



California State University
SAN MARCOS

California State University San Marcos Fraternity/Sorority Handbook

**Student Affairs
Student Life & Leadership
Fraternity and Sorority Life
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I. Definition of Terms

Active Member: Indicates a regularly enrolled, matriculated student at California State University San Marcos (CSUSM) carrying a minimum of 9.0 units at CSUSM (not Open University/Extended Learning) who is a full, active member of an inter/national fraternity/sorority chapter.

Alumni: Indicates initiated members of fraternity/sorority organizations who have graduated from a four-year college/university or are given alumni status from their respective inter/national organization.

AVP/DOS: Associate Vice President for Student Development Services/Dean of Students

Bid: An invitation to become a member of a fraternity or sorority. Under the model of deferred recruitment, bids may not be given to students who have completed less than 12 units at CSUSM.

Chapter: Indicates a fraternity/sorority organization that has been given on-campus fraternity/sorority student organization recognition by the university and full chapter status by the inter/national organization.

Chapter Advisor: This individual is a volunteer from the inter/national organization that serves in a primary advisory role for the organization, upholding national policy and serving as the direct liaison to the inter/national organization.

Colony: Indicates a newly established fraternity/sorority organization with inter/national affiliation and on-campus student organization recognition status but which has not yet been given chapter status by the inter/national organization.

Deferred Recruitment: See Recruitment

Faculty/Staff Campus Advisor: Indicates an individual employed by CSUSM willing to serve in an advisory role for the organization. All student organizations are required to have a faculty/staff advisor. The faculty/staff advisor will approve requests for on-campus space requests through the E-RFU process.

Fraternity/Sorority Advisor: Indicates the professional staff member or members in the Student Life & Leadership Office at Cal State San Marcos who serve as the main staff contact for fraternity/sorority organizations.

Fraternity/Sorority Expansion Committee: The group of constituents that makes the final recommendation for expansion to the Vice President for Student Affairs. The members of this committee will be determined by the Fraternity/Sorority Advisor, Associate Director of Campus Life, and the Director of Student Life & Leadership and will include both on- and off-campus members.

Fraternity/Sorority Organizations: Applies to all inter/national social/service fraternity and sorority groups. Also known as "Greek" organizations.

Greek Leadership Council: A student organization comprised of executive board officers and chapter delegates representing each Fraternity/Sorority organization at Cal State San Marcos. This council will act as a governing board, promoting open communication, positive group relations, and will set a vision for the future of Greek Life at CSUSM. When necessary, the Greek Leadership Council may be consulted on questions involving an individual chapter's standing and/or system expansion.

Hearing Board: A group comprised of between three and five CSUSM faculty and staff representatives called to review allegations and/or evidence of misconduct by chapter(s) and incidents or situations that are serious enough in nature (e.g. hazing, anything concerning student safety and welfare) to bypass the fraternity/sorority mediation or inquiry processes.

Initiation: A formal ceremony in which an individual becomes a full member of a fraternity/sorority.

Interest Group: Referred to as Student Organization/Interest Group. A group of currently enrolled Cal State San Marcos students interested in forming a Greek-letter organization. A Student Organization/Interest Group must be recognized through the CSUSM student organization recognition process and cannot use Greek-letters in their name. Student Organization/Interest Groups must complete an application for Expansion within three semesters of becoming a recognized Student Organization/Interest Group.

Inter/National Organization: Refers to the umbrella organization of each individual fraternity or sorority.

National Association of Latino Fraternal Organizations, Inc. (NALFO): The umbrella council for Latino Greek-Letter Organizations.

National Panhellenic Conference (NPC): The governing body for 26 national/international women's fraternities/sororities. NPC chapter delegates to the GLC will also serve as the College Panhellenic Delegates.

National Pan-Hellenic Council (NPHC): The governing body for nine historically African-American Greek-lettered fraternities and sororities.

New Member: Indicates a regularly enrolled, matriculated student at CSUSM (not Open University/Extended Learning) who has completed a minimum of 12.0 university units and is carrying a minimum of 9.0 units at CSUSM and who is fulfilling the organization's requirements to be a member of a inter/national fraternity/sorority.

North-American Interfraternity Conference (NIC): The governing body for 66 inter/national men's fraternities.

On-Campus Student Organization Recognition: The annual process each student organization must complete to be recognized by the university. This process is administered by Student Life & Leadership. All fraternities, sororities and colonies must complete this process.

Panhellenic Council: Governing council for NPC women's inter/national organizations. The Panhellenic Council will be organized such that it acts as a sub-committee of the Greek Leadership Council (GLC).

Panhellenic Council President: If the VP of Women's Recruitment is a member of an NPC chapter, she shall serve as the Panhellenic President. If the VP of Women's Recruitment is not a member of an NPC chapter, NPC chapters shall elect an independent Panhellenic President.

Potential New Member: Any CSUSM student who meets the eligibility criteria for a Greek-letter organization.

Recruitment: A program (period of time) of membership by fraternities/sororities. During this process, there is an exchange of information about the organization. **CSUSM will operate on a model of deferred recruitment whereby formal recruitment is scheduled during the spring semester and informal recruitment is scheduled during the fall semester.** Recruitment Rules will be reviewed and ratified by the GLC on an annual basis.

Student Organization: A student group that is officially recognized by Student Life & Leadership and CSUSM.

University: Indicates California State University San Marcos

VPSA: Vice President for Student Affairs

II. University Relationship, Guidelines, and Procedures for Fraternity/Sorority Organizations

A. Definition of Fraternity/Sorority Organization

1. A Fraternity/Sorority Organization is defined as an internationally or nationally affiliated organization, which attains official University recognition through the University expansion process and annually maintains University Student Organization Recognition.
2. Each Fraternity/Sorority Organization must be a member and in good standing with one of the following umbrella organizations:
 - National Association of Latino Fraternal Organizations, Inc. (NALFO)
 - National Pan-Hellenic Council (NPHC)
 - National Panhellenic Conference (NPC)
 - North-American Interfraternity Conference (NIC)

Exceptions may be granted for multicultural or special interest fraternity/sorority organizations which are not affiliated with the above umbrella organizations but are part of a local, national, or international organization with appropriate insurance coverage and support.

