



## Fraternity and Sorority Affairs Policies and Procedures

### Mission of Fraternity and Sorority Affairs

*“To foster the learning and development of students who affiliate with the 33 fraternities and sororities through leadership development, academic achievement, philanthropic endeavors, and community involvement.”*

### Event Policies and Procedures

#### 1. Definition of Chapter Event

A chapter event is characterized and defined by, but not limited to the following:

- A) Any event advertised to the chapter.
- B) Hosted on the chapter or annex house property.
  - \*An annex is defined as any residence of 3 or more members of a chapter and/or a residence where chapter operations take place.
- C) Many event attendees are affiliated with the chapter.
  - \*Affiliation with the chapter may include: Inactive members, prospective or new members, alumni, parents, etc.
- D) Any event an observer would associate with the fraternity or sorority chapter.

#### 2. Guidelines for All Types of Chapter Functions

Chico State fraternities and sororities must take steps to ensure the safety of all event attendees. Chapters are expected to follow all state/local laws and university policies when planning any type of event. Chapters should also comply with all (inter)national organization policies and [FIPG Risk Management Policy](#) (the official risk management guidelines for the Chico State Greek organizations). When planning social events of all types, chapters are encouraged to consider the implications of event advertising and theme. All advertising should be posted in accordance with all university policies.

#### 3. Good Neighbor Policy

If an event is taking place on or near campus, the sponsoring organizations shall notify the surrounding neighborhood of the date and time it will take place. Contact information should be provided for members of the planning committee. The surrounding neighborhood shall be cleaned of litter and debris no later than 12 PM (noon) the day following an event.

#### 4. Event Planning

- A) All chapter/council-sponsored events must be registered by submitting the *Event Notification Form* to FSA via WildcatSync three (3) business days in advance.
  - \*This form is the means to providing documentation that all participating chapters have thoroughly planned a function to ensure the safety of all attending. Failure to submit an *Event Notification Form* will result in a primary warning. A second offense will result in social probation and a final offense will result in chapter suspension.
- B) Chapters are encouraged to share all event policy and risk management information with general membership on a regular basis.
- C) All events must be reviewed by FSA **BEFORE** it is to take place and must be appropriately reviewed by a national representative.
- D) An advisor must be present during all overnight events and those hosted outside of Chico.

#### 5. Alcoholic Beverages at Chapter Events

The following additional guidelines apply to any chapter-sponsored event where alcohol is present:





- A) When an event utilizes a third party vendor, the host chapter(s) must inform the third party vendor that their business is responsible for:
- Providing proper licensing by the appropriate state or local authority.  
\*This might involve both a liquor license and/or a temporary license to sell on the premises of the event.
- B) Agreement in writing to cash sales only, which is to be collected by the vendor during the event.  
(a) Drink specials and chapter-subsidized drink specials are **not permitted**.
- C) Establish in writing that all precautions and procedures taken during normal business hours will also be taken during the chapter-sponsored event.  
(a) Checking for legal drinking age (21 years or above) and clearly marking those of legal drinking age with a wristband.  
(b) Not serving minors.  
(c) Not serving individuals who appear under the influence.  
(d) Maintaining control of distribution of all alcoholic beverages.  
(e) Removing all remaining alcohol at the end of the event (no excess alcohol is to be given or sold-to the chapter) from the premises.
- D) No alcoholic beverages may be purchased with chapter funds.
- E) No chapter members may provide alcoholic beverages to members or guests by selling tickets or cups, by charging event admission fees, by taking up a collection (passing the hat), or by using other direct or indirect means of collecting monies from persons attending chapter functions.
- F) No members or guests, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any individual under the legal drinking age.
- G) The purchase or use of bulk quantity or common sources of alcoholic beverages (e.g. kegs, cases, etc.) is prohibited.
- H) No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapter, groups, or organizations.
- I) Snacks and alternative non-alcoholic beverages must be made available.
- J) No-cost or low-cost alcohol may not be used as an enticement to attend events. Additionally, alcohol or alcoholic products may not be used as prizes, awards, or giveaways at events or programs.
- K) In no case will events with alcohol be treated as a fundraiser by chapters, as charging at the door for alcohol-related events exposes the chapter to the greatest level of liability.
- L) Open parties (those not properly reviewed by FSA) are prohibited.
- M) Guests included on the list must present a valid, government-issued ID before gaining entry to the event.
- N) Alcohol distribution must end one hour prior to the end of event.



