to the PCH office (deadlines vary). A list of the Greek Due Date Timeline is also listed on the following page. Please note that these deadlines are not flexible.

Thursday, March 14, 2019

 **Spring Workshop, 5:00pm, 2025AB SDRP.** At least one undergrad representative from each facility is **required** to attend. Attendee is responsible for sharing information.

## APRIL 2019

Sunday, April 15, 2019


*Deadline for continuing students who contracted with University Housing for 2019-2020 to change their contract. \*\*Subject to Change, check [www.housing.illinois.edu](http://www.housing.illinois.edu) for specific dates\*\**

Monday, April 29, 2019

*Recommended date to have internal points calculated and room picks complete for continuing students intending to use reciprocal for fall 2019*


## MAY 2019

Wednesday, May 1, 2019

 **2018-2019 BUILDING EMERGENCY ACTION PLAN (BEAP)** emailed by the Department of Public Safety to Chapter Officers to update for 2019-2020 BEAP submission. Undergrad Chapter members should consult with House Corporation to complete this document.

Wednesday, May 15, 2019

*Deadline for new, first time attending students to cancel their University Housing contract for 2019-2020 without contract settlement charge without using reciprocal agreement.*


 **RECIPROCAL APPLICATION\*** deadline for Returning & continuing students 2019-2020 (individual student application, on campus residents apply to cancel for upcoming academic year)

Friday, May 17, 2019

 **GREEK HOUSING SUMMER CLOSING CHECKLIST\*** due

## AUGUST 2019

Thursday, August 1, 2019

 **2019-2020 BUILDING EMERGENCY ACTION PLAN (BEAP) Deadline-** Due on or before this date. Plan covers 2019-2020 academic year.


Undergrad Chapter members should consult with House Corporation to complete this document.



**Contacts and Rosters-** must be updated in ODOS/ FSA Database for fall 2019 (Chapter President)


Thursday, August 22, 2019

*Official Move-In date for University Housing, new students*


 **RECIPROCAL APPLICATION\*** deadline for New, first time attending student 2019-2020 (individual student application, for fall move)

## JANUARY 2019


Thursday, January 17, 2019

 **Greek Housing Meeting, 2pm, 134B Clark Hall – Round 3, Group 1- Division of Public Safety guest speaker to discuss BEAP document**


Thursday, January 24, 2019

 **Greek Housing Meeting, 2pm, 134B Clark Hall – Round 3, Group 2- Division of Public Safety guest speaker to discuss BEAP document**

Monday, January 28, 2019


 **Contacts and Rosters-** must be updated in ODOS/ FSA Database for spring 2019 (Chapter President)

Thursday, January 31, 2019


 **Greek Housing Meeting, 2pm, 134B Clark Hall – Round 3, Group 3- Division of Public Safety guest speaker to discuss BEAP document**

## FEBRUARY 2019


Thursday, February 7, 2019

 **Greek Housing Meeting, 2pm, 134B Clark Hall – Round 3, Group 4- Division of Public Safety guest speaker to discuss BEAP document**