B. Relationship of the University and the Fraternity/Sorority Organizations

1. Cal State San Marcos seeks to officially recognize and assist fraternity/sorority organizations whose purposes and practices are and remain consistent with those of the university and its values, mission, and vision statements. (See Appendix "A" for Values/Mission/Vision statements)
2. The Vice President for Student Affairs (VPSA) will confer Official University Chapter recognition for Student Affairs and Student Life & Leadership. Student Life & Leadership will serve as the sponsoring university unit for all recognized fraternity/sorority organizations at Cal State San Marcos.
3. The University delegates power to Student Life & Leadership, specifically the Fraternity/Sorority Advisor, to develop a set of operating principles and guidelines for the fraternity/sorority organizations in three basic areas: campus affiliation and recognition procedures, self-governance, and community relations.
4. The Fraternity/Sorority Advisor will advise and assist the umbrella or self-governing groups for fraternity/sorority groups (i.e. Greek Leadership Council, Panhellenic Council).
5. The Greek Leadership Council will include an Executive Board and a Delegate from each chapter and will serve as the unifying structure for the fraternity/sorority system. The University requires that all recognized chapters and colonies be members of the Greek Leadership Council. For more information about GLC, refer to the GLC Constitution and Bylaws, available in Student Life & Leadership.
6. Fraternity/Sorority organizations must apply for and maintain on-campus recognition status through Student Life & Leadership annually. Organizations must meet all guidelines and standards as set forth by Student Life & Leadership to maintain on-campus recognition.
7. Fraternity/Sorority organizations will inform and work in collaboration with the Fraternity/Sorority Advisor when considering housing or long-term meeting facilities to ensure inter/national and university requirements and standards are met.
8. Fraternity/Sorority organizations will provide information on officers, members, advisors, hazing statements, academic release statements, inter/national constitution and bylaws, local bylaws, articles of incorporation, insurance coverage, financial costs, and other required reports to the Fraternity/Sorority Advisor when requested.
9. The Fraternity/Sorority Advisor will provide support through program development in all areas related to the growth and enhancement of any fraternity/sorority organization.
10. The Director of Student Life & Leadership shall notify the inter/national organization of any disciplinary action imposed on a chapter or colony recognized by the university. Inter/national organizations will notify the Fraternity/Sorority Advisor and/or the Director of Student Life &

Leadership of any disciplinary action imposed upon colonies or chapters at the university. Every effort shall be made by the Director of Student Life & Leadership and the National/International organization to coordinate disciplinary actions.

III. University Recognition Requirements for Fraternity/Sorority Organizations

The following are requirements for a fraternity/sorority organization to retain and maintain recognition at Cal State San Marcos. Failure to uphold the requirements of this section, or any of the stated expectations in this handbook, will result in a Student Life & Leadership administrative review of the colony/chapter's University recognition status.

- A) Fraternity/Sorority organizations shall file the appropriate recognition paperwork and reports with Student Life & Leadership annually.
- B) Fraternity/Sorority organizations are required to be members in good standing with the CSUSM Greek Leadership Council, appropriate inter/national organizations and applicable umbrella organizations (Refer to Section II Part A, 2 for listed umbrella organizations).
- C) New Members can only be offered membership into the colony or chapter if the individual is a matriculated and regularly enrolled student carrying nine units at Cal State San Marcos with at least twelve university units completed. AP scores that are evaluated as equivalent to college credit and Entry Level Math courses will be considered as part of the twelve unit requirement. Exceptions and petitions for consideration may be reviewed by Student Life & Leadership on a case-by-case basis. Students who are taking Open University or Extended Learning courses will not be considered for membership into a recognized fraternity/sorority organization at Cal State San Marcos. Fraternity/Sorority organizations may grant members special status (transfer, alumni, honorary) as approved by the inter/national organization.
- D) Each Fraternity/Sorority organization must maintain a collegiate membership of five or more members. Student Organization/Interest Groups are required to maintain the minimum number of members as set by the Student Life & Leadership student organization recognition process.
- E) Fraternity/Sorority organizations must maintain an ASI Agency Account for on-campus banking and billing purposes. Fraternity/Sorority organizations may also hold bank accounts off-campus, a privilege unique to university-recognized Fraternity/Sorority organizations.
- F) Fraternity/Sorority organizations are responsible for debts incurred to the university or Associated Students Inc. and are expected to maintain good credit ratings in the community. All fundraising activities must comply with policies and procedures established by the university as outlined by Student Life & Leadership, University Advancement, and Associated Students Inc. and required by the California State University Board of Trustees.
- G) Fraternity/Sorority colonies and chapters are required to maintain a Cal State San Marcos semester group mean cumulative and term grade point average minimum of 2.30. The University strongly recommends that each member maintain a 2.30 GPA so that the chapter is able to maintain the University-required chapter cumulative GPA of 2.30. If the term grade point average falls below a 2.30, a plan for meeting the requirement will be developed in conjunction with, and submitted to, the Fraternity/Sorority Advisor. If the group mean cumulative grade point average does not meet the 2.30 requirement within three semesters of the initial decline, the Fraternity/Sorority Advisor may refer the organization to the VPSA or designee for review of possible University recognition revocation. From the time of the grade point average discovery, information will be reported to the VPSA, AVP/Dean of Students, the Director of Student Life & Leadership, and the respective inter/national organization.
- H) Fraternity/Sorority colony or chapter Presidents cannot be on academic or disciplinary probation with the university.
- I) Greek Leadership Council officers must maintain the minimum GPA as defined in the GLC Constitution and Bylaws and cannot be on academic or disciplinary probation with the university.
- J) The Panhellenic Council President cannot be on academic or disciplinary probation with the university.
- K) Each fraternity/sorority organization must have a chapter advisor and a faculty/staff campus advisor. Each colony or chapter will submit the name, address, e-mail and telephone number of each advisor to the Fraternity/Sorority Advisor as part of the annual university recognition process. The faculty/staff campus advisor will approve the chapter's requests to reserve on-campus space for events and meetings.
- L) No fraternity/sorority organization shall sponsor an auxiliary organization or activity, which indicates membership of any kind in their group (e.g. "little sisters," "big brothers," etc.). Only full membership as a

member, new member, or alumni member shall be offered. The only additional levels of membership are to be approved or designated by the inter/national organization and must be reported to the university.

