



California State University  
SAN MARCOS

*Fraternity & Sorority Life Handbook*

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*Division of Student Affairs  
Student Life & Leadership  
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## **I. Definition of Terms**

**Active Member:** Indicates a regularly enrolled, matriculated student seeking a degree at CSUSM (CSUSM) carrying a minimum of 6.0 units at CSUSM who is a full, active member of a regional or inter/national Fraternity & Sorority chapter.

**Administrative Hearing Board:** A group comprised of between three and five CSUSM faculty, administrators, and/or staff representatives and a student Greek Leadership Council representative.

**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.

**Dean of Students (DOS):** DOS provides general information concerning campus policies, procedures, and regulations. Students needing assistance with any University matter are invited to initiate resolution through this office. Specific policies regarding grade appeals, student grievances, and student conduct are supported through and administered by this office.

**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 of college level coursework.

**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 regional or inter/national organization.

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

### **Councils:**

1. **Greek Leadership Council (GLC):** comprised of executive board officers and chapter delegates representing each fraternity or sorority organization at CSUSM. 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.
2. **Interfraternity Council (IFC):** comprised of executive board officers and chapter delegates representing each social fraternity at CSUSM. This council will act as a governing board, promoting open communication, positive group relations, and organize recruitment events for respective organizations.
3. **Multicultural Greek Council (MGC):** comprised of executive board officers and chapter delegates representing each multicultural fraternity and sorority at CSUSM. This council will act as a governing board, promoting open communication, positive group relations, and organize recruitment events for respective organizations. Currently, organizations that fall under NPHC, NAPA, and NALFO participate as members on MGC.
4. **Panhellenic Council (PC):** comprised of executive board officers and chapter delegates representing each social sorority at CSUSM. This council will act as a governing board, promoting open communication, positive group relations, and organize recruitment events for respective organizations.

**Coordinator of Fraternity & Sorority Life:** Indicates the professional staff member(s) in the Student Life & Leadership Office who serve as the main staff contact for Fraternity & Sorority organizations.

**California State University San Marcos:** CSUSM

**Faculty/Staff Campus Advisor:** Indicates an individual employed by CSUSM willing to serve in an advisory role for the organization. All CSU student organizations are required to have a faculty/staff advisor. The faculty/staff advisor will provide on-campus policy support and advisement and review chapter events scheduled in on-campus facilities.

**Fraternity & Sorority Life Expansion/Extension Committee:** The group of constituents, representing on- and off-campus entities, that makes the final recommendation for expansion/extension to the Vice President for Student Affairs. The members of this committee will be determined by Student Life & Leadership.

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

**New Chapter:** Indicates a newly established Fraternity & Sorority organization with regional or inter/national affiliation and on-campus student organization recognition status but which has not yet been granted chapter status by the regional or inter/national organization.

**New Member:** Indicates a regularly enrolled, degree seeking, matriculated student at CSUSM who has completed a minimum of 12.0 units, is carrying a minimum of 6.0 units at CSUSM, meets the GLC grade point average requirement, and who is fulfilling the organization's requirements to be a member of a regional or inter/national Fraternity & Sorority.

**New Member Education/Intake:** Process by which fraternities and sororities bring new students into their organization through meetings and learning about the organization. This process will be reviewed annually by the respective Chapter Advisor.

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

**Recruitment:** A program of membership selection by fraternities/sororities. During this process, there is an exchange of information about the organization with potential new members. 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 IFC, MGC, and PC on an annual basis.

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

**Student Life & Leadership (SLL):** SLL is the department that provides oversight, advice, and support to recognized student organizations, which includes all fraternities/sororities, Greek honorary societies, and GLC, IFC, MGC, and PC.

**Student Organization Recognition Process:** The annual process each student organization must complete to be recognized by the university. This process is administered by Student Life & Leadership. All chapters must complete this process.

**Umbrella Organizations:**

1. **National Association of Latino Fraternal Organizations, Inc. (NALFO):** The umbrella council for Latino/a Greek-Letter Organizations.
2. **National Asian Pacific Islander American (APIDA) Panhellenic Association (NAPA):** The umbrella council for Asian Pacific Islander Greek-Letter Organizations.
3. **National Multicultural Greek Council (NMGC):** The umbrella council for a coalition of Multicultural Greek-letter organizations (MGLOs).
4. **National Panhellenic Conference (NPC):** The umbrella organization for 26 national/international women's fraternities/sororities. NPC chapter delegates to the GLC will also serve as the College Panhellenic Delegates. College Panhellenic Council (CPC) is the campus governing council for NPC women's inter/national organizations. The CPC will be organized such that it acts as a sub-committee of the Greek Leadership Council (GLC).
5. **National Pan-Hellenic Council (NPHC):** The coordinating body for nine historically African-American Greek-letter fraternities and sororities.
6. **North-American Interfraternity Conference (NIC):** The trade association representing numerous inter/national men's fraternities.

**University:** Indicates CSUSM

**University Hazing Education Team:** Indicates the committee partnership between the Dean of Students Office, Student Life and Leadership, University Police Department, Athletics, Campus Recreation, University Student Union, and Associated Students, Inc. for education, prevention efforts, and reporting around hazing.

**VPSA:** Vice President for Student Affairs

## **II. University Recognition of Fraternities & Sororities**

### ***A. Definition of Fraternity & Sorority***

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

Exceptions may be granted for fraternities and sororities 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 (as explained in section G).

3. Each fraternity and sorority must be a member in good standing with the CSUSM Greek Leadership Council.

### ***B. University Recognition of Fraternities and Sororities***

1. CSUSM seeks to officially recognize and assist Fraternities and Sororities 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. Student Life & Leadership will serve as the sponsoring university unit for all recognized Fraternities and Sororities at CSUSM.
3. The CSUSM Fraternity & Sorority Relationship Statement, in conjunction with this Handbook, outlines the values or "pillars" by which the university expects fraternities and sororities to operate (the CSUSM Fraternity & Sorority Relationship Statement is available on the SLL website).
4. If a chapter violates the policies in this Handbook, becomes negligent in cultivating an environment that supports student health and wellness and academic success at CSUSM, or demonstrates a pattern of ineffective organizational management, the university may initiate a broader review process.
5. Every effort shall be made by Student Life & Leadership and the umbrella and/or regional or inter/national organization to coordinate an infusion of resources and redirection that would benefit the turn-around of the organization that is demonstrating ineffective leadership.

