



## Fraternity & Sorority Affairs Policies and Procedures

### Mission of Fraternity & Sorority Affairs

*“To foster the learning and development of students who affiliate with the 34 fraternities and sororities through leadership development, academic achievement, philanthropic endeavors, and community involvement.”*

### DISCLAIMER

All events are subject to current COVID-19 guidelines. These guidelines will be updated regularly and will also be conveyed by FSA regularly.

### Operational Policies and Procedures

#### 1. Hazing

According to the California penal code and California State University Title V, hazing is defined below:

“Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.”

[Cal. Penal Code § 245.6](#)

[Cal. Admin. Code Title 5, § 41301](#)

- A) **All forms of hazing are prohibited.**
- B) All reports of hazing against any person associated with any Greek organization to the Fraternity & Sorority Affairs Office will prompt an organizational investigation
- C) Hazing investigations are not limited to members of a single organization. For example, if members of one chapter participate in hazing activities of another chapter's members.
- D) Any individual reported to be associated with hazing practices could separately face sanctions from the campus Office of Student Conduct, Rights, and Responsibilities.

#### 2. Chapter Facility

For purposes of this document, a chapter facility is defined by a residence within the Chico city limits that has an organization's Greek letters posted on the property or structure.

For purposes of this document, an annex house refers to a house in which three (3) or more members of a specific chapter or chapters reside.

- A) **The chapter facility must always remain alcohol and substance free.**
  - This includes all breaks in the academic year, and throughout summer.
  - This includes alcohol and drug paraphernalia.
- B) Chapters must annually register their chapter facility during re-recognition and specify the names and contact information of all residents.





## Fraternity and Sorority Recognition Requirements

University recognized fraternities and sororities must comply with the following requirements in addition to the [Student Organization Policy](#).

### 1. Standing Requirements for Chapter Organizations:

- A) Must have a faculty/staff advisor (campus 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) Must have an advisor meeting with the FSA professional staff once per academic year.
  - \*National representative or consultant meeting would qualify
- F) All new members must attend New Member Orientation.
- G) Must maintain accurate chapter rosters on ICS.
- H) Chapter leadership must attend the Fall and Spring Leadership Trainings.
- I) 100% of all chapter members must attend Title IX Training.
- J) Chapters must host a minimum of one alcohol and drug education workshop for chapter members annually.
- K) Policy violations that fall outside of FSA Policies and Procedures, Title V and/or Title IX will be referred to the violator's respective council judicial board for sanctioning.

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

### 2. Re-recognition Requirements:

Re-recognition takes place at the beginning of each semester. Chapter presidents must complete re-recognition to receive permission from FSA to reserve and utilize campus facilities, and host any events besides meetings.

To obtain re-recognized status, chapter presidents must complete items listed below through a meeting with an FSA Paraprofessional. Meeting times will be available to book after the chapter president attends the Leadership Re-recognition Training.

- A) Must have all necessary officers and advisors sign this document, the Fraternity & Sorority Affairs Policies and Procedures
- B) Must have all necessary officers attend the Leadership Re-recognition Training.
- C) Must register the chapter facility through the FSA Chapter Facility Registration Form (if applicable).
- D) Must submit their national organization's drug and alcohol policy.
- E) Must submit their chapter constitution (constitutions are public documents and do not usually reference any rituals or private information regarding the chapter values).
- F) Must ensure ICS is up to date with accurate membership rosters and member statuses.
- G) Must complete the Banking Exemption Form (if applicable – if the organization's primary bank account is on campus, a Banking Exemption Form is not needed).

**Failure to complete any one or more of the aforementioned requirements will result in inability to operate as a recognized organization for that semester.**





### 3. Recruitment Requirements:

- A) All chapter presidents and recruitment chairs (and any chapter member overseeing recruitment) must attend the mandatory Pre-Recruitment meeting each semester.
- B) All chapter presidents and new member educators must attend the mandatory Pre-New Member/Intake Meeting each semester.
- C) All CPC and IFC chapter presidents must submit the New Member Education Guidelines and Application prior to the end of recruitment.
- D) All MGC chapter presidents must submit the Intake Guidelines and Application prior to the end of recruitment.