- M) Fraternity/Sorority organizations are required to submit calendars of activity to the Fraternity/Sorority Advisor each semester, including summer. They should be submitted no later than the 15th of August (fall), January (spring), and May (summer). If the 15th falls on a weekend, calendars will be due the following Monday. Should the 15th fall during an exam period, the calendars will be due on the 22nd of the month.
- N) Annually, colonies and chapters are required to hold educational sessions that are at least 60 minutes in length about each of the following:
- Alcohol and Substance Abuse
 - Sexual Harassment, Sexual Assault, and Rape
 - Hazing

A minimum of 80% of the chapter must attend each workshop. However, each chapter is responsible for disseminating the information to all chapter members. These workshops should be tracked on the calendar year and reported to the Student Life & Leadership using the Educational Event Reporting form no later than December 15th.

IV. Risk Management Policies

Fraternity/Sorority organizations at Cal State San Marcos will adhere to ALL policies as set forth by the VPSA, AVP/Dean of Students, Student Life & Leadership and others established by the University and CSU Board of Trustees. Examples of such policies are outlined below.

Individuals who violate the following rules, policies, and procedures may void protection for themselves under their organization's insurance program. An individual's actions may jeopardize other members, other entities, and other named insured protected by the inter/national organization's liability and risk management policies. Violations of any policies set herein may result in the loss of a fraternity/sorority organization's university recognition. Individuals involved who become personally liable and will retain their own attorneys for defense.

A. Hazing

Fraternity/Sorority colonies and chapters will understand and abide by the California Codes, Educational Code SECTION 32050-32051, Penal Code SECTION 245.6 and Title V Section 41301.8 Hazing, in addition to all Inter/National policies and university procedures regarding hazing.

All new members sign the California State University San Marcos Hazing Statement and submit the document to Student Life & Leadership within ten days of accepting a bid. The full statement is available in Appendix E.

B. Alcohol and Drugs

- 1) Fraternity/Sorority colonies and chapters will understand and abide by all inter/national policies, applicable umbrella organization policies, and all University policies and procedures regarding the use of alcohol and drugs during fraternity/sorority functions.
- 2) No fraternity/sorority colonies and chapters shall use or serve alcohol or drugs at any recruitment activity or event.
- 3) Fraternity/Sorority colonies and chapters shall not distribute promotional clothing, specialty items, or other consumer items, which utilize a university trademark, symbol or logo in combination with an alcoholic beverage or drug trademark, symbol or logo, regardless of whether such promotional items are free or for sale.
- 4) Fraternity/Sorority colonies and chapters will not produce advertisements where alcohol and drugs are mentioned.
- 5) The production, possession, distribution, sale and/or use of any illegal drugs or controlled substances at any fraternity/sorority event, activity, or meeting are prohibited. Fraternity/Sorority colonies and chapters are responsible for knowledge and observance of state and federal laws,

University regulations, and inter/national organization policies regarding drug and substance abuse. Violators will be prosecuted to the fullest extent of the law.

C. Physical Abuse/Physical Assault

Conduct unbecoming of a fraternity/sorority organization member as set forth by inter/national philosophies and guidelines or university values, mission, and vision statements will not be condoned or tolerated. Such conduct will be subject to review by the Fraternity/Sorority Advisor, and may be forwarded to the University Police and/or the AVP/Dean of Students and/or the VPSA.

D. Personal Injury

If any person participating in an event sponsored by a university recognized fraternity/sorority is injured, emergency transportation must be provided so the individual may obtain medical assistance. Following medical treatment the organization should encourage the injured individual to seek assistance from his/her medical insurance carrier. An incident report detailing the event, injury, treatment, and actions taken, including insurance claims and any suits filed should be submitted to the Fraternity/Sorority Advisor by the Chapter President no more than 24 hours after the injury.

If the personal injury of an individual results in the filing of a personal injury claim or lawsuit, the fraternity/sorority organization should immediately notify the Fraternity/Sorority Advisor, Chapter Advisor, and inter/national organization.

E. Fire, Health and Safety Hazards

Fraternity/Sorority organizations will understand and abide by all national/international policies, as well as university policies regarding facility use for health and safety obligations and compliance.

F. Insurance Coverage

Each fraternity/sorority organization, colony, and chapter are required to understand and abide by inter/national insurance coverage. Proof of coverage is required to be submitted to the Fraternity/Sorority Advisor upon expiration of policy. Any changes in policies must be reported immediately to the Fraternity/Sorority Advisor. At this writing, the university requires a minimum \$1,000,000.00 liability and \$1,000,000.00 aggregate insurance policy for recognition. These limits are subject to change pending requirements set by the Office of Risk Management and Safety. These numbers should be verified at the time of application by contacting Student Life & Leadership.

G. Pertinent University Policies:

1. California State University San Marcos, Division of Student Affairs, Alcohol Beverage Use On-Campus Policy
2. California State University San Marcos, Finance and Administrative Services, Risk Management Policy
3. California State University San Marcos, Academic Affairs, Drug-Free Workplace Policy
4. Title V Section 41301 – Standards for Student Conduct
5. California Codes, Educational Codes SECTION 32050-32051, Hazing
6. California State University, Executive Order 1006 (re: student activities)
7. California State University, Executive Order 966 (re: alcohol sales and advertising)
8. California State University, Executive Order 970 (re: student code of conduct)
9. CSU San Marcos Student Organization Rights and Responsibilities
10. California State University San Marcos, Finance and Administrative Services, Affiliated Organizations (Non-Student) (re: co-sponsorships)
11. California State University San Marcos, Office of the President, Identity Policy (re: use of campus name, logos.)

Many of the above listed policies are available on the internet at the following address:
<http://lynx.csusm.edu/policies/index.asp>

V. Judicial Process

A. University Administrative Review

Failure to uphold the requirements and expectations in this handbook may result in a Student Life & Leadership review of the colony/chapter's University recognition status. A Fraternity/Sorority Life Referral Form has been developed to formalize the judicial reporting process, and guide students through the reporting process. It is highly recommended that advisors review the form prior to submission to Student Life & Leadership.