6. Student Life & Leadership shall notify the regional or inter/national organization of any disciplinary action imposed on a chapter recognized by the university. Regional or inter/national organizations will notify the Coordinator of Fraternity & Sorority Life and/or Student Life & Leadership of any disciplinary action imposed upon chapters at the university. Every effort shall be made by Student Life & Leadership and the umbrella and/or regional or inter/national organization to coordinate disciplinary actions.
7. It is the University's expectation that the removal of University recognition would result in parallel action by the regional or inter/national organization in support of a positive and safe undergraduate experience.

### **III. Fraternity & Sorority Membership Requirements and Organization Expectations**

The following are requirements for a Fraternity & Sorority organization to maintain recognition at CSUSM. Failure to uphold the requirements of this section, or any of the stated expectations in this handbook, may result in a Student Life & Leadership administrative review of the chapter's University recognition status.

- A. The University delegates power to Student Life & Leadership, specifically the Coordinator of Fraternity & Sorority Life, to develop a set of operating principles and guidelines for the Fraternity & Sorority organizations in three basic areas: campus affiliation and recognition procedures, community governance, and chapter development.
- B. Fraternity & Sorority organizations must apply for and maintain student organizations recognition status through Student Life & Leadership annually.
- C. Fraternity & Sorority organizations must provide proof of insurance that meets university limit requirements as outlined Section IV-G of this Handbook.
- D. The University requires that all recognized chapters be members in good standing with the CSUSM Greek Leadership Council. For more information about GLC, refer to the GLC Constitution and Bylaws, available on the Student Life & Leadership website.
- E. Fraternity & Sorority organizations will inform and work in collaboration with the Coordinator of Fraternity & Sorority Life when considering housing or long-term meeting facilities to ensure regional or inter/national and university requirements and standards are met.
- F. Fraternity & Sorority organizations will provide officer rosters, advisory board contact information, regional or inter/national constitution and bylaws, local bylaws, articles of incorporation, certificates of insurance, financial costs, and other required listed on the chapter checklist on an annual basis or whenever changes occur. Membership rosters will be reviewed and updated each semester, once new member hazing and academic release statements are submitted within 10 days of recruitment, or whenever changes occur.
- G. New Members can only be offered membership into the chapter if the individual is a degree-seeking student carrying six units at CSUSM 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. Fraternity & Sorority organizations may grant members special status (transfer, alumni, honorary) as approved by the regional or inter/national organization. New members must also be in good standing with the University (not on academic or disciplinary probation with the Dean of Students) and meet the grade point average minimum required for membership recruitment as decided upon by the Greek Leadership Council. For more information, refer to the GLC Recruitment Rules, available on the Student Life & Leadership website.
- H. Fraternity & Sorority organizations must complete any new member/intake education and initiation processes at least 10 days before the first day of finals each semester.
- I. Each Fraternity & Sorority organization must maintain a collegiate membership of five or more members, per the CSU requirement for student organizations (Executive Order 1068).
- J. Fraternity & Sorority organizations must maintain an Associated Students Inc. Agency Account for on-campus banking and billing purposes.
- K. 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.

- L. Fraternity & Sorority chapter Presidents and Treasurers cannot hold their position if they are academic or disciplinary probation with the university.
- M. Fraternity & Sorority chapters are required to maintain a CSUSM cumulative and term grade point average minimum of 2.50. If the term grade point average falls below a 2.50, a plan for meeting the requirement will be developed in conjunction with, and submitted to, the Coordinator of Fraternity & Sorority Life and the regional or inter/national organization. If the chapter grade point average does not meet the 2.50 minimum within two semesters of the initial decline, the chapter will be suspended until they meet the 2.50 requirement.
- N. Each Fraternity & Sorority must have at least one alumni advisor in addition to a faculty/staff campus advisor as required through the university recognition process. Chapter advisors should be familiar with organization and university policies, have a regular presence at meetings, review finances, review the new member program to ensure hazing isn't involved in any way, risk management, and attend events throughout the year. SLL coordinates regular advisor meetings to maintain communication with advisors and provide university updates as needed.
- O. 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 regional or inter/national organization and must be reported to the University.
- P. Each Fraternity & Sorority shall establish, maintain, and comply with a code of conduct, and shall ensure that all of its members have a working understanding of the code of conduct. The Fraternity & Sorority shall have an internal judicial system to enforce this code. The University must receive an annual copy of this code of conduct if it is not clearly included in the organization's constitution/bylaws.
- Q. Fraternity & Sorority organizations are required to submit calendars of activity to the Coordinator of Fraternity & Sorority Life each semester, including summer. These calendars must include all chapter and new member or pledge activities. The Coordinator of Fraternity & Sorority Life should also be made aware of additional regional or inter/national conferences, on and off-campus events, or meetings that members will attend. Calendars should be submitted no later than the 15<sup>th</sup> of August (fall), January (spring), and May (summer). If the 15<sup>th</sup> falls on a weekend, calendars will be due the following Monday. Should the 15<sup>th</sup> fall during an exam period, the calendars will be due on the 22<sup>nd</sup> of the month.
- R. Each academic year, chapters are required to attend or host three Educational Events that are at least 60 minutes in length on the following topics:

One (1) Risk Management (due prior to hosting any events with alcohol and must cover the following):

*These should focus on policy review and member and officer responsibilities for managing risk. It is recommended that organizations spend a portion of the time on the application of risk management policies and expectations regarding alcohol and substance abuse, and hazing (i.e. roleplay, large or small group dialogue).*

- Alcohol
- Campus policies/expectations
- Drugs
- Hazing
- Mental Health
- Organizational risk management policies/expectations
- Rape
- Self Defense

One (1) Sexual Violence (required program offered by the University):

*These should primarily prevention, bystander intervention, etc. and not specific policies*

- Sexual Assault
- Sexual Health
- Sexual Harassment

One (1) Personal & Identity Development (suggested topics include the following):

*These should primarily focus on education, self-evaluation/reflection, collaboration, etc.*

- Ability
- Body Image
- Culture
- Disordered Eating
- Religion
- Sexuality
- Socioeconomic status
- Gender/Gender Identity
- Masculinity
- Race
- Femininity

A minimum of 80% of the chapter must attend the Risk Management and Personal & Identity Development educational events. There must be at least 100% in attendance for the Sexual Violence educational event. However, each chapter is responsible for disseminating the information to all chapter members. Chapters *may attend or host more than one program in each area* to achieve the percentage attendance requirement.

