



Sorority & Fraternity Life
Student Activities & Greek Affairs
6511 N. Sheridan Road | Chicago, Illinois 60626
p (773) 508-8850 | f (773) 508-2144
greeklife@luc.edu

Loyola University Chicago City-Wide Organization Requirements

Theta Chapter Alpha Phi Alpha Fraternity, Inc.
Beta Chapter Alpha Kappa Alpha Sorority, Inc.
Theta Chapter Kappa Alpha Psi Fraternity, Inc.
Lambda Chapter Delta Sigma Theta Sorority, Inc.

I. Representatives and Advisors

- A) Currently, all City-Wide Organizations will be considered member organizations of the Multicultural Greek Council at Loyola University Chicago and will be required to adhere to the [MGC Constitution and Bylaws](#).
- B) If the chapter president is not a Loyola University Chicago student, the chapter must designate one chapter representative from Loyola University Chicago to serve as the primary representative for the campus. The representative must meet with the Coordinator for Sorority & Fraternity Life monthly and attend monthly chapter president meetings as a means of maintaining open communications and cohesiveness among the university community.
- C) A Loyola University Chicago chapter representative must also serve as the Council delegate. This may be the same as the above mentioned primary representative. The Council delegate will attend bi-weekly General Assembly meetings and will be the voting delegate of the city-wide chapter.
- D) Each registered student organization at Loyola University Chicago is required to have a Loyola Faculty/Staff advisor. This individual does not need to be affiliated with the organization.
- E) Graduate Advisor contact information must be kept current with the Sorority & Fraternity Life staff.
 - a. Graduate Advisors are expected to attend the semester advisors meetings hosted by Sorority & Fraternity Life

II. Finances

- A) Per the Multicultural Greek Council Bylaws, City-Wide Organizations will pay dues of \$10 per Loyola member due at the second General Assembly Meeting of each semester.
- B) To remain in good standing with MGC, each organization must be financially active and current on all dues or fines if applicable.

III. Intake

- A) Campus Approval
 - a. The campus primary representative must complete the following forms:
 - i. Intake/Recruitment Intent Form due within the first three weeks of the semester in which the chapter intends to conduct intake
<https://orgsync.com/61208/forms/110306>
 - ii. Intake/Recruitment Activities Registration Form due 30 days prior to first informational/rush event, regardless of location
<https://orgsync.com/61208/forms/114239>
 - iii. Activity Request Form due 2 weeks prior to any organizational sponsored event regardless of location including Informationals or Rush Events (excluding regular chapter or executive board meetings). The form can be found on the organizations OrgSync Portal by clicking on Events, and then Create Event.
 - b. The chapter must meet the following criteria in order to receive campus approval for intake:
 - i. Financially active with the Multicultural Greek Council



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- ii. Complete the OrgSync Organization Registration Renewal on time and be approved by Student Activities & Greek Affairs
 - iii. Have a campus primary representative if chapter president is not a Loyola student
 - c. If a chapter is reactivating at Loyola, please see the Loyola University Chicago City-Wide Chapter Reactivation and Membership Compliance Policy and Procedures
- B) Eligibility of candidates
 - a. The chapter is responsible for educating candidates on the following eligibility criteria and ensuring candidate compliance.
 - b. Loyola University Chicago candidates must meet the following criteria according to the [Deferred Recruitment Policy](#):
 - i. Have completed 12 college credits at Loyola or another accredited institution
 - ii. Must be full-time enrolled undergraduate student
 - iii. Have a 2.5 cumulative college/university GPA or higher
 - iv. Must be in good disciplinary standing with the University
 - v. Ineligible candidates are not permitted to attend intake/recruitment activities sponsored by social sororities and fraternities
 - c. Candidates must complete the Loyola University Chicago Sorority & Fraternity Life [Grade Release and Hazing Policy Compliance Form](#) prior to submitting any application materials to the chapter. The form should be submitted to the Sorority & Fraternity Life staff in Damen 127.
 - i. The chapter must receive approval of candidates' eligibility from Loyola Sorority & Fraternity Life staff prior to submitting application materials to graduate chapter advisors, regional directors, and National Offices/Headquarters.
- C) Hosting Informational Meetings
 - a. Chapters registered at Loyola University Chicago must host one (1) informational meeting at Loyola University Chicago
 - b. Informational meetings must be registered and approved through the Activity Request Form (See III. A. a. iii. above)
 - c. Informational meetings must be advertised widely throughout Loyola University Chicago at least one (1) week prior to the informational.
 - d. Unregistered events that are publicized regardless of location without prior approval from Student Activities & Greek Affairs will result in a Greek Conduct Board hearing
- D) Member Selection
 - a. Once member selection is complete, the campus primary representative, or chapter president if Loyola student, must submit the New/Associate Member Roster within 3 days of selection <https://orgsync.com/61208/forms/50098>
 - b. The Initiation Roster is due 3 days after the formal initiation ceremony <https://orgsync.com/61208/forms/50096>
- E) Hazing
 - a. Hazing is expressly prohibited by Illinois law (720 ILCS § 120) and the Community Standards of the University, and hazing of any kind is not tolerated at Loyola University of Chicago.
- F) New Member Presentations
 - a. New Member Presentations should be included in the Intake/Recruitment Activities Registration Form (See III. A. a. ii. above)



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- b. New Member Presentations must be approved through the Activity Registration Form (See III. A. a. iii. above).
 - c. A Sorority & Fraternity Life Staff member must be present at New Member Presentations regardless of location.
 - d. All New Member Presentations must adhere to the Loyola University Chicago New Member Presentation Guidelines
- G) SFL New Member Education/Programming
- a. Sorority & Fraternity Life hosts educational programming for our community's new members. Loyola new members of City-Wide organizations will be expected to meet the requirements of these programs.

IV. Programming and Publicity

A) Programming

- a. Chapters are expected to host at least one (1) event at Loyola University Chicago during their registered weeks.
- b. Chapters are expected to host at least one (1) event open to the Loyola University Chicago community each semester
- c. All chapter sponsored events, regardless of location, must be registered through the Activity Request Form at least 2 weeks prior to the event (See III. A. a. iii. above).
- d. Any membership participation requirements for Sorority & Fraternity Life sponsored events also apply to City-Wide chapters. Attendance requirements will be communicated at least one (1) month in advance of the event date. Events/programs include:
 - i. Greek Leadership Retreat
 - ii. Greek Standards and Awards Program completion
 - iii. Chapter presidents meetings
 - iv. Monthly Sorority & Fraternity Life staff liaison meetings
 - v. MGC General Assembly Meetings
 - vi. MGC sponsored informational meetings
 - vii. Other MGC sponsored events determined required through approval of council
 - viii. Grand Chapter
 - ix. Other SFL sponsored events as deemed required by SFL staff
- e. All chapter events must adhere to the Loyola University Chicago Community Standards, Student Organization Handbook, Sorority & Fraternity Life Policies and Procedures, FIPG Risk Management Requirements, and Multicultural Greek Council Constitution and Bylaws:
 - i. Regardless of location
 - ii. Whether properly registered or not
 - 1. A chapter event is defined as any event a reasonable observer would associate with the organization

B) Publicity

- a. Chapters are expected to publicize chapter events regardless of location at least 1 week prior to event date
- b. Publicity/advertising must adhere to all Loyola University Chicago posting guidelines