B. Complaints Involving Fraternities and Sororities

1. Reporting an Incident

- a. Complaining parties are encouraged to personally contact the President of the fraternity/sorority organization to seek resolution. The Fraternity/Sorority Advisor can provide names and contact information for organization Presidents. If the complaint is of a serious nature (potential violation of University policies, state, or federal law), the complaining party should go directly to the Associate Director of Campus Life.
- b. If the fraternity/sorority organization fails to resolve the issue to the satisfaction of the complaining party, if the issue is serious or of a recurring nature, or if the issue involves several fraternity/sorority organizations, a written complaint should be referred to the Associate Director of Campus Life.
- c. Disciplinary matters involving individuals are referred to the Office of the Dean of Students, and possibly to the University Police Department. Actions taken by the Office of the Dean of Students and University Police Department may run concurrently with action taken by Student Life & Leadership.

2. Incident Report Review

Procedures are initiated when Student Life & Leadership receives a written report giving details of an alleged incident. The Associate Director of Campus Life will review the report and determine the appropriate course(s) of action in consultation with the Fraternity/Sorority Advisor:

- Dismissal of the complaint for lack of evidence
- Mediation
- Inquiry and Informal Resolution
- Investigation and Administrative Hearing

a. Mediation

- i. Mediation will be recommended in a situation where it is believed that direct (albeit facilitated) communication between two or more parties (not including the University) may be sufficient to resolve the complaint.
- ii. The Fraternity/Sorority Advisor or Associate Director of Campus Life will serve as mediator and will coordinate the logistics of the mediation: party notification, scheduling, coordinating the mediation itself, and providing a follow-up report for each chapter/colony and Student Life & Leadership.
- iii. If the mediation does not satisfy all parties, the matter can advance to the Administrative Hearing process.
- iv. Mediation will not be recommended when a complaint concerns only one chapter/colony or in situations that are serious enough in nature (e.g. hazing, anything concerning student safety and welfare) to bypass the mediation process.

- b. Inquiry and Informal Resolution
 - i. Inquiry and informal resolution will be recommended in a situation involving a single chapter/colony where it is believed that a formal meeting between the Associate Director of Campus Life and the chapter leadership will resolve the situation or concern through mutual discovery and agreement.
 - ii. Prior to the meeting, the Associate Director of Campus Life will conduct an inquiry by contacting and gathering information from individual(s) named in the initial report submitted to Student Life & Leadership.
 - iii. Following the meeting, Student Life & Leadership will issue a resolution summary letter outlining the inquiry findings and expectations/sanctions the chapter/colony must meet to resolve the matter at this level.
 - iv. If the chapter/colony disagrees with the findings or fails to meet the documented sanction(s) or expectations, the matter will be referred to the Director of Student Life & Leadership for review.

- c. Investigation and Administrative Hearing
 - i. An investigation will result when something serious in nature is reported. The Associate Director of Campus Life will pursue contact with any and all available individuals named in or resulting from interviews on the subject. An investigation will include conversations with any or all involved or relevant campus departments, community agencies, administrators, faculty members or students.
 - ii. If the allegation is found to have merit, a hearing will be called. The Hearing Board will be comprised of between three and five CSUSM faculty and staff representatives called together for the sole purpose of reviewing the circumstances of the case to render a decision on the matter.
 - iii. Parties/chapters/colonies will be notified by Student Life & Leadership via letter that a report has been filed with the office and that they must respond within a designated timeframe to schedule the hearing. The University will also contact the inter/national fraternity or sorority headquarters in an attempt to coordinate a review by the inter/national organization.
 - iv. Chapters are permitted to have an advisor present during the hearing. The advisor's purpose is to provide support to the chapter; the advisor may not to speak on behalf of the chapter or directly address the hearing board. Attorneys are not permitted in the hearing process.
 - v. If a chapter/colony or individual fails to respond to schedule a hearing, a hearing may be held in their absence and decision made based solely on the information contained in the initial report and any additional information gathered by the Fraternity/Sorority Advisor and Associate Director of Campus Life.
 - vi. Upon review of the initial report and recommendations by the Hearing Board, Student Life & Leadership will issue a hearing summary letter that either releases the chapter/colony from responsibility or outlines a sanction, based on the nature of the complaint.
 - vii. Chapters/colonies have the opportunity to appeal in writing to the Office of the Dean of Students within five business days of receiving written notification of the sanction(s). Failure to submit a written appeal will indicate an acceptance of the sanction(s). (See section viii and ix below.)
 - viii. If a chapter/colony fails to meet the requirements of their sanction(s), Student Life & Leadership will review the case and, if appropriate, a recommendation will be made to the Vice President for Student Affairs for further review/action, which may affect the chapter/colony's university recognition.
 - ix. Appeals
 - 1. A written request must be submitted to the AVP/Dean of Students within five days of receiving written notification of the sanction(s).
 - 2. Failure to appeal will indicate an acceptance of the sanction(s).
 - 3. Upon appeal, sanction(s) could remain the same, increase, or decrease in severity.
 - 4. The criteria for an appeal are limited to the following grounds:

- a. New evidence is available that was not heard at the time of the hearing.
- b. There was a procedural error that substantially affected the outcome of the hearing.

C. Recruitment Infractions

Complaints of groups regarding Greek Leadership Council recruitment infractions will be referred to the Pilot GLC Peer Recruitment Judicial Board.

The process for complaints of Panhellenic groups regarding alleged recruitment infractions will follow the Judicial Procedures section of the most recent National Panhellenic Conference Manual of Information.

VI. Sanctions

The Judicial Process is not intended to be a Court of Law. The standard required in an educational administrative hearing is one of "preponderance of evidence," thus sanctions should be reasonable and appropriate to the incident.