These educational events must be reviewed by the Coordinator of Fraternity & Sorority Life a minimum of one week prior to the date of the educational event occurring using the ***Educational Event Form***. Topics that do not appear on the list above can be proposed to the Coordinator of Fraternity & Sorority Life for consideration. All chapters/ are encouraged to work with on and off-campus entities to develop impactful educational events. Educational Events are tracked on an academic year basis; attendance rosters and Educational Event Forms must be submitted to Student Life & Leadership no later than May 31<sup>st</sup>.

New members are expected to attend a half-day new member education program organized by the university. The curriculum will cover risk management topics (alcohol and substance abuse, hazing, diversity and inclusion, sexual violence, leadership, and academics) and the Fraternity & Sorority Life Pillars, with a primary focus on (1) Diversity and Inclusion and (2) Community Development and Lifelong Membership. Additionally, officers will receive additional training on risk management at the Fraternity & Sorority Life Officer Workshop and the Student Organization Leadership Conference.

#### **IV. Risk Management Policies**

Fraternities and Sororities at CSUSM will adhere to all policies as set forth by the University and CSU Board of Trustees. Examples of such policies are outlined below. It is also expected that chapters are aware of and implement their own risk management policies and procedures. Fraternity & Sorority chapters are responsible for knowledge and observance of state and federal laws, University regulations, and regional or inter/national organization policies. Violators will be prosecuted to the fullest extent of the law.

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 regional or 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.

##### **A. Hazing**

Fraternity & Sorority 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 regional or



inter/national policies and university procedures regarding hazing. The State of California Educational Code defines hazing as the following:

*"As used in this article, "hazing" includes any method of initiation or pre-initiation into a Student Organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.*

*No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is on going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section."*

All new members sign the CSUSM Hazing Statement and submit the document to Student Life & Leadership within 10 days of accepting a bid. The full statement is available in Appendix E. SLL provides education on this subject through the annual student organization recognition process; additional campus support and educational workshops are also available through the University Hazing Education Team.

#### **B. Alcohol and Drugs**

- 1) Fraternity & Sorority chapters will understand and abide by all regional or 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 chapters shall use, possess, or distribute alcohol and/or drugs at any recruitment activity or event.
- 3) Fraternity & Sorority 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 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 chapters are responsible for knowledge and observance of state and federal laws, University regulations, and regional or 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 regional or 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 Coordinator of Fraternity & Sorority Life and may be forwarded to the University Police and/or the Dean of Students.

#### **D. Event Management**

The university expects that chapters demonstrate responsible event management that protects the health and safety of members and guests at their events, whether the event takes place on or off-campus. The Coordinator of Fraternity & Sorority Life will provide university advisement related to events as documented through the chapter calendaring and on- and off-campus event planning process.

1. On-Campus Events

- a. See Student Organization Handbook for most updated policies regarding on-campus event management.

## 2. Off-Campus Events

- a. Chapters choosing to sponsor and host an event off-campus accept sole responsibility for the event and their chapter, including but not limited to all contractual agreements entered into with off-campus facilities or vendors.
- b. Any chapter undertaking the sponsorship of an event accepts the responsibility to maintain proper conduct of all attendees. If an issue arises and has not been resolved in a satisfactory manner, as determined by Student Life & Leadership, or if the issue was of such proportion as to impair the name of the University or other chapters, disciplinary action may be initiated by Student Life & Leadership.
- c. All off-campus chapter events must be registered with our Student Life and Leadership office **at LEAST** three weeks prior to the scheduled event using the Off-Campus Event Registration Form on the CSUSM FSL website.
- d. Off-Campus Event Registration Form regulations to keep in mind when alcohol will be served at an event:
  - i. Third party vendor is required.
  - ii. A guest list must be used to prevent any individuals who were not invited by the participating chapters from attending. The guest list must be submitted within 3 business days of the event to the Coordinator of Fraternity & Sorority Life.
  - iii. Any social event that contains alcohol shall not exceed 2 guests per member. Alumni and family members do not count toward this ratio.
  - iv. Proper identification monitoring is used (ID cards, wristbands etc.)
- e. An event may be considered a chapter-sponsored event if one or more of the following conditions is present including (but not limited to):
  - i. The event is advertised with any mention of the sorority or fraternity.
  - ii. The event/activity is previously discussed during a chapter meeting, information is distributed throughout the chapter meeting, and/or the activity is mentioned during the meetings of a chapter meeting.
  - iii. Any event or activity where an observer or attendee would associate the event with a fraternity or sorority.
  - iv. A large percentage of the chapter attended and/or the event was hosted at a residence where chapter members reside.
  - v. The chapter provides transportation to the event.
  - vi. The chapter creates or encourages the creation of any promotional materials for the event. (T-shirts, flyers, Social Media, etc.)
  - vii. The chapter is involved in any way with the sales of tickets or promotional materials that mention or promote the event.
  - viii. Chapter funds are connected in any way to the event/activity (ex: food, promotions, beverages, venue rentals, entertainment, supplies, etc.)
  - ix. Chapter provides maps, directions, tickets or any other information to the event/activity for its members and other guests.
  - x. The event/activity is listed on the chapter or GLC calendar or on social media.

### *E. Injury and Medical Transport*

If any person participating in an event affiliated with a university recognized Fraternity & Sorority, or at any event an observer would associate with the 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 through his/her medical insurance carrier. An emailed report detailing the event, injury, treatment, and actions taken, including insurance claims and any suits filed should be submitted to the Coordinator of Fraternity & Sorority Life 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 Coordinator of Fraternity & Sorority Life, Chapter Advisor, and regional or inter/national organization.

#### F. *Fire, Health and Safety Hazards*

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

#### G. *Insurance Coverage*

Each Fraternity & Sorority regional/inter/national organization and chapter is required to understand and abide by the guidelines and requirements of the organization's risk management program and insurance policy. Certificates of Liability Insurance with the California State University, San Marcos, 333 S. Twin Oaks Valley Rd, San Marcos, CA 92096 listed as the Certificate Holder must be submitted annually to the Coordinator of Fraternity & Sorority Life. Insurance shall provide for a minimum of \$1,000,000 (one million) dollars each occurrence and \$2,000,000 (two million) dollars annual aggregate for General Liability. The Fraternity & Sorority insured is responsible to notify the Fraternity & Sorority Life Office within 30 days of cancellation of the policy.

