



California State University, Bakersfield

Fraternity & Sorority Guidelines

Table of Contents

Governing Councils	3
Privileges, Expectations, & Requirements for Good Standing.....	4
Chapter Evaluations and Performance Reviews	6
Fraternity & Sorority Member Eligibility and Reporting	8
New Member Education Regulations	8
New Member Bill of Rights.....	10
Auxiliary Groups & Sweethearts	12
Academic Requirements for Officers	12
Academic Probation Discipline Guide	13
Advisory Probation Discipline Guide.....	14
Discipline of Fraternity & Sorority Chapters	15
Expansion Policy for Greek-letter Organizations	20
Chapter Excellence Program	25
Section I: Membership Development – 30%	25
Section II: Chapter Management – 30%	30
Section III: External Relations – 20%	35
Section IV: Policy Compliance – 20%	40
Statements on Discrimination, Harassment and Hazing.....	42
Chapter Advisor Resources	43
Preface	43
Role of the Chapter Advisor	44
Important Words in the English Language.....	45
Role Model, Mentor, Supervisor, & Facilitator.....	45
Gaining Trust & Maintaining Your Credibility	46
Dealing with Conflict.....	47
Dealing with Interpersonal Conflict	48
Communicating with Headquarters	48
Recruiting Other Alumni(ae)	49
Risk Management	51
Statements on Discrimination, Harassment and Hazing.....	52
Danger Signs & Possible Solutions	54
Greek Glossary	56

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Governing Councils

California State University, Bakersfield recognizes three councils that provide direction to the fraternity & sorority community. All chapters are required to maintain membership in Greek Council and their respective governing council, if applicable, to remain in good standing with the university.

Greek Council

The purpose of this organization is to enhance the collegiate experience for both Greek-affiliated and unaffiliated students through leadership, collaboration, philanthropy, and support. Greek Council shall rule and preside over matters concerning the general welfare of social Greek organizations, except when jurisdiction resides with the Office of Student Rights & Responsibilities or other university office. Greek Council shall promote, among all members: integrity and accountability in all endeavors, academic excellence at all times, organizational development, respect between members, leadership, and service toward others.

Panhellenic Association

The purpose of this organization is to develop and maintain women's organizations and interfraternity relations at a high level of accomplishment and in so doing to: consider the goals and ideals of member groups as continually applicable to campus and personal life; promote superior scholarship and basic intellectual development; cooperate with member women's organizations and the university administration in concern for and maintenance of high social and moral standards; act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies, and best practices; and to act in accordance with such rules established by the Panhellenic Association as to not violate the sovereignty, rights and privileges of member women's organizations.

Fraternity Council

The Fraternity Council serves as the primary governing body for fraternity chapters at California State University, Bakersfield. It will strive to promote the ideals of Greek Life for all students. The Fraternity Council will hold active chapters responsible for adherence to the following basic expectations: members will know and understand the ideals expressed in their Fraternity Ritual and will strive to incorporate them in their daily lives; members will strive for academic achievement and will practice academic integrity; members will respect the dignity of all persons, therefore, members will not physically, mentally, psychologically, or sexually abuse or haze any human being; members will protect the health and safety of all human beings; members will respect their property and the property of others, therefore, members will neither abuse nor tolerate the abuse of property; members will meet their financial obligations in a timely manner; members will neither use nor support the use of illegal drugs, members will neither misuse or support the misuse of alcohol; members acknowledge that a clean and attractive environment is essential to both physical and mental health, therefore, members will do what is within their power to see that chapter property is properly cleaned and maintained; and members will challenge each other to abide by these fraternal expectations and confront those who violate them.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Privileges, Expectations, & Requirements for Good Standing

Privileges of University Recognition

1. Support and participation in activities of the Greek Council, Panhellenic Association, and Fraternity Council as well as the individual chapters
2. Allow access to, and use of, university facilities for official chapter functions as approved through the university events policies and procedures
3. Facilitate participation as a group in athletic, social, or other group activities or programs sponsored by the university
4. Provide advice and assistance to help coordinate programs for chapter development, operations, business affairs, membership recruitment, educational programs, etc.
5. Sponsor programs to promote effective leadership, chapter maintenance, risk management, etc.
6. Maintain records for membership and scholarship
7. Provide information regarding fraternities and sororities to interested students and their parents/guardians
8. Maintain contact with regional and inter/national offices of the fraternities and sororities, including leadership consultants

