



Advisor Expectations and Resources

Advisors play an influential and supportive role in the lives of our fraternity and sorority members. Consistently strong chapters have a group of dedicated advisors working closely with the officers and the chapter to continuously improve chapter operations, membership, and the fraternity/sorority experience. The Office for Fraternity and Sorority Life is committed to providing resources to our volunteer Advisors in order to ensure our collaborative efforts will increase community development, growth, and promote a more values based fraternal experience here at Appalachian State University.

Faculty/Staff Advisors

At Appalachian State University, all recognized clubs and organizations are required to have a Faculty/Staff Advisor to advise, support, and monitor them. For fraternities and sororities, the experience can oftentimes be considered different or there can be a certain fear of added responsibility. The following items are what we expect of our fraternity and sorority Faculty/Staff Advisors:

- That you become knowledgeable of the policies that your organization is required to abide by. This includes the Student Code of Conduct, Fraternity and Sorority Life Social Policies, FIPG, Governing Council Constitutions, and National policies. To have some understanding of these documents will help you better advise and educate the students you work with.
- You do not need to attend all events or meetings, but some visibility is good. Plan to attend at least one meeting and one event each semester to show support and learn about what the chapter is accomplishing.
- Build a trusting and respectful relationship with the chapter leaders so that they feel comfortable coming to you for resources and assistance. Communicate with them regularly.
- Work with the chapter to locate campus resources that may be beneficial to them. Especially resources that can assist the chapter in scholastic improvement, career planning, and leadership development.
- Refer members to resources for personal needs as requested or needed.
- Offer to advise specific chairs or leadership positions based on your areas of expertise or experiences. For example member recruitment, program planning, and/or fundraising endeavors.
- Help the chapter with paperwork as needed if the Chapter Advisor is unavailable. Often you will be asked to review paperwork on AppSync since you have access as an ASU Employee.
- Connect with Chapter Advisors and communicate with them when necessary.

The Fraternity and Sorority Life Office will provide you with the following:

1. A Chapter Leadership Roster that lists all executive and chairman positions for the chapter you work with. This also includes Chapter Advisor contacts.
2. Resources that can easily be accessed on-line through the website (greeks.appstate.edu) and in the Fraternity and Sorority Life AppSync Portal. An Advisor Folder has been created to include relevant documents. Please request to join today!
3. Opportunities to join chapter leadership at retreats, trainings, and workshops.

Chapter Advisors

The Fraternity and Sorority Life Office believes a strong chapter has the support of strong Advisors and Alumni. We believe that Chapter Advisors can help create good learning environments, assist with accountability, and promote fraternal values by being good role models and educators. The following items are the minimum expectations we have for our Chapter Advisors:

- Attend at least 2 business meetings each semester. (SOE Requirement for Silver)
- Keep updated on policies of the University, the Fraternity and Sorority Life Office, and Governing Council. Help the chapter review the policies each semester so that they understand organizational and individual responsibility.
- Attend a ritual each semester, if you are an initiated member of the organization. Preferably, be involved with the initiation of your newest members.
- Attend a New Member meeting each semester and an Executive Meeting each semester.
- Work with leadership in fulfilling their responsibilities by helping them transition appropriately, assisting them with reporting questions and needs, and supporting their efforts to effectively manage chapter business. (SOE Requirement)
- Assist with judicial matters. Work with the Judicial/Standards Board and help locate resources that will help them more effectively hold their brothers/sisters responsible.
- Review financial information with the Finance Officer each semester.
- Maintain contact with the Fraternity and Sorority Life Office.
- Encourage interaction with Alumni.
- Attend Advisor Meetings and Workshops when offered.
- Collaborate and become familiar with the Faculty Advisor working with the chapter. They have access to the AppSync Portal and can assist you in reviewing the information.

A board of Advisory members can substantially help the amount of support a chapter receives and can also assist in delegating tasks and sharing responsibilities of oversight and management of a chapter. We want the experience to be a student empowered endeavor, however we feel that the experience can truly be enriched by healthy Alumni Advisor involvement.

Common Questions

Some questions you should/may be asking your leadership that will help you learn more and be more involved in their daily operation:

- 1) Where can I find information about University Requirements for chapter recognition and all other relevant policies and documentations?
 - a. They should respond that they have access to these documents on AppSync through the Fraternity and Sorority Life Portal and they are also on greeks.appstate.edu. The requirements for recognition are known as SOE or the Standards of Excellence, you may hear them refer to either phrase. Relevant documents are on the website under "Resources" and "Forms and Documents".
- 2) When does your Governing Council meet and who must attend those meetings?
 - a. All Council Meetings are now on Wednesday evenings. IFC meets at 6:30pm, NPHC meets at 7:15pm, and PHC meets at 8pm. Each council has different attendance policies, but no one can miss more than 2 meetings without it affecting SOE. Panhellenic Council requires a main delegate and 2 assistant delegates, IFC requires 2 delegates, and NPHC requires 1 delegate. Only the assigned delegate is able to vote and all delegates should be reporting information back to the chapter that is either disseminated at

chapter meetings or through another chapter information reporting system. Talk with delegates regularly so that you understand what is happening at a council and community level.