#### H. Executive Order No. 1095 (<http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html>)

- Systemwide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking Policy.

This Executive Order, and Executive Orders 1096, 1097 and 1098, provide direction on implementing Title IX of the Education Amendments of 1972; the Violence Against Women Reauthorization Act of 2013 (VAWA; (VAWA) under its Campus Sexual Violence Elimination Act provision (Campus SaVE Act); Title IV of the 1964 Civil Rights Act; the California Equity in Higher Education Act; the California Donahoe Higher Education Act; and the Governor's *California Campus Blueprint to Address Sexual Assault*, among other applicable state and federal laws and related regulations.

Executive Order 1095 includes three attachments: Attachment A: Notice of Nondiscrimination on the Basis of Gender or Sex, Attachment B: Myths and Facts about Sexual Misconduct, and Attachment C: Notice of Rights and Options for Victims of Sexual Misconduct, Dating and Domestic Violence and Stalking. All of these attachments, along with the information below, can be found at the following website:

<http://www.csusm.edu/title9/>

- Information for students about what constitutes sexual discrimination, including sexual harassment and sexual misconduct
- What you should do if you have been the victim of or witness to these acts
- Common facts and myths about the cause of sexual violence
- Information about dating and domestic violence, rape, sexual assault, and stalking, including details about how to file administrative complaints with the campus and how to file criminal charges with campus or local law enforcement officials
- Resources for victims of sexual violence on campus and in the community
- Information about the campus, criminal, and civil consequences of committing acts of sexual violence

- And a statement explaining that the university's primary concern is the safety of members of the campus community; that the use of alcohol or drugs never makes the victim at fault for the sexual violence out of concern that they might be disciplined for related violations of drug, alcohol, or other university policies; and that except in extreme circumstances, the victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code

**Executive Order No. 1096** (<https://www.calstate.edu/eo/EO-1096-rev-3-29-19.pdf>)

- Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Employees and Third Parties and Systemwide Procedure for Addressing Such Complaints by Employees and Third Parties

Most University employees are required to report all details of a sexual misconduct incident including *the identities of both the victim and alleged perpetrator* to the Title IX Coordinator or designee so that immediate action can be taken to protect the victim, and to correct and eliminate the cause of sexual violence. \*

*\*Exceptions to this obligation are limited to employees whose positions include legal confidentiality protections such as medical and mental health providers, sexual assault advocates, and in some cases, University Police.*

**As an employee or Third party, If you have been discriminated against based on your gender, sex or sexual orientation including sexual misconduct or harassment, stalking, and domestic/dating violence, you can receive support and/or file a complaint with the Title IX Coordinator.**

**CSUSM Title IX Coordinator: Bridget Blansha, Associate Vice President for Student Development Services**

**Address: Craven Hall 3600**

**Email: [bblansha@csusm.edu](mailto:bblansha@csusm.edu)**

**Phone (760) 750-4056**

**Monday - Friday 8am to 5pm, Closed during campus closure days**

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- Systemwide Policy Prohibiting Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating and Domestic Violence, and Stalking against Students and Systemwide Procedure for Addressing Such Complaints by Students

The California State University (CSU) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. We embrace and encourage our community differences in Age, Disability, Race or Ethnicity, Gender, Gender Identity or Expression, Nationality, Religion, Sexual Orientation, Genetic Information, Veteran or Military Status, and other characteristics that make our community unique. All Students have the right to participate fully in CSU programs and activities free from Discrimination, Harassment, and Retaliation. The CSU prohibits Harassment of any kind, including Sexual Harassment, as well as Sexual Misconduct, Dating and Domestic Violence, and Stalking. Such behavior violates University policy and may also violate state or federal law.

All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific sexual activity is Sexual Misconduct and constitutes a violation of this policy, whether or not the sexual activity violates any civil or criminal law.

**If you have been discriminated against based on your gender, sex or sexual orientation including sexual misconduct or harassment, stalking, and domestic/dating violence, you can receive support and/or file a complaint with the Office of the Title IX & Deputy Title IX Coordinator.**

**Office of the Title IX & Deputy Title IX Coordinator**  
**Address: Craven Hall 3600**  
**Phone (760) 750-6020**  
**Monday - Friday 8am to 5pm, Closed during campus closure days**

**CSUSM Title IX Coordinator: Bridget Blanshan, Associate Vice President for Student Development Services**  
**Address: Craven Hall 3600**  
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**Phone (760) 750-4056**  
**Monday - Friday 8am to 5pm, Closed during campus closure days**

Your campus Title IX Coordinator and Deputy Coordinator are available to explain and discuss: your right to file a criminal complaint with the police (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

Check out CSUSM's Title IX Website for access to policies, procedures, resources, and further info:  
[www.csusm.edu/title9](http://www.csusm.edu/title9)

## **V. University Response & Administrative Review Processes**

Student Life & Leadership may review a chapter's University recognition status as a result of a failure to uphold the requirements and expectations outlined in this handbook, or in response to a report(s) of alleged chapter misconduct submitted to SLL. While this section of the Handbook outlines CSUSM's response to allegations that are reported regarding the Fraternity & Sorority community, the University also expects that each chapter utilize a conduct or internal accountability system so that inappropriate behavior within the chapter is addressed.

### ***A. Issue Response***

1. When issues (not related to potential violation(s) of University policies, state, or federal law) arise among Fraternity & Sorority members and/or groups, parties are encouraged to personally contact the President of the Fraternity & Sorority organization to seek resolution. Issue response does not include concerns or situations that are serious in nature (e.g. hazing, anything concerning student safety and welfare, anything warranting media attention, possible violations of Student Code of Conduct and/or FSL Handbook).
2. The Chapter Advisor should be available, upon request, to help individuals and/or groups facilitate dialogue when resolution cannot be met between individuals and/or groups.