VII. Expansion Process for Fraternity/Sorority Organizations

Recognition as a fraternity/sorority organization at Cal State San Marcos is open to recognized national/international organizations. Each inter/national organization must be in good standing with one of the following umbrella organizations:

- National Association of Latino Fraternal Organizations, Inc. (NALFO)
- National Pan-Hellenic Council (NPHC)
- National Panhellenic Conference (NPC)
- North-American Interfraternity Conference (NIC)

Exceptions may be granted for multicultural or special interest fraternity/sorority organizations which are not affiliated with the above umbrella organizations but are part of a local, national, or international organization with appropriate insurance coverage and support.

A review of the Cal State San Marcos environment for expansion readiness shall include the following:

- The stability and membership retention rates of recognized chapters
- Formally assessed interest and documented need from students
- Enrollment trends
- The number of men/women involved in Student Organization/Interest Groups
- The number of men/women involved in Fraternity/Sorority Recruitment
- The number of inter/national fraternity/sorority organizations expressing interest in colonizing at the university
- Support from area alumni

A. Necessary Documentation

Initial Requests for Expansion will be received and evaluated by Student Life & Leadership and/or the Fraternity/Sorority Expansion Committee. It is recommended that interested organizations contact the Associate Director of Campus Life to confirm the campus readiness for expansion and thus the anticipated review cycle.

When an inter/national organization is interested in becoming part of the Cal State San Marcos community, the following information must be submitted:

- 1) Letter of application and philosophy of the organization in relation to the Mission of Cal State San Marcos which includes the commitment to recruiting a diverse membership.

2) A completed CSUSM Fraternity and Sorority Initial Request for Expansion, found in Appendix F.

If selected for consideration by the Fraternity/Sorority Expansion Committee, the following information will also be requested. The University requests that the following format be used, additional information and supporting documents may be submitted *in addition* to this report.

3) Chapter Information

- a. Name of organization, date, and place of founding
- b. National purpose
- c. Philanthropies
- d. Membership policies and requirements including: statement of all costs associated with membership in the organization (new and active member fees)
- e. Inter/national organization's statement of non-discrimination and policy against hazing.
- f. Chapter and colony's financial obligations to the inter/national organization

4) Plan for establishing a new chapter at Cal State San Marcos

- a. Membership selection
- b. Supervision and continuing assistance of new chapters including number of advisors (alumni or otherwise), house corporation officers, national visitors, etc.
- c. Educational programming for new members
- d. Service Projects
- e. Academic/scholarship requirements for initiation and installation
- f. Timelines and time restrictions, if any, for initiation and installation
- g. Membership/size requirements for initiation and installation

5) Number of alumni and active alumni organizations within 50 miles of the 92096 zip code.

6) A list, by campus, of all undergraduate chapters in the inter/national organization.

- a. Include the location, chapter size, percentage of new members initiated, and founding date of each undergraduate chapter in California.
- b. Indicate chapters on campuses similar to CSUSM.
- c. Include any new chapters established in the last five years but that are currently inactive.

7) An overview of national programs supporting chapter success:

- a. Educational programs
- b. Member/chapter development programs
- c. Programs for collegiate/alumni interaction
- d. Membership recruitment programs
- e. Alcohol and risk-management policies
- f. Internal structure for holding members accountable
- g. Insurance policies
- h. Grade point average policies and academic programs
- i. Current membership fee schedule
- j. Support provided by the inter/national organization
- k. National accreditation programs
- l. Officer training opportunities (scope, location, cost)
- m. Financial assistance programs or scholarship opportunities
- n. Other programs of note

8) One copy of each of the last two issues of the national magazine (if applicable).

9) Proof of appropriate liability insurance coverage.

At this writing, the university requires a minimum \$1,000,000.00 liability and \$1,000,000.00 aggregate insurance policy for recognition. These limits are subject to change pending University Risk Management requirements. These amounts should be verified at the time of application by contacting Student Life & Leadership.

- 10) Additional information and/or clarification about information submitted by the inter/national organization may be requested by the Fraternity/Sorority Expansion Committee as a part of the expansion application review process.

B. Selection Criteria

Selection criteria for university extension of an invitation to an inter/national organization to establish a chapter/colony at Cal State San Marcos will include, but is not limited to the following:

- 1) Inter/National Strength

Inter/National strength will be assessed by the number of collegiate chapters, number of chapters gained and lost in the last five years, percentage of new members initiated, membership recruitment statistics, educational programs, and notable success on other campuses similar to Cal State San Marcos.

- 2) Success of Recent Extension/Release of Information

Permission must be granted from the inter/national organization to solicit the opinion of the Fraternity/Sorority Advisor(s) and/or other University representatives on campuses where the organization has recently colonized or chartered new collegiate chapters.

- 3) Quality of the National/International Organization's Supervised Programs

Organizations will be evaluated based on the follow-up chapter education and support documents requested by the Fraternity/Sorority Expansion Committee.

- 4) Compatibility with University

Inter/national organizations will be reviewed for their compatibility with the university mission, values, vision, and strategic priorities as evidenced by the group's values, standards, and expansion procedures.

- 5) Strength of Local Alumni Support or Support Deemed Sufficient

Strength of alumni associations, number of local alumni, potential advisors/house corporation board members, and financial support.

Recommended standards for this category include: the group must have a minimum of five alumni/advisors willing to assume positions as Chapter Advisors and/or Corporation Board Members and that a local alumni support group, from Orange County, San Diego County or Riverside County, shall be established.

- 6) Quality of Support Staff

An inter/national officer will assume responsibility for the chapter/colony's establishment process and will be in attendance during the first membership recruitment cycle.

The inter/national organization will provide a graduate counselor, field representative, or alumni representative to work directly with the new organization until chapter status is achieved by the colony.

There must be continued evidence, supported by written documentation, of continuing support for new chapters in the form of local chapter advisors, annual visitations from alumni, field representatives, and/or inter/national officers.

Each colony/chapter will be responsible for soliciting a faculty/staff campus advisor from the university.