Thursday, February 14, 2019

 **Greek Housing Meeting, 2pm, 134B Clark Hall – Round 4, Group 1**

Thursday, February 21, 2019


 **Greek Housing Meeting, 2pm, 134B Clark Hall – Round 4, Group 2**

Thursday, February 28, 2019

 **Greek Housing Meeting, 2pm, 134B Clark Hall – Round 4, Group 3**

## MARCH 2019

Thursday, March 7, 2019

 **Greek Housing Meeting, 2pm, 134B Clark Hall – Round 4, Group 4**



### ***Reciprocal Housing Agreement***

-<https://housing.illinois.edu/Tools/Forms-Documents>

-Link to the document is under the Residence Hall Forms and Documents

1. Print the Reciprocal Application Form using Adobe PDF (2 pages) from [www.housing.illinois.edu](http://www.housing.illinois.edu) and follow the instructions.
2. Student applying for release complete section A. Section B must be completed by either: 1) The Certified Housing Manager 2) Greek House President or 3) Housing Information Office.
3. The student applying for release under reciprocal (Student A) must then return their completed application and required documentation no later than Wednesday, May 15, 2019 by 5 p.m. to the Housing Information Office at 100 Clark Hall, 1203 S. Fourth St., Champaign, IL 61820-6982 during regular office hours (Monday through Friday from 8 a.m. to 5 p.m.) or Fax: 217-244-7073 or E-Mail: [certhsg@illinois.edu](mailto:certhsg@illinois.edu). If this date falls on a weekend, the due date is the prior Friday during office hours.
4. If the student turns in their reciprocal application and required documentation by the May 15 deadline, they will receive an email from the Housing Information Office notifying them of the status of the application. Depending on where they currently live, the student needs to do the following: a. Students approved for release who currently live in the University Residence Halls need to do nothing further; the Housing Information Office will automatically cancel their URH contract for the 2019–2020 academic year. b. Students approved for release who currently live in a private certified residence hall or Greek Unit must contact their Hall Manager or House President upon approval of this agreement to notify them of the contract cancellation for Fall 2019 by May 19, 2019.

# The Office of Registered Organizations

The Office of Registered Organizations, commonly referred to as the RSO Office, oversees the funding and space reservation services available to student-run organizations on campus. The office is located on the Second Level Northwest Wing of the Illini Union. They can be contacted for general inquiries through email at [iruso@illinois.edu](mailto:iruso@illinois.edu) or by phone at (217)-244-2357. Information regarding the RSO Office can be found at: <https://union.illinois.edu/get-involved/office-of-registered-organizations>.

## **Registration**

Registration for official organizational status opens in late April or early May, and is typically due at the end of September each year. If the registration is approved, that status is valid until the next deadline in the following academic year. The registration instructions listed on the Registered Organizations website are outlined below:

- 1. The member serving as President should visit UoIConnections at <https://illinois.campuslabs.com/engage/> and select the “registration” button. The only person permitted to register or re-register your organization is the President (this can be done by the incoming or new president for academic year).*
- 2. President will be prompted to review the organization's summary, description and contact information. Make any necessary edits or updates to this information.*
- 3. Update the list of officers. Every organization is required to have one President/Primary Contact, one Treasurer, and three total “Authorized Agents” labeled Authorized Agent #1, Authorized Agent #2 and Authorized Agent #3. Once their name and email addresses are entered, the President will need to send an email to the Authorized Agents asking these members to log in and accept their positions. **Note:** Registration is not complete until all 3 have done so.*

## *Helpful Hints & Information:*

- Use only official illinois.edu email addresses in your roster.*
  - If “---” appears in the location for the email address, please remove the officer and re-input the information.*
  - Unfortunately, UofIConnections does not allow for co-officers, so if more than one member serves as president or treasurer, list only one name per position. Who is designated as an Authorized Agents is up to the organization but these members serve as a point of contact and are able to check out equipment from the Registered Organization Office, so put members you think make the most sense to be listed.*
- 4. The President **MUST** read the Pledge of Nondiscrimination and choose an option indicating their preference. Choosing “NO” will keep your registration from moving forward.*
  - 5. The President should review the **Registered Student Organizations Handbook**. Once the President has reviewed these guidelines, they should check the box provided within UofIConnections acknowledging they have been reviewed. The President should next send their*

*Treasurer to review: The Guidelines for Registering, Finances and Reservations including the guidelines outlining **SORF**. Their response will automatically be sent to the Office of Registered Organizations. Once the Treasurer reviews both, they will need to provide written confirmation to their President acknowledging their understanding of both. The President will need to upload this statement of agreement into the UofIConnections Registration page for the organization.*

*Helpful Hints & Information:*

- *Reviewing these documents and acknowledging your understanding of them, replaces the former requirement of taking Officer Quizzes as part of the registration process*
- *An example of the Treasurer's Statement follows: "As Treasurer of XXX RSO, I acknowledge I have reviewed the Guidelines for Registering, Finances and Reservations (Treasurer's Info Guide) and SORF Guidelines on XXX date."*
- *The President will need to upload the Treasurer's statement as a PDF to the UofIConnections site to complete this portion of the registration process.*
- *Because the RSO Treasurer has acknowledged their review of SORF Guidelines, they are able to apply for funding in the coming semester. No further quizzes are necessary.*

*6. The President should select the "Submit" button to forward the request to the Registered Organizations Office.*

*7. The RO Staff will send a confirmation to the President once the registration is accepted. If there are any issues or questions with registration, the staff will contact the President with questions.*