### ***B. Incident Response***

1. Reporting an Incident
  - a. If an individual and/or group experiences an incident or multiple incidents (potential violation of University policies, state, or federal law), it should be reported directly to the Coordinator of Fraternity & Sorority Life.
  - b. Disciplinary matters involving individuals may be referred to the Dean of Students, and possibly to the University Police Department. Actions taken by 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 SLL receives a report giving details of an alleged incident. The Coordinator of Fraternity & Sorority Life will review the report and determine the appropriate course(s) of action:

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

### C. *Inquiry and Resolution*

1. Inquiry and resolution will be recommended in a situation involving a single chapter where it is believed that a formal meeting between the Coordinator of Fraternity & Sorority Life and the chapter leadership will resolve the situation or concern through mutual discovery and agreement.
2. Prior to the meeting, the Coordinator of Fraternity & Sorority Life will conduct an inquiry by contacting and gathering information from individual(s) named in the initial report submitted to Student Life & Leadership.
3. Following the meeting, the Coordinator of Fraternity & Sorority Life will issue a resolution summary letter outlining the inquiry findings and expectations/sanctions the chapter must meet to resolve the matter at this level.
4. If the chapter 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.

### D. *Investigation and Administrative Hearing*

1. An investigation will result when something serious in nature (for example, potential violations of University policies, state, or federal law), is reported. Student Life & Leadership 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.
2. Parties/chapters 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 investigation meeting. Student Life & Leadership will also contact the regional or inter/national fraternity or sorority organization in an attempt to coordinate a review by the regional or inter/national organization.
3. If the allegation is found to have merit, a hearing may be called. The Administrative Hearing Board will be comprised of between three and five members, comprised of CSUSM faculty, administrator, and staff representatives and the GLC President or appropriate designee, called together for the sole purpose of reviewing the circumstances of the case and provide a recommendation to Student Life & Leadership regarding the matter.
4. 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 speak on behalf of the chapter or directly address the hearing board. Attorneys are not permitted in the hearing process.
5. If a chapter 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 Student Life & Leadership.
6. Upon review of the initial report and recommendations by the Administrative Hearing Board, the Director of Student Life & Leadership will issue a hearing summary letter that either releases the chapter from responsibility or outlines a sanction, based on the nature of the complaint.
7. Chapters/ 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).
8. Appeals
  - a. A written request must be submitted to the Dean of Students within five business days of receiving written notification of the sanction(s).
  - b. Failure to appeal will indicate an acceptance of the sanction(s).
  - c. Upon appeal, sanction(s) could remain the same, increase, or decrease in severity.
  - d. The criteria for an appeal are limited to the following grounds:
    - i. New evidence is available that was not heard at the time of the hearing.
    - ii. There was a procedural error that substantially affected the outcome of the hearing.

9. If a chapter 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's university recognition.

#### *E. Recruitment Infractions*

1. Recruitment infractions that do not include possible violations of Student Code of Conduct and/or the FSL Handbook will be referred to the Interfraternity Council, Multicultural Greek Council, and Panhellenic Council. For more information, refer to the respective Constitution and Bylaws and Recruitment Rules.

#### *F. Standard of Proof and Sanctions*

The University Response and Administrative Review process is not intended to be a Court of Law. The standard of proof required is "preponderance of evidence." Preponderance of evidence is established when it is "more likely than not" that the organization and/or members of the organization violated University policies. Thus, sanctions should be reasonable and appropriate to the incident and nature of the policy violations.

#### *G. Sanctions*

- a. Disciplinary sanctions and administrative actions may be imposed separately or in combination. Potential sanctions include, but are not limited to:
  1. Censure or warning
  2. Loss of privileges and exclusion from activities
  3. Disciplinary probation
  4. Restitution and fines
  5. Educational/restorative justice
  6. Loss of university recognition
- b. See re-recognition process in section K.

### **VI. Expansion/Extension Process for Fraternities & Sororities**

#### *A. University Model for Growth*

To support the experience and intentional growth, CSUSM operates under a closed and open expansion/extension model, meaning that new groups will only be considered when the campus is ready and able to support these organizations and thus open for expansion/extension. It is recommended that interested students and/or organizations contact the Coordinator of Fraternity & Sorority Life to confirm the campus readiness for expansion/extension and thus the anticipated review cycle.

#### *B. Campus Crashing*

Campus "crashing" or forming a group of interested students without the approval of Student Life & Leadership will not be tolerated and can jeopardize an organization's application to expand/extend at CSUSM.

#### *C. Campus Readiness*

Student Life & Leadership will conduct annual feasibility studies to assess readiness for possible expansion. Student Life & Leadership will have the discretion to conduct a feasibility study based on campus openness to expansion and the needs of the community. An annual review of the CSUSM environment for expansion/extension readiness shall include the following:

1. The stability and membership retention rates of recognized chapters
2. Size of current chapters as related to physical campus facility limitations and chapter member experience
3. Formally assessed interest and documented need from students
4. Enrollment trends
5. The number of men/women involved in Fraternity & Sorority Recruitment

6. The number of regional or inter/national Fraternity & Sorority organizations expressing interest to establish a at the university
7. Support from area alumni

If the University determines that there may be some possibility of new growth, Student Life & Leadership will convene a Fraternity & Sorority Feasibility Committee. Student Life & Leadership will have an annual feasibility study to assess.

#### *D. Fraternity & Sorority Growth Feasibility Committee*

This committee will make recommendations to the University regarding expansion. The Fraternity & Sorority Growth Feasibility Committee will be comprised of chapter leadership, and chapter advisors, and led by Student Life & Leadership. If a recommendation for new growth is given and approved, Student Life & Leadership will convene a Fraternity & Sorority Expansion/Extension Committee.

#### *E. Fraternity & Sorority Expansion/Extension Committee*

The Fraternity & Sorority Expansion/Extension Committee will be convened once a recommendation of growth is given and approved. This committee will be compiled of chapter leaders and led by Student Life & Leadership.

#### *F. Solicitation of Interest*

The following section outlines the two processes by which a Fraternity & Sorority provide interest in establishing a chapter CSUSM.

1. Process for Organization Solicitation of the University
  - a. A regional or inter/national organization initiates formal contact with the University to establish a Fraternity & Sorority on campus. Formal contact will include information necessary to start the expansion/extension process as outlined under Necessary Documentation, section VI, F, 1 and 2. This formal contact will be provided to the Fraternity & Sorority Expansion/Extension Committee when the campus is open for growth.
  - b. The Fraternity & Sorority Expansion/Extension Committee will determine, by a simple majority vote, if the regional or inter/national organization will be invited to move forward in the Expansion/Extension Review process and submit additional information as outlined in section VI, F, 3-10.
2. Process for University Solicitation of Organizations
  - a. The Coordinator of Fraternity & Sorority Life will draft a letter in conjunction with the VPSA inviting regional or inter/national organizations to expand/extend at CSUSM. The written notice will be posted online and sent out to umbrella organizations and those organizations who have indicated interest in the campus. The letter will detail the deadlines for submitting information to the campus and the process by which selected groups will be invited to join the university community. Organizations who do not submit expected information by the deadlines established in the written notice will not be considered for expansion/extension.
  - b. The Coordinator of Fraternity & Sorority Life will gather information and convene the Fraternity & Sorority Expansion/Extension Committee to review the information and request further information if needed.