## Fraternity and Sorority Organization Requirements

Under guidance from the [Greek Life Task Force Report](#), as adopted by the university president, University recognized fraternities and sororities must comply with the following requirements in addition to the [Student Organization Policy](#):

### 1. Chapter Organizations:

- A) Must have a faculty/staff advisor and an alumni chapter advisor.
- B) Must belong to recognized University Greek council and adhere to all of the governing council's rules and regulations.
- C) Must ensure chapter house property is alcohol and substance free.
- D) Must have a chapter GPA of 2.5 each semester (calculated by term GPA of each active member)
  - \*Gradual sanctions will be implemented for chapters that fail to meet GPA requirement in consecutive semesters:
    - First semester-Contingent Accreditation
    - Second semester-Probation
    - Third semester-Suspension
- E) Policy violations that fall outside of Title V and/or Title IX will be referred to the violator's respective council judicial board for sanctioning.

### 2. Formal Chapter Recruitment:

- A) In order to participate in formal recruitment, a chapter must:
  - 1. Be recognized by the University;
  - 2. Only recruit new members who are full-time (at least 12 units) CSU, Chico students;
  - 3. Require new members to complete a records release authorizing the University to release their academic standing and GPA to the Greek organization and FSA for scholarship evaluation purposes;
  - 4. Only recruit seniors, juniors, sophomores, and second-semester freshmen.
    - \*In order to recruit first-semester freshmen, chapters must have a chapter GPA that is .20 above the all-university GPA for the previous semester. They can recruit only first-semester freshmen that have a high school GPA that is .20 higher than the average high school grades of the incoming freshmen class.
- B) All chapters are expected to plan recruitment events that align with a values-based recruitment model.
- C) Chapters must have their new members attend the New Member Orientation available each semester.
- D) Alcohol is not allowed before, during, or after recruitment events.

Failure to comply with any of the above may result in penalties up to and including, revocation of University recognition and restriction of chapter involvement in University activities.

If University recognition is revoked, the reasons for this change in accreditation will be reported to the national organization headquarters and on the University website.

### 3. Intake/New Member Process

- A) Must be completed within 8 weeks
- B) Must be completed by the Sunday of the 12th week of the semester. Extensions may be approved by the Director of Student Life and Leadership for extraordinary purposes that are approved by the national headquarters (i.e. an emergency situation).
- C) Any processes expected to end by the 3<sup>rd</sup> week of the academic semester must be reviewed by the chapter's national headquarters and FSA. Failure to notify FSA of said process will result in an investigation.





## Annual Accreditation Standards

Chapters are accredited based upon the completion of the following:

- A) Signed FSA policy packet and registered student organization with Student Life and Leadership;
- B) *Annual Accreditation Packet* submitted;
- C) Mid-year review to assess progress of the chapter (April);
- D) Chapter advisor meeting with FSA (Minimum once a year);
- E) New members attending *New Member Orientation* (NMO);
- F) Submitting new member rosters to FSA or updating rosters in ICS before NMO;
- G) Chapter leadership attending the Fall and *Spring Leadership Training*;
- H) All active chapter members attending Title IX *Training*;
- I) Hosting a minimum of one alcohol and drug education workshop for chapter members;
- J) Submitting chapter rosters to FSA or updating ICS no later than the Friday of the 14<sup>th</sup> week in the semester.
- K) Filing address and contact info of chapter house landlord/property manager/alumni corporation board to FSA no later than the 3<sup>rd</sup> week of each academic semester.