C. Process for Establishment

The following outlines the processes for establishing a fraternity/sorority organization at Cal State San Marcos:

Process for Organization Solicitation of the University

- 1) An inter/national organization initiates formal contact with the University to colonize a fraternity/sorority on campus. Formal contact will include information necessary to start the expansion process. Information to be submitted by interested groups is listed under Necessary Documentation, section VII, A, 1 and 2.
- 2) The Fraternity/Sorority Expansion Committee will determine, by a simple majority vote, if the inter/national organization will be invited to move forward in the Expansion Review process and submit additional information as outlined in section VII, A, 3-9.
- 3) If requested by the Fraternity/Sorority Expansion Committee, organizations may be invited to the university to formally present their organization, including a detailed timeline for expansion.
- 4) The Fraternity/Sorority Advisor will make all campus arrangements related to the presentations. The university will provide conference rooms and audiovisual equipment for meetings and presentations.
- 5) Presentations may be made to the following groups: the Fraternity/Sorority Expansion Committee, the VPSA, the AVP/Dean of Students, the Director of Student Life & Leadership, the Associate Director of Campus Life, the Fraternity/Sorority Advisor, the Greek Leadership Council, and any other constituents determined by the Fraternity/Sorority Advisor. The presentations should explain the inter/national organization's values, standards, programs, and other pertinent information regarding membership in the organization.
- 6) Following the presentations and visits, the Fraternity/Sorority Expansion Committee will determine which inter/national organization would have the greatest success with the university on the basis of the set criteria outlined in section VII, B, presentation evaluations, and written proposals.
- 7) The Fraternity/Sorority Expansion Committee will submit a written report, with the committee's recommendation, to the Director of Student Life & Leadership. The Director will add a recommendation from Student Life & Leadership and forward both the report and recommendation to the VPSA and AVP/Dean of Students.
- 8) Upon review of the written reports, the VPSA will decide whether to extend an invitation to the approved inter/national organization(s) to establish a colony. Invitations will be extended by the Vice President for Student Affairs on behalf of the University.
- 9) The Fraternity/Sorority Advisor will notify representative(s) of the inter/national organization(s) not selected for university expansion.

Process for University Solicitation of Organizations

- 1) The Fraternity/Sorority Advisor will draft a letter in conjunction with the VPSA inviting inter/national organizations to expand at Cal State San Marcos. The written notice will detail the deadlines for submitting information and the process of inviting the group to be part of the university. Organizations who do not submit information by the deadlines established in the written notice will not be considered for expansion. Information to be submitted by interested groups is listed in Section VII, A, above.
- 2) The Fraternity/Sorority Advisor will gather information and convene the Fraternity/Sorority Expansion Committee to review the information and request further information if needed.
- 3) The Fraternity/Sorority Expansion Committee will determine, by a simple majority vote, which organizations will be invited to the university to formally present their organization, including a detailed timeline for expansion.

- 4) The Fraternity/Sorority Advisor will make all campus arrangements related to the presentations. The university will provide conference rooms and audiovisual equipment for meetings and presentations.
- 5) Presentations may be made to the following groups: the Fraternity/Sorority Expansion Committee, the VPSA, the AVP/Dean of Students, the Director of Student Life & Leadership, the Associate Director of Campus Life, the Fraternity/Sorority Advisor, the Greek Leadership Council, and other constituents determined by the Fraternity/Sorority Advisor. The presentations should explain the inter/national organization's values, standards, programs, and other pertinent information regarding membership in the organization
- 6) Following the presentations and visits, the Fraternity/Sorority Expansion Committee will determine which inter/national organization would have the greatest success with the university on the basis of the set criteria outlined in section VII, B, presentation evaluations, and written proposals.
- 7) The Fraternity/Sorority Expansion Committee will submit a written report listing the results and recommendations for each inter/national organization to the VPSA, the AVP/Dean of Students and the Director of Student Life & Leadership.
- 8) Upon review of the written reports, the VPSA will decide whether to extend an invitation to the approved inter/national organization(s) to establish a colony. Invitations will be extended by the Vice President for Student Affairs on behalf of the University.
- 9) The Fraternity/Sorority Advisor will notify representative(s) of the inter/national organization(s) not selected for university expansion.

D. Establishment of a Colony

In accepting an invitation from the University to establish a colony at Cal State San Marcos, the inter/national organization must submit the following to Student Life & Leadership:

- 1) Expansion procedures including plans for initial membership recruitment or adoption of the Interest Group, officer training program and visitation schedules of Inter/National Officers and Regional Officers.
- 2) Contact roster of primary faculty/staff campus advisor, chapter/colony advisor, and a minimum of four alumni advisors willing to assume positions as advisors and/or corporation board members.
- 3) Copies of both local and inter/national Constitution and Bylaws.
- 4) Copies of insurance policies and a current Certificate of Insurance.
- 5) A letter of support from the inter/national organization that a charter will not be granted until a recommendation from the Fraternity/Sorority Advisor is approved by the VPSA and is received by the inter/national organization.
- 6) Student Life & Leadership may revoke colony status through due process and reasonable cause. Refer to the Student Life & Leadership Hearing procedures in Section V,B for more details.
- 7) The inter/national organization must award the colony full chapter status within two years of the university granting colony status. If chapter status is not awarded within two years, colony status will be revoked. Student Life & Leadership can grant an extension for good cause depending on the presented circumstance.
- 8) It is recommended that national offices establish their presence on campus by hosting at least one event during the Fall semester. As a deferred recruitment campus, the national office would then be poised to participate in Spring Formal recruitment, with colony members managing their first recruitment cycle during the subsequent Fall Informal recruitment period.

E. Re-Recognition Procedures

A chapter may lose university recognition as a result of a decision made by the university and/or a decision made by their respective inter/national organization. The circumstances of a group losing recognition for violating university policy can and will be considered differently than a group which, due to low membership numbers or internal concerns, decides to go through a period of reorganization or internal review. The length of time that a chapter has been without University recognition is also significant when considering the process of Re-Recognition. The following scenarios outline how the University will respond to the different types of requests for chapter Re-Recognition.

1. Chapter/national office decision to close/reorganize:
 - a) Re-Recognition Under One Year: A colony or chapter that has allowed their University recognition to lapse for up to one year can petition Student Life & Leadership to reorganize. A

Student Life & Leadership administrative review will result in a recommendation to the VPSA as to whether recognition should be reinstated.