Chapter Expectations

The university serves as the host institution to fraternity and sorority organizations by inviting them, via their national or international affiliations to establish and maintain a successful chapter on its campus. The university and those organizations recognize that a cooperative relationship is required in order to address and meet the following organizational expectations:

1. Commitment to the university, its mission, Runner Source, Fraternity & Sorority Guidelines, and Student Code of Conduct
2. Academic and intellectual achievement
3. Service to campus and community
4. Respect for human worth and dignity
5. Promotion of loyalty to the university
6. Leadership development
7. Good interfraternal relations
8. Responsible membership selection and education
9. Sound financial management
10. Adherence to all local, state, and federal laws and university policies

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Requirements for Good Standing

In order for a chapter to be in good standing and retain its university recognition, the following requirements must be met:

1. Maintaining membership in the Greek Council.
2. Maintaining membership in the organization specific council (e.g. Panhellenic Association, Fraternity Council, etc.), if applicable.
3. Maintain a strong leadership team comprised of, at minimum, the following officers: President, Vice President, Treasurer, Secretary, Public Relations, Recruitment, New Member Educator, Risk Management, Academic/Scholarship, and On-Campus Advisor.
4. Earn at least 70% of the possible points within the Chapter Excellence Program annually. With the exception of required items, chapters can choose which Chapter Excellence items to submit for points.
5. Remain current with Greek Community Standards of Excellence Checklist deadlines.
6. Conduct financial affairs responsibly.
7. Maintain insurance and risk management policies that protect the university and the member organization. That is, each organization will be expected to: (a) carry insurance coverage to cover loss or damage to property owned by the organization, as well as bodily injury that results from equipment owned by the organization; and (b) provide a certificate of insurance to the university on an annual basis that names the university as additionally insured. In addition, each organization is expected to strive toward minimizing its risks and liabilities in the design and implementation of all sponsored programs and activities. A risk management plan for each organization must be reviewed with the university annually.
8. Organizations must meet the membership attendance requirements of mandatory events, orientations, and conferences hosted and/or sponsored by CSU Bakersfield including, but not limited to, Student Leadership Summit, Campus Beautification Projects, Chapter Presidents Meetings, and Greek Leadership Meetings.

Chapter Evaluations and Performance Reviews

In order to sustain the strength of the university's fraternity and sorority system and promote communication, chapter reviews will be conducted by the Office of Student Involvement annually in January, prior to the start of the spring semester. The annual award period is based on the calendar year: January 1 – December 31.

The university will call for chapter reviews on:

1. Organizational compliance with the Office of Student Involvement
2. Academic performance by members
3. Campus and community relations & service
4. Individual member and organizational adherence to policies
5. Interfraternal relations
6. Campus participation by the organization and its individual members
7. Alumni participation and advising
8. Individual leadership development
9. Risk management

Reviews will focus on each organization's compliance with university policies and procedures, giving specific attention to the organization's performance within the Chapter Excellence Program. The leadership of each chapter will meet with the Office of Student Involvement to review the organization's performance. The goal of the annual review meeting is to (1) discuss the success of the previous award year and areas for improvement, (2) review the Greek Relationship and Excellence Expectations acKnowledgeMENT Statement (GREEKS), (3) review the upcoming award year, (4) train student leaders on form submission for the Chapter Excellence Program, and (5) enrich the relationship among student leaders, university staff, faculty advisors, and alumni advisors.

Chapters are required to schedule an annual review with the Office of Student Involvement each January. Should the organization fail to attend their annual review meeting prior to the start of the spring semester, the organization may be suspended until the annual review meeting has been completed. All chapter members and advisors are highly encouraged to attend, however, **the chapter president and at least one other member are required to attend.**

Each organization will be assigned to one of the following categories congruent with the results of their annual review: (when deficiencies are determined, the chapter will have a designated time frame to prepare an action plan to come into compliance with the standard)

Chapter Excellence:

1. Chapters must meet all categories of *Chapter Honors* and *Full Recognition* in order to be eligible for *Chapter Excellence*.
2. The chapter has exceeded the expectation of the university and the fraternity and sorority system with regard to the standards of fraternities and sororities and has been awarded the President's Award.
3. The Chapter has sent members to attend at least three leadership programs or educational program during the award period (i.e. Convention, regional programs, and/or leadership programs hosted by the university).
4. Chapters must have sent out at least one newsletter during the award period to their respective alumni.
5. Chapters must exceed the all-men's/women's GPA (whichever is appropriate) and the all-fraternity/sorority GPA (whichever is appropriate). Academic achievements will be assessed on a cumulative basis at the conclusion of the fall semester.