#### *G. Necessary Documentation*

Initial Requests for Expansion/Extension will be received and evaluated by Student Life & Leadership and/or the Fraternity & Sorority Expansion/Extension Committee.

When a regional or inter/national organization is interested in becoming part of the CSUSM community, the following information must be submitted:



1. Letter of application and philosophy of the organization in relation to the Mission of CSUSM which includes the commitment to recruiting a diverse membership.
2. A completed CSUSM Fraternity & Sorority Initial Request for Expansion/Extension, found in Appendix F.

**If selected for consideration by the Fraternity & Sorority Expansion/Extension 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. Organization Information, should minimally include:
  - 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. Regional or inter/national organization's statement of non-discrimination and policy against hazing.
  - f. Financial obligations to the regional or inter/national organization
4. Plan for establishing a new chapter at CSUSM, should minimally include:
  - a. Membership selection
  - b. Supervision and continuing assistance of s including number of advisors (alumni or otherwise), house corporation officers, national visitors, etc.
  - c. Educational programming for 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 regional or 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 regional or inter/national programs supporting chapter success:
  - a. Educational programs (leadership development, by-stander intervention, health and wellness)
  - b. Member/chapter development programs (service, sister/brotherhood programs)
  - c. Programs for collegiate/alumni interaction
  - d. Membership recruitment programs
  - e. Internal structure for holding members accountable
  - f. Alcohol and risk-management policies
  - g. Insurance policies
  - h. Grade point average policies and academic programs
  - i. Current membership fee schedule
  - j. Support provided by the regional or 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 regional or inter/national publication (if applicable).
9. Proof of appropriate liability insurance coverage.

At this writing, the university requires a minimum \$1,000,000.00 liability and \$2,000,000.00 aggregate insurance policy for recognition. These limits are subject to change pending CSU and 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 regional or inter/national organization may be requested by the Fraternity & Sorority Expansion/Extension Committee as a part of the application review process.

#### H. *Presentations*

- a. The Fraternity & Sorority Expansion/Extension 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/extension.
- b. The Coordinator of Fraternity & Sorority Life will make all campus arrangements related to the presentations. The University will provide conference rooms and audiovisual equipment for meetings and presentations.
- c. Presentations may be made to the following groups: the Fraternity & Sorority Expansion/Extension Committee, AVP for Student Life, the Dean of Students, the Director of SLL, the Coordinator of Fraternity & Sorority Life, the Greek Leadership Council, and other constituents determined by the Coordinator of Fraternity & Sorority Life. The presentations should explain the organization's values, standards, programs, and other pertinent information regarding membership in the organization.
- d. Following the presentations and visits, the Fraternity & Sorority Expansion/Extension Committee will determine which organization(s) would have the greatest success with the university on the basis of the set criteria outlined in section VII, G, presentation evaluations, and written proposals.
- e. The Fraternity & Sorority Expansion/Extension 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 AVP for Student Life and VPSA.
- f. Upon review of the written reports, the VPSA will decide whether to extend an invitation to the approved organization(s) to establish a new chapter. Invitations will be extended by the Vice President for Student Affairs on behalf of the University.
- g. The Coordinator of Fraternity & Sorority Life will notify representative(s) of the organization(s) not selected for University expansion/extension.

#### I. *Selection Criteria*

Selection criteria for University invitation to a regional or inter/national organization to establish a chapter at CSUSM will include, but is not limited to the following:

1. **Regional or 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 CSUSM.
2. **Success of Recent Expansion/Extension/Release of Information**  
Permission must be granted from the regional or inter/national organization to solicit the opinion of the Coordinator of Fraternity & Sorority Life(s) and/or other University representatives on campuses where the organization has recently colonized or chartered new collegiate chapters.
3. **Quality of the Regional or Inter/national 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**  
Regional or inter/national organizations will be reviewed for their compatibility with the university mission, values, vision, and strategic priorities as well as their risk management policy. Compatibility will also be measured through the alignment with the 6 pillars of excellence as evidenced by the group's values, standards, and expansion procedures.
5. **Strength of Local Alumni Support**
  - a. Strength of alumni associations, number of local alumni, potential advisors/house corporation board members, and financial support.
  - b. Recommended standards for this category include: the group must have a minimum of three 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**
  - a. A regional or inter/national officer will assume responsibility for the chapter's establishment process and will be in attendance during the first membership recruitment cycle.
  - b. The regional or 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 new chapter.
  - c. 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 regional or inter/national officers.
  - d. Each /chapter will be responsible for soliciting a faculty/staff campus advisor from the university.
7. **Diversifying Current Fraternity & Sorority Community**  
Regional or inter/national organizations will be reviewed for their ability to provide the student population and/or Fraternity & Sorority community with a unique experience.

#### *J. Establishment of a New Chapter*

In accepting an invitation from the University to establish a new chapter at CSUSM, the regional or inter/national organization must submit the following to Student Life & Leadership:

1. Expansion/extension procedures including plans for initial membership recruitment, officer training program and visitation schedules of Inter/National Officers and Regional Officers.
2. Contact roster of primary faculty/staff campus advisor, chapter advisor, and a minimum of two 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 Coordinator of Fraternity & Sorority Life is approved by the VPSA and is received by the inter/national organization.
6. Student Life & Leadership may revoke new chapter status through due process and reasonable cause. Refer to the University Response & Administrative Review Processes in Section V for more details.
7. The regional or inter/national organization must award the new chapter full chapter status within two years of the University granting new chapter status. If chapter status is not awarded within two years, new chapter status will be revoked. Student Life & Leadership can grant an extension for good cause depending on the presented circumstance.
8. Student Life & Leadership will work to develop a new chapter establishment plan in collaboration with regional or inter/national representatives that will provide opportunities to highlight the organization in

a manner that takes into consideration the time frame during which the new chapter is invited to campus and sets the organization up for success given the campus' deferred recruitment process.