- b) Re-Recognition Between One and Four Years: If a colony or chapter has allowed their University recognition to lapse for between one and four years, the organization will need to submit a letter of petition for reinstatement to Student Life & Leadership. Student Life & Leadership will conduct an administrative review in partnership with the Fraternity/Sorority Expansion Committee and forward a recommendation to the VPSA as to whether recognition should be reinstated.
 - c) Re-Recognition After Four Years: If a chapter has allowed their University recognition to lapse for four or more years, the organization will need to submit the necessary documentation outlined in section "VII: Expansion Process for Fraternity/Sorority Organizations" and follow the steps outlined under "Process for Organization Solicitation of the University."
- 2) University revocation of recognition:
- a) In circumstances where the University revoked the chapter's recognition, the organization will need to submit a letter of petition for reinstatement to Student Life & Leadership in accordance with the guidelines outlined in University recognition revocation letter signed by the VPSA.
 - b) Student Life & Leadership will either conduct an administrative review in partnership with the Fraternity/Sorority Expansion Committee and forward a recommendation to the VPSA or require that the organization submit the necessary documentation outlined in section "VII: Expansion Process for Fraternity/Sorority Organizations" and follow the steps outlined under "Process for Organization Solicitation of the University." Either process will be informed by the circumstances leading up to the chapter's revocation of recognition.
 - c) Any action(s) by the inter/national organization, chapter and/or behavior of members during the period of revocation will be considered in the petition review process.

F. Establishment of a Student Organization/Interest Group

Starting a fraternity or sorority is a complex process. To support students interested in adding to the current fraternity and sorority community, Student Life & Leadership may recommend that a student organization/interest group be established while the Expansion application is reviewed.

- 1) Interested students should contact the Associate Director of Campus Life to discuss the process of establishing a Student Organization with the Intent to become a Greek-letter organization.
- 2) Student organization/interest groups may not hold a charter from a national organization.
- 3) Greek-letters cannot be used in the student organization/interest group name, but the intent to become a Greek-letter organization should be included in the Student Organization purpose and shared with potential members.
- 4) Student organization/interest groups must apply for Expansion within three semesters of becoming a recognized student organization.
- 5) Student Life & Leadership may extend the recognition status of a student organization/interest group while the Fraternity/Sorority Expansion Committee reviews and makes a final recommendation on their application.
- 6) Any action(s) by the student organization/interest group and/or behavior of members during the period of student organization/interest group recognition will be considered in the Expansion application review process.
- 7) Student organization/interest groups are encouraged to review and be familiar with the policies and procedures outlined in the CSUSM Fraternity/Sorority Handbook.
- 8) If a student organization/interest group is not selected through the expansion review process, the organization will be eligible to continue solely as a student organization, without interest group status. A meeting will be scheduled with Student Life & Leadership to determine how to best proceed.

VIII. Revision and Review for the Fraternity/Sorority Handbook

- A. Revisions to the "California State University San Marcos Fraternity/Sorority Handbook" are subject to approval by the Vice President for Student Affairs.
- B. Any university Fraternity/Sorority Council may initiate a proposal for revision of the document.
- C. Student Life & Leadership shall review this document on an annual basis and initiate revisions to meet university needs and/or professional standards for Fraternity/Sorority Life.

Cal State San Marcos is an academic community dedicated to the values of:

Intellectual Engagement: learning, teaching, discovery, and application of knowledge

Community: shared commitments to service, teamwork, and partnership

Integrity: respect, honesty, trust, fairness, academic freedom, and responsibility

Innovation: creativity, openness to change, flexibility, responsiveness, and future focus

Inclusiveness: individual and cultural diversity, and multiple perspectives

MISSION & VISION

Cal State San Marcos focuses on the student as an active participant in the learning process. Students work closely with a faculty of active scholars and artists whose commitment to sustained excellence in teaching, research, and community partnership enhances student learning. The university offers rigorous undergraduate and graduate programs distinguished by exemplary teaching, innovative curricula, and the application of new technologies. Cal State San Marcos provides a range of services that responds to the needs of a student body with diverse backgrounds, expanding student access to an excellent and affordable education. As a public university, Cal State San Marcos grounds its mission in the public trust, alignment with regional needs, and sustained enrichment of the intellectual, civic, economic, and cultural life of our region and state.

In its second decade, Cal State San Marcos will become a distinctive public university known for academic excellence, service to the community, and improving learning through creative uses of technology. In its teaching and student services, Cal State San Marcos will combine the academic strengths of a large university with the close personal interactions characteristic of smaller institutions. Our curriculum will build upon its strong foundation in the liberal arts and sciences to increase student achievement of the knowledge, skills, and competencies needed in a global society experiencing accelerated technological, social, and environmental change. Students also will select from a growing array of specialized programs responsive to state and regional needs. All members of the campus will work to provide an environment that supports the work of students and faculty. Cal State San Marcos will celebrate and capitalize on its diversity to form a learning community committed to this shared vision.

CSUSM STRATEGIC PRIORITIES

Academic Excellence: Delivering academic excellence through high-quality programs, rich learning opportunities, exceptional staff, and effective student support mechanisms is at the core of our work at Cal State San Marcos. We are committed to the success of students by encouraging their intellectual engagement and by supporting the teaching, research, and creative activities of a stellar faculty.

Student Life: Cal State San Marcos is creating a rich, welcoming, and inclusive university environment that fosters campus pride, personal and professional development, and the active engagement of all students in the life of the university.

Campus Climate: Recognizing that our ability to excel is a function of our ability to work together as a team, Cal State San Marcos promotes a climate of camaraderie, mutual respect, and trust for all members of the university through support, effective communication, and sustained professional development.

Community Partnerships: Cal State San Marcos desires to strengthen and further expand our local, national, and international partnerships in ways that allow us to better serve our community as a leader in regional development and enhancement.

Educational Equity: As a community of students, faculty, and staff, we at Cal State San Marcos are committed to respecting and modeling the diversity of our region within a context of social justice. Together, we strive for educational equity and promote a fair and open environment for the exchange of ideas.

Student Life & Leadership Mission and Vision

Mission

The mission of Student Life & Leadership is to further the holistic education of Cal State San Marcos students in preparation for their role as active participants in a diverse global community. In all endeavors, Student Life & Leadership seeks to embody our primary values of Student-Centered Service, Inclusiveness, Teamwork and Innovation.