A chapter that fails to complete **all** standards may receive:  
Contingent Accreditation, Probation, or Suspension

## Fines

- A) Organizations who do not send the appropriate number of representatives to FSA sponsored events will be fined \$10 per missing member (e.g. if your chapter is responsible for sending 50 members to New Member Orientation and only 45 members attend, the organization will be fined \$50 total).
- B) A \$10 per member late processing fee will be assessed for late or incomplete rosters. The payment must be received before the last day of the semester. If the payment and the roster are not received by said date, your chapter's accreditation status will be under review by FSA and is subject to change. If your roster is not submitted to FSA by the first day of the following semester, your chapter will be placed on suspension for that semester.

\*All fines go into a foundation account to support Greek leadership programs. Unused funds rollover to next year.





## FSA Recognition Statutes

**Accreditation** – Granted to a chapter that has completed all *Annual Accreditation Standards*

- Fully able to participate as a recognized social fraternity/sorority

**Contingent Accreditation** – May be granted to a chapter that did not complete the *Annual Accreditation Standards* in totality

- Fully able to participate as a recognized social fraternity/sorority

**Probation** – May be granted to a chapter that failed to complete a significant number of the *Annual Accreditation Standards*, received a judicial sanction, or was placed on *Contingent Accreditation* the previous semester and did not show considerable improvement

- Recognized by the University for business purposes only.
- May be prohibited from participating in certain programs and events, including, but not limited to:
  - Chapter sponsored events (i.e. exchanges/socials, club events, formals, etc.)
  - Greek intramurals
- The chapter may participate in philanthropies, community services, and fundraisers pending review by a national representative and FSA.
- The chapter may participate in a new member/intake process pending review by a national representative and FSA.

**Suspension** – May be granted to a chapter that has failed to complete a significant number of the *Annual Accreditation Standards*, received a judicial sanction, are under a judicial investigation, or was placed on *Probation* the previous semester and did not show considerable improvement. In addition:

- The chapter is unrecognized by the University for a pre-determined amount of time
- The chapter desires to regain affiliation with the University at the end of the suspension
- Student organizations under the status of suspension forfeit the following:
  - Official chapter interaction with the other members of the Chico State Greek community
  - Use of Chico State facilities for meetings and events
  - Programming and leadership development training and materials from Fraternity and Sorority Affairs
  - Involvement in the Interfraternity Council (IFC), the Panhellenic Council (CPC), and the Multicultural Greek Council (MGC)
  - Involvement in Greek community-wide events, including Greek Week, leadership events, Wildcat Welcome events, and Omega Week
  - Involvement in the Greek Awards program
  - Ability to have an official recruitment and/or new member education/intake process

**Provisional** – May be granted to chapters who have been suspended due to low membership numbers or colonizing organizations.

- Recognized by the University for business purposes only.
- May be prohibited from participating\* in certain programs and events, including, but not limited to:
  - Chapter sponsored events (i.e. exchanges/socials, club events, formals, etc.)
  - Greek intramurals
  - Philanthropic events
- **\* Participation will be determined by the respective governing council\***
- The chapter may participate in community services and fundraisers pending review by a national representative and FSA
- The chapter may participate in a new member/intake process pending review by a national representative and FSA

**Unrecognized** – Chapters who are not associated with the University and have not shown interest in beginning the process of affiliation.





## **Re-Accreditation of Suspended Chapters**

Chapters that have been suspended from the University due to the following must meet the subsequent requirements to be considered for full accreditation:

### **Suspension due to low membership:**

- Five (non-graduating) undergraduate CSU, Chico students
- Membership sustainability action plan submitted by the organization IHQ and signed by chapter advisor
- Recruitment assessment
- Three semester recruitment plan
- Adherence to CSU, Chico recognition policies
- Chapter cumulative term GPA of 2.5 or greater
- Completion of *Annual Accreditation Process*
- Re-apply for recognition through council expansion process

### **Suspension due to consecutive low chapter GPA**

- Academic improvement plan submitted by the organization IHQ and signed by chapter advisor
- Chapter must host a time management and study skills workshop for their membership
- Chapter cumulative term GPA of 2.5 or greater
- Adherence to CSU, Chico recognition policies
- Completion of *Annual Accreditation Process*

Chapters suspended due to judicial violations are reviewed and sanctioned on a case-by-case basis. This is due in part to the wide spectrum of judicial components that must be considered during this process.