**If chapters are found to be circumventing the above requirements and admitting students to membership without permission of FSA, the chapter is subject to a sanction, status change, and temporary suspension of recruitment.**

**Failure to complete any one or more of the aforementioned requirements will result in inability to recruit and have new members that semester.**

### 4. End of Academic Year:

- A) Chapters must submit all Chapter Excellence Standards requirements to their council's respective Paraprofessional prior to the end of the 12<sup>th</sup> week of Spring semester.
- B) Chapters must update ICS to reflect accurate member rosters for that current semester for purposes of the grade report.
- C) After grades have been processed and the grade report has been confirmed by the chapter, chapter leadership must update ICS to reflect any member status changes for the upcoming semester (for example, after Spring grades are finalized, chapters must remove any students who graduated).



## 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. 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.

Chico State fraternities and sororities are also expected to follow the most up to date state and county laws regarding COVID-19, as well as the most up to date University guidelines regarding COVID-19.

### 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, whether they be virtual events or in-person events, including chapter meetings and executive board meetings, must be registered by submitting the *Pre-Event Notification Form* to FSA via Wildcat Sync five (5) 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 a *Pre-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) Only Chapter Presidents are permitted to submit a *Pre-Event Notification Form*.
- C) Chapters are encouraged to share all event policy and risk management information with general membership on a regular basis.
- D) All events must be submitted to FSA **BEFORE** it is to take place and must be appropriately reviewed by a national representative.
- E) 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) No alcoholic beverages may be purchased with chapter funds.
- B) Third party professional transportation must be provided by the chapter for all attendees.
- C) Chapter advisor must be present for the entire duration of the event.





- D) 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.
- E) 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**.
- F) 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.
- G) 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.
- H) No members or guests, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any individual under the legal drinking age.
- I) The purchase or use of bulk quantity or common sources of alcoholic beverages (e.g. kegs, cases, etc.) is prohibited.
- J) No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapter, groups, or organizations.
- K) Snacks and alternative non-alcoholic beverages must be made available.
- L) 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.
- M) 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.
- N) Open parties (those not properly reviewed by FSA) are prohibited.
- O) Guests included on the list must present a valid, government-issued ID before gaining entry to the event.
- P) Alcohol distribution must end one hour prior to the end of event.



## FSA Recognition Statuses

**Recognized** – Granted to a chapter that has completed all *Standing Requirements* and *Re-recognition Requirements*

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

**Contingent Recognition** – May be granted to a chapter that did not complete *Standing Requirements* and *Re-recognition Requirements* 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 *Standing Requirements* and *Re-recognition Requirements*, received a judicial sanction, or was placed on *Contingent Recognition* 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 *Standing Requirements* and *Re-recognition Requirements*, 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-Recognition 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 *Standing Requirements* and *Re-recognition Requirements*
- 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 *Standing Requirements* and *Re-recognition Requirements*

Chapters placed on probation or suspension 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.





## Signature Page - 1

**DO NOT** remove this page from the packet. This page must be attached to the previous pages of the Policies and Procedures to ensure all signers are aware of what is being signed.

The chapter president will turn in this page fully signed to your council's respective Paraprofessional at your scheduled meeting. To schedule a meeting with the Paraprofessional, please refer to our [Bookings Page](#) to schedule an appointment.

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President - Printed Name

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President - Signature

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Finance Officer - Printed Name

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Finance Officer – Signature

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Recruitment Officer - Printed Name

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Recruitment Officer- Signature

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New Member Education Officer - Printed Name

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New Member Education Officer - Signature

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Active Member Education Officer - Printed Name

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Active Member Education Officer - Signature

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Risk Management Officer - Printed Name

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Risk Management Officer - Signature





## Signature Page - 2

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Social Officer - Printed Name

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Social Officer - Signature

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Event Planning Officer - Printed Name

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Event Planning Officer - Signature

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Chapter Alumni Advisor - Printed Name

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Chapter Alumni Officer - Signature

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Campus Advisor - Printed Name

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Campus Advisor - Signature