Vision

Student Life & Leadership will promote a rich co-curricular agenda to further student education, wellness and retention from admission through graduation. Department programs and services will enable students to practice the concepts and skills they learn in the classroom as they engage a myriad of campus involvement opportunities. Students will build self-awareness and expand their worldview as they engage their peers amidst the diversity of the campus community. By engaging the intentional learning experiences offered by Student Life & Leadership, students will expand their skills in critical thinking, communication and leadership thus maximizing their university experience and preparation for life after college.

**Cal State San Marcos Relationship Statement
for Greek Letter Organizations**

This statement affirms the relationship between California State University San Marcos and its recognized fraternity and sorority chapters and colonies. The University is committed to the development and support of the Fraternity/Sorority Community, and when organizations within this system function in accordance with their stated mission and values, the entire university community benefits from their leadership, involvement and service. In recognition of the ongoing contributions and potential of the Fraternity/Sorority Community, Cal State San Marcos continues to provide ongoing support to the system, chapters and individual members.

The University is committed to assisting each chapter to develop and pursue a positive academic and social atmosphere, and to meet both University standards and the standards of its inter/national organization. The University and the Fraternity/Sorority Community recognize the mutual rights and obligations which exist to ensure a positive relationship between chapters, their local alumni, national officers, and the University. This relationship statement, in conjunction with the Fraternity/Sorority Handbook, outlines these expectations.

**Shared Principles for Greek Life Organizations and
the California State Universities**

At the 2003 California State University Greek Life/Student Affairs Summit, students, staff and administrators adopted the following "Shared Principles for Greek Life Organizations and the California State Universities."

The individual universities that make up the collective body of the California State University system view fraternities and sororities as invaluable partners in the educational mission of the university and the development of successful citizens.

The CSU will support fraternities and sororities on their campuses in the promotion of:

- ❖ The academic success and retention of fraternity and sorority members from admission to graduation;
- ❖ The development of well-educated, well-rounded individuals who positively impact their campus and community through their personal integrity, social responsibility, community service, philanthropy, leadership and involvement in campus programs and activities;
- ❖ Peer education that stresses the values of integrity, respect, responsible use of alcohol, and responsibility for one's actions, and concern for the welfare of others;
- ❖ Unity of purpose and collaboration among fraternities and sororities that contribute to a wider sense of community on campus, throughout the state of California and around the nation;
- ❖ On-going assessment and evaluation to promote open systems that support nondiscriminatory recruitment and diversity within membership; and
- ❖ Strong alliances with fraternity and sorority alumni that foster lifelong support of the university and its fraternity and sorority community.

**CALIFORNIA STATE UNIVERSITY SAN MARCOS
HAZING STATEMENT AND GRADE AUTHORIZATION FORM**

This must be filed with the Student Life & Leadership office no more than 10 days after accepting a bid for membership.

LAST, FIRST (Print Full Legal Name)

Student Identification Number

Cell Phone _____ Alt. Phone _____ Email _____

Hazing Statement:

California State University San Marcos expects that all members of recognized student organizations will observe and fully comply with the State of California Educational and Penal Code requirements on hazing. All students are expected to adhere to regulations set forth by their respective National Fraternity, the State of California, and the University concerning hazing. California State University San Marcos prohibits hazing by any recognized student organization.

The State of California Penal Code SECTION 245.6 defines hazing as the following:

- a) *It shall be unlawful to engage in hazing, as defined in this section.*
- b) *"Hazing" means any method of initiation or preinitiation 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. The term "hazing" does not include customary athletic events or school-sanctioned events.*
- c) *A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.*
- d) *Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.*
- e) *The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.*
- f) *Prosecution under this section shall not prohibit prosecution under any other provision of law.*

For more information visit: <http://www.leginfo.ca.gov/calaw.html>

My signature below certifies that I have read, understand, and agree to abide by the California Penal Code and CSUSM Hazing policies. I understand that my participation in or prior knowledge of any hazing activities within my organization may also result in personal referral to the Dean of Students Office. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of campus policy.

New Member Signature

Date

Voluntary Authorization for Educational Record Disclosure:

University policy prohibits the release of personally identifiable information from educational records of students without their previous written authorization. Exceptions to this policy include those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using the student records connected with their campus or related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions.

I hereby consent to the release of my student information. The student information to be disclosed will include: unit count, grade point average (cumulative and previous semester) and the status of any academic probation. The purpose of disclosure will be to verify the achievement of minimum academic and membership standards.

This authorization shall remain in effect as long as I remain a member of the fraternity listed and am enrolled at California State University San Marcos, unless I submit a written revocation of this authorization to the Greek Advisor.

My signature below certifies that I hereby consent to release of my student information to Student Affairs Administrators supporting Greek Life, Chapter President, Chapter Advisor, Academic Officer, and National Headquarters Staff.

New Member Signature

Date

**California State University San Marcos
Fraternity and Sorority Life Initial Request for Expansion**

Fraternity/Sorority Name: _____
National Office Contact Information: _____

Briefly outline the following:

General Information	
National Office Location	
Date/Place of Founding	
National Philanthropy	
Financial Information	
Semester Dues	
Initiation and One-time Fees	
Colony Fees/Dues if applicable	
Convention fees (per colony)	
Convention fees (per chapter)	
Regional Peer Support	
Current level of student interest at CSUSM if applicable	
southern CA Chapters and their sizes	
Advisory Structure	
Advisory Model/Positions	
Number of Local Alumni within a 50-mile radius of zip code 92096	
Is there a young alumni group?	
National Support Programs	
New Member Education	
Risk Management	
Scholarship	
Leadership Development	
Regional Training Opportunities – next 2 years	
Chapter Education	
Insurance/Risk Management Info	
Insurance Group	
Hazing	
Non-Discrimination Policy	
Establishment/Recruitment Plan	
Recruitment Plan	
Initiation Timelines	

*** To request an electronic version of this document, please contact Student Life & Leadership and the Associate Director of Campus Life at (760) 750-4970.**