#### *K. 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 regional or 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 Regional or Inter/national decision to close/reorganize:

- a. Re-Recognition Under One Year: A 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 AVP for Student Life as to whether recognition should be reinstated.
- b. Re-Recognition Between One and Four Years: If a 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/Extension 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 "VI: Expansion/Extension Process for Fraternities/Sororities" 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/Extension Committee and forward a recommendation to the VPSA or require that the organization submit the necessary documentation outlined in section "VI: Expansion/Extension Process for Fraternities/Sororities" 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 regional or inter/national organization, chapter and/or behavior of members during the period of revocation will be considered in the petition review process.

### **VII. Revision and Review for the Fraternity & Sorority Handbook**

- A. Revisions to the "CSUSM Fraternity & Sorority Life Handbook" are subject to approval by the Vice President for Student Affairs.
- B. Any council (GLC, IFC, MGC, or PC) 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.

## CSUSM VALUES

## Appendix A

CSUSM 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

CSUSM 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. CSUSM 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, CSUSM 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, CSUSM 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, CSUSM 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. CSUSM 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 CSUSM. 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:** CSUSM 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, CSUSM 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:** CSUSM 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 CSUSM 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 CSUSM 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.

### **California State San Marcos Fraternity & Sorority Life Relationship Statement**

This statement affirms the relationship between CSUSM (CSUSM) and its recognized Fraternity & Sorority chapters. The University is committed to the development and support of Fraternity & Sorority Life, acknowledging that when organizations within this community function in accordance with their stated mission and values, the entire university community benefits from their leadership, involvement and service.

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

CSUSM has six pillars which are critical to an organization's success and reflect the unique opportunities provided through membership in a fraternal organization:

- Leadership Development
- Intellectual Development
- Service to Others & Community Impact
- Diversity & Inclusion
- CSUSM Fraternity & Sorority Life Community Development & Lifelong Membership
- Organizational Standards & Chapter Operations

The University's relationship with the community is leveraged through a Fraternity & Sorority advisor and Student Life & Leadership (SLL) team that provides, but is not limited to, the following support: chapter and council advisement, on-going leadership training opportunities, educational workshops, advisor meetings, academic reports and policy advisement related to use of the university name and expectations regarding chapter activities, recruitment, and best practices within the field of Fraternity & Sorority advisement. In addition, the University's Co-Curricular Model seeks to elevate a student's outside of the classroom involvement to increase their competency in five areas (Civic Engagement & Social Responsibility, Leadership & Interpersonal Development, Career & Professional Development, Critical Thinking & Ethical Reasoning, and Holistic Wellness & Self-Efficacy). These competencies are woven through the Fraternity & Sorority Life advisement and programming so that the pillars and competencies align to optimize student development.

The six pillars of Fraternity & Sorority Life are outlined below; these rubrics were developed in collaboration with chapter advisors and Fraternity & Sorority leaders so that chapters will be able to incorporate their regional or inter/national expectations and awards/annual reporting processes for organizational efficiency. The pillars provide a guide for student officers to reflect and document the continuous improvement of the chapter over the course of the academic year, and to engage the university in an on-going values alignment dialogue. The Fraternity & Sorority advisor will meet with chapter leaders, as requested by the chapter, throughout the year to discuss the chapter's goals and progress under each pillar. SLL will provide feedback on the chapter's progress to the chapter leadership, advisors, and regional or inter/national organization on an annual basis each summer. The information gathered through this process will inform university recognition procedures that are outlined in the CSUSM Fraternity & Sorority Handbook.

Every three years, chapters will prepare a "Chapter Showcase" for Student Life & Leadership and their chapter advisors that highlights achievements and progress toward internal chapter improvement goals over the three-year period. The Showcase can take the form of a written report or chapter presentation which will in turn be shared with the chapter's regional or inter/national organization.

<b>Pillar</b>	<b>Leadership Development – Examples/Suggestions of Documented Outcomes</b>
Exceeds	<ul style="list-style-type: none"> <li>• Leadership is distributed across many – not just within the Executive Board</li> <li>• Values and vision are integrated into leadership development experiences</li> <li>• Majority of membership involved in other organizations/campus opportunities (student government, student organizations, campus committees, community service etc.)</li> <li>• Chapter provides or facilitates leadership development opportunities for the greater CSUSM community</li> <li>• Chapter members participate in regional/inter/national leadership programs or development opportunities</li> <li>• Members hold leadership roles of Greek Leadership Council, Order of Omega, Gamma Sigma Alpha</li> </ul>
Meets	<ul style="list-style-type: none"> <li>• Leadership development opportunities provided for members</li> <li>• Officer transition plans utilized</li> <li>• Members involved in other organizations/campus opportunities</li> <li>• Chapter participates in Greek Leadership Council, Order of Omega, Gamma Sigma Alpha</li> <li>• Attend Student Organization Leadership Conference</li> </ul>
Does Not Meet	<ul style="list-style-type: none"> <li>• The chapter does not substantially meet the above examples and/or has failed to articulate a leadership development goal and documented progress toward that goal.</li> </ul>

<b>Pillar</b>	<b>Intellectual Development – Examples/Suggestions of Documented Outcomes</b>
Exceeds	<ul style="list-style-type: none"> <li>• Academic/scholarship program with documented learning outcomes</li> <li>• Chapter Above All Men’s or All Women’s GPA</li> <li>• Chapter development workshops related to academic topics (major selection, travel abroad, study tips, internships or career path)</li> </ul>
Meets	<ul style="list-style-type: none"> <li>• Active academic/scholarship program</li> <li>• Demonstrated GPA improvement or continued achievement</li> <li>• Participation in Greek Leadership Council academic programming</li> <li>• Individualized academic plans for members performing below minimum requirements</li> </ul>
Does Not Meet	<ul style="list-style-type: none"> <li>• The chapter does not substantially meet the above examples and/or has failed to articulate an intellectual development goal and documented progress toward that goal.</li> </ul>