Chapter Honors:

1. Chapters must meet all categories of *Full Recognition* in order to be eligible for *Chapter Honors*.
2. The chapter has exceeded the expectation of the university and the fraternity and sorority system with regard to the standards of fraternities and sororities and has been awarded the President's Award or the Gold Circle Award.
3. The Chapter has sent members to attend at least two leadership programs or educational program during the award period (i.e. Convention, regional programs, and/or leadership programs hosted by the university).
4. Chapters must exceed the all-men's/women's GPA (whichever is appropriate) and the all-fraternity/sorority GPA (whichever is appropriate). Academic achievements will be assessed on a cumulative basis at the conclusion of the fall semester.

Full Recognition:

1. The chapter has satisfactorily achieved all standards required by fraternities and sororities and has received the President's Award, Gold Circle Award, or Certificate of Merit.

Probation Status: The chapter has not met the standards required of fraternities and sororities, and deficiencies and sanctions will be listed. If *Full Recognition* is not achieved, the chapter may be subject to loss of university recognition or additional sanctions.

Suspension Status: A chapter that fails to submit the required materials by the stated deadline or attend their annual review meeting in January will have their status immediately suspended until the required materials are submitted and their annual review is completed.

Immediate Suspension of Recognition: In instances when a chapter's action(s) poses a threat to the security or good order of the university an immediate suspension of recognition may be imposed by the Office of Student Involvement pending an investigation of the incident(s). If, while awaiting the results of an investigation, the chapter commits additional policy violations, these violations will be investigated and considered as well. The investigation will include reconsideration of the current recognition status of the chapter.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Fraternity & Sorority Member Eligibility and Reporting

New Member Eligibility

1. All currently enrolled undergraduate students of California State University, Bakersfield in good standing are eligible to join a fraternity or sorority.
2. Students should also meet the GPA requirements as outlined by each individual chapter's academic success program.
3. Grades must be checked before "bids" or "invitations" to begin a new member process are distributed.
 - a. Failure to have a student's grades checked prior to distributing bids/membership invitations may result in suspension of the chapter, including all new member and chapter activities, until a bid/membership invitation list is submitted and reviewed. All advisors and inter/national organization headquarters staff/representatives will be notified of the unauthorized distribution of bids and new member education

New Member Reporting

1. All students who accept a "bid" or "invitation" must complete the Member Registration form in a timely manner following their acceptance of the "bid" or "invitation".

Reporting Member Status Changes

1. All member status changes must be documented via the Membership Status Change form
 - a. ex. New Member to Member, Member to Alumni/Disaffiliated
2. Member Status Update form must be completed to change a member's status
 - a. Deadlines to update rosters for each semester are determined prior the start of each award period

New Member Education Regulations

The following regulations apply to all CSUB recognized fraternities and sororities regardless of council affiliation:

1. Each chapter will abide by the CSUB Policy on Hazing, educating all members on this policy at the onset of every new member education program
2. No new member activities can involve alcohol or drugs
3. New member education programs may not last longer than eight (8) weeks.
4. All education programs must be submitted and approved prior to any recruitment efforts
5. Scavenger hunts, or other similar activities by any other name are prohibited
6. New member activities may not begin prior to 8:00am and end no later than 12:00am (midnight) on any day
7. For chapters with organized study hours, flexibility must be given to those individuals who need to study alone, in the library or computer lab, with a study group, or in a separate location.
8. Only academic coursework may be studied/completed during organized study hours (no fraternity/sorority information).
9. All chapters must follow their inter/national new member education programs.
10. In cases where CSUB and the inter/national policies differ, CSUB policy will take precedence
11. All new members must be ritually initiated/crossed as full members of the organization prior to the last day of classes

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

CSUB recognizes that new member presentations/probate shows are an integral part of the multicultural fraternity and sorority experience. Participation in this tradition can have significant impact on the creation of community and sense of pride within the organizations who traditionally participate. Despite the generally positive nature of this practice, issues related to hazing have been associated with these shows and their rehearsal processes. In an effort to provide guidance that will enable the successful and positive continuation of the tradition of New Member