3) What is AppSync?

- a. Your chapter should be familiar enough with this new system that was implemented in 2014. All recognized clubs and organizations have their own portals on this user friendly database system. Only students, staff, and faculty have access to AppSync through their assigned user id or University email. Clubs complete registration, update calendars, keep files, complete forms and calendar requests, manage their club roster, and maintain historical files and records for future leaders and members on this assigned portal. This portal also assists the Center for Student Involvement and Leadership maintain an updated club directory with current information for students seeking involvement and leadership. Your chapter uploads files into the portal for Standards of Excellence each semester too. From there we review the documentation and upload information to historical files maintained for a minimum of 5 years. Failure to submit information by requested deadlines on AppSync may result in a Non-Compliant Status with the University.

4) In what ways are chapters recognized for their hard work each year?

- a. Fraternity and Sorority Life hosts their annual award ceremony at the end of each calendar year. Awards are based on SOE submissions throughout the calendar year and some are based on applications and panel presentations. This year we will continue to utilize presentations and only those chapters achieving Silver Level status will be eligible for the highly sought awards of Fraternity/Sorority of the Year, Most Improved Chapter, and Fraternity/Sorority President of the Year. Individual Awards will also be assessed through a recommendation and interview process this year. Any chapter in poor standing will not be eligible for awards.

5) What types of things could jeopardize your chapter in regards to recognition or good standing with the University?

- a. All recognized fraternities and sororities have multiple governing documents ranging from National/International Policies, Governing Council Policies, chapter codes of conduct, and University Policies. With so much to manage and understand, there is a window of opportunity for error or misunderstanding. Each semester the councils host educational workshops through retreats or meetings to review policies. The most important thing to note in regards to good standing with the University is our Standards of Excellence packet, the Fraternity and Sorority Life Social Policy, Organizational and Student Conduct documents, and the Fraternity and Sorority Life Conduct Policy. All of these documents are housed on greeks.appstate.edu and are available to you. Majority of issues that we see yearly is failure to follow social policies, continued traditions or enforced hazing cultures, and failure to submit documentation for SOE.
- b. Once a chapter has failed to meet the minimum requirements of SOE three consecutive semesters, a chapter can be suspended from campus. For all other violations, a chapter can choose informal sanctioning or face either the Fraternity and Sorority Life Judicial Board or the Organizational Conduct Board. In instances of critical concern, the National Office is immediately notified and the chapter may be placed on summary suspension while an investigation ensues. This is up to the discretion of the Fraternity and Sorority Life Office, the Director of the Center for Student Involvement and Leadership, and the Associate Vice Chancellor and/or The Dean of Students.

Resources

www.csil.appstate.edu (Leadership Education Programs, Leadership Minor, Leadership Coaching, Organizational Policy)

www.greeks.appstate.edu (Governing Council documents, resources, links, grade reports, annual reports)

<http://www.nphchq.org/> (National PanHellenic Council Website – history, resources, contacts)

www.nicindy.org (North American Interfraternity Conference – NIC Standards, conference information)

www.npcwomen.org (National Panhellenic Conference – updated Green Book, resources, conference information)

www.fipg.org (Fraternal Information Programming Group – social policy guide and risk reduction information)

Boone, NC. City Ordinance – (town ordinances and laws)

[http://www.amlegal.com/nxt/gateway.dll/North%20Carolina/boone_nc/townofboonenorthcarolinacodeofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:boone_nc](http://www.amlegal.com/nxt/gateway.dll/North%20Carolina/boone_nc/townofboonenorthcarolinacodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:boone_nc)

Contact Information

Becky Cooke, Assistant Director for Fraternity and Sorority Life

cookera@appstate.edu or (828) 262-6252

Hannah Rockecharlie, Graduate Assistant, Fraternity and Sorority Life

rockecharlieh@appstate.edu or (828) 262-6252

Jamar Banks, Director, Center for Student Involvement and Leadership

banksaj@appstate.edu or (828) 262-6252

Kim Mitchell, Associate Director, Center for Student Involvement and Leadership (Campus/Organizational Policies, Leadership Education & Programming)

mtchllkl@appstate.edu or (828) 262-6252

Dustin Evatt, Assistant Director, Center for Student Involvement and Leadership (AppSync, Club Council, Club Recognition) evattwd@appstate.edu or (828) 262-6252

Wellness Center - <http://wellness.appstate.edu/> or (828) 262-3148

Counseling Center - <http://counseling.appstate.edu/> or (828) 262-3180

Academic Advising - <http://advising.appstate.edu/> or 828-262-2167

Appalachian State University Police Department - <http://police.appstate.edu/> or (828) 262-2150

Suicide Prevention Hotline – (800) 273-8255 and **Campus after Hours Crisis Line** – (828) 264-4357