<b>Pillar</b>	<b>Service to Others &amp; Community Impact – Examples/Suggestions of Documented Outcomes</b>
Exceeds	<ul style="list-style-type: none"> <li>• Majority of members participating in active local community service – beyond the traditional fundraising walks</li> <li>• Recognition by regional/inter/national organization for service/funds raised</li> <li>• Increase over previous year in hours served or dollars raised per member</li> <li>• Organizing service opportunities that engage general CSUSM community and educate them about the chapter’s philanthropy</li> </ul>
Meets	<ul style="list-style-type: none"> <li>• Educates chapter members on philanthropic cause</li> <li>• Participation in chapter or Greek Leadership Council service activities</li> <li>• Action supporting regional/inter/national philanthropy</li> <li>• Reportable service or philanthropic initiatives that demonstrate outward focus on needs within the community</li> </ul>
Does Not Meet	<ul style="list-style-type: none"> <li>• The chapter does not substantially meet the above examples and/or has failed to articulate a service or community impact goal and documented progress toward that goal.</li> </ul>



<b>Pillar</b>	<b>Diversity &amp; Inclusion – Examples/Suggestions of Documented Outcomes</b>
Exceeds	<ul style="list-style-type: none"> <li>• Exemplary partnerships with campus entities for educational and common values/purposes (ex. Global Education, Office of Inclusive Excellence, Black Student Center, Latin@ Center, Cross-Cultural Center, Gender Equity Center, LGBTQA Pride Center, ASI Diversity &amp; Inclusion Representative).</li> <li>• Chapter leads community in membership recruitment spirit to embrace inclusion and community</li> <li>• Provides campus-wide or Fraternity &amp; Sorority community events, activities, and/or educational programs on topics related to diversity and inclusion</li> </ul>
Meets	<ul style="list-style-type: none"> <li>• Establishes partnerships with campus entities for educational and common values/purposes (ex. Global Education, Office of Inclusive Excellence, Black Student Center, Latin@ Center, Cross-Cultural Center, Gender Equity Center, LGBTQA Pride Center, ASI Diversity &amp; Inclusion Representative).</li> <li>• Chapter initiated education/discussions on themes or topics of diversity and inclusion</li> <li>• Chapters are able to articulate the unique membership opportunities across all chapters within the CSUSM Fraternity &amp; Sorority community.</li> <li>• Chapter recruitment practices reflect a recruitment spirit to embrace inclusion and community</li> <li>• Chapter is trained and follows regional or inter/national non-discrimination policies as well as those of the California State University</li> <li>• Participates in campus-wide or Fraternity &amp; Sorority community events, activities, and/or educational programs on a topic of diversity and inclusion</li> <li>• No documented instances or concerns of insensitive or intolerant behavior</li> </ul>
Does Not Meet	<ul style="list-style-type: none"> <li>• The chapter does not substantially meet the above examples and/or has failed to articulate a goal related to diversity and inclusion and documented progress toward that goal.</li> </ul>

<b>Pillar</b>	<b>CSUSM Fraternity &amp; Sorority Life Community Development &amp; Life-long Membership – Examples/Suggestions of Documented Outcomes</b>
Exceeds	<ul style="list-style-type: none"> <li>• Chapter is able to communicate their organization vision and values to the greater Fraternity &amp; Sorority community.</li> <li>• Delegate leads dialogue at Greek Leadership Council, works with relevant Greek Leadership Council officers to identify and address community-wide concerns</li> <li>• Chapter support of community risk management related programming</li> <li>• Chapter support and participation in Greek Leadership Council programming</li> <li>• Creative and on-going opportunities for members to connect with alumni or family members – socially and/or professionally</li> <li>• Collegiate members work with alumni on a collaborative event</li> </ul>
Meets	<ul style="list-style-type: none"> <li>• Regular attendance at Greek Leadership Council</li> <li>• Chapter communication and presence/response on community dialogue topics at Greek Leadership Council and Presidents Council</li> <li>• Chapter representative participates in Greek Leadership Council Programming Committee</li> <li>• Chapter representative participates in community programming and/or initiatives</li> <li>• Effective member to alumni transition program</li> <li>• Collegiate members attend alumni events</li> </ul>
Does Not Meet	<ul style="list-style-type: none"> <li>• The chapter does not substantially meet the above examples and/or has failed to articulate a community development and life-long membership goal and documented progress toward that goal.</li> </ul>

Pillar	Organizational Standards & Chapter Operations – Examples/Suggestions of Documented Outcomes
Exceeds	<ul style="list-style-type: none"> <li>• Awards and Honors from campus, regional inter/national organization</li> <li>• Coordinates events/educational requirements that go beyond minimum - attendance/topic/for others in community</li> <li>• Demonstrates that risk management practices are integrated into all chapter practices, not just events with alcohol</li> <li>• Demonstrates creative partnerships on campus to meet requirements or achieve organizational efficiency</li> <li>• Strong and engaged chapter advisory board</li> </ul>
Meets	<ul style="list-style-type: none"> <li>• In good standing with regards to all university and umbrella policies</li> <li>• In compliance and good standing with regional/inter/national office</li> <li>• Has risk management plans and training for members and officers</li> <li>• Submits required university recognition forms, certificates of insurance, rosters, calendars, event registration forms, educational event reports to SLL on time</li> <li>• Pays Greek Leadership Council dues, maintains good standing with the council</li> <li>• Strong and engaged chapter advisor</li> <li>• No university, administrative or council sanctions</li> </ul>
Does Not Meet	<ul style="list-style-type: none"> <li>• The chapter does not substantially meet the above examples and/or has failed to articulate a goal related to organizational standards and chapter operations and documented progress toward that goal.</li> </ul>

**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 & 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 & Sorority alumni that foster lifelong support of the university and its Fraternity & Sorority community.

**Fraternity & Sorority:** \_\_\_\_\_

**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:**

CSUSM 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. CSUSM 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.

The academic information to be disclosed will include: grade point average (cumulative and previous semester) and mid-semester warnings, number of academic units, class standing, and academic program. The purpose of disclosure will be for scholarship programming, awards recognition, and for verification of achievement of minimum academic standards.

This authorization shall remain in effect as long as I remain a member of the Fraternity & Sorority listed and am enrolled at CSUSM, unless I submit a written revocation of this authorization to the Coordinator of Fraternity & Sorority Life.

***My signature below certifies that I hereby consent to release of my academic information to Student Affairs Administrators supporting Greek Life, Chapter President, Chapter Advisor, Academic Officer, and Regional/Inter/National Staff or Volunteers.***

\_\_\_\_\_  
New Member Signature

\_\_\_\_\_  
Date

**CSUSM**

**Fraternity & Sorority Life Initial Request for Expansion**

**Fraternity & Sorority Name:** \_\_\_\_\_

**National Office Contact Information:** \_\_\_\_\_

***Briefly outline the following:***

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

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