Status as a registered student organization allows access to the space reservation and funding services provided by the university. This gives your chapter the ability to rent out classrooms, rooms at the union, etc. for events, meetings, or any other activity we might need space for. Additionally, the university has developed various funding boards to support organizations like us on campus. While your chapter probably does not qualify for the support of the majority of these committees, there is one particular funding board that can potentially be extremely useful for our chapter: *The Student Organization Resource Fee*. Details of this service are outlined below:

***Student Organization Resource Fee (SORF)***

SORF funding is comprised of the mandatory \$5.50 fee all students pay each semester. These funds are allocated to Registered Student Organizations that apply for funding equipment, events, or off-campus travel that is relevant to the organization's mission. Funds are allocated by the board of elected students and appointed staff. Note: the treasurer is the only member eligible to submit funding applications.

There are 10 funding periods available each year for registered organizations to submit applications to the SORF Board for review. Funding requests must be submitted by the announced application deadlines. The event/activity must take place within the dates associated with selected deadline. Late applications and events/activities that occur outside of the funding

period are ineligible for funding and will not be accepted, reviewed, or funded by SORF. The treasurer can find the link to submit a funding request at [illinois.campuslabs.com/budgeting/](http://illinois.campuslabs.com/budgeting/).

While the dates of these funding periods are inevitably going to change year-to-year, the example allocation schedule below should provide some insight into the general time frames you should expect for funding periods throughout the year.

2018-19

SORF

APPLICATION & ALLOCATION SCHEDULE

Go to [illinois.campuslabs.com/budgeting/](http://illinois.campuslabs.com/budgeting/) to submit a SORF funding request.

FALL 2018

Fall 1	Fall 2	Fall 3	Fall 4	Fall 5
<b>Application Due:</b> Thursday, August 23 • 11:59pm <b>Allocation Meeting:</b> Thursday, September 6 • 5pm <b>Location:</b> Illini Union Room 405 <b>Event/Activity Dates:</b> September 13, 2018–May 2, 2019	<b>Application Due:</b> Thursday, September 13 • 11:59 PM <b>Allocation Meeting:</b> Thursday, September 27 • 5 PM <b>Location:</b> Illini Union Room 405 <b>Event/Activity Dates:</b> October 4, 2018 – May 2, 2019	<b>Application Due:</b> Thursday, October 4 • 11:59pm <b>Allocation Meeting:</b> Thursday, October 18 • 5pm <b>Location:</b> Illini Union Room 405 <b>Event/Activity Dates:</b> October 25, 2018–May 2, 2019	<b>Application Due:</b> Thursday, October 25 • 11:59pm <b>Allocation Meeting:</b> Thursday, November 8 • 5pm <b>Location:</b> Illini Union Room 405 <b>Event/Activity Dates:</b> November 15, 2018–May 2, 2019	<b>Application Due:</b> Thursday, November 15 • 11:59pm <b>Allocation Meeting:</b> Thursday, November 29 • 5pm <b>Location:</b> 316 Art & Design Building <b>Event/Activity Dates:</b> December 6, 2018–May 2, 2019

SPRING 2019

Spring 1	Spring 2	Spring 3	Spring 4	Spring 5
<b>Application Due:</b> Thursday, January 10 • 11:59pm <b>Allocation Meeting:</b> Thursday, January 24 • 5pm <b>Location:</b> Illini Union Room 405 <b>Event/Activity Dates:</b> January 31–May 2, 2019	<b>Application Due:</b> Thursday, January 31 • 11:59pm <b>Allocation Meeting:</b> Thursday, February 14 • 5pm <b>Location:</b> Illini Union Room 405 <b>Event/Activity Dates:</b> February 21–May 2, 2019	<b>Application Due:</b> Thursday, February 21 • 11:59pm <b>Allocation Meeting:</b> Thursday, March 7 • 5pm <b>Location:</b> Illini Union Room 405 <b>Event/Activity Dates:</b> March 14–May 2, 2019	<b>Application Due:</b> Thursday, March 14 • 11:59pm <b>Allocation Meeting:</b> Thursday, March 28 • 5pm <b>Location:</b> Illini Union Room 277 <b>Event/Activity Dates:</b> April 4–September 12, 2019	<b>Application Due:</b> Thursday, April 4 • 11:59pm <b>Allocation Meeting:</b> Thursday, April 18 • 5pm <b>Location:</b> Illini Union Room 405 <b>Event/Activity Dates:</b> April 25–September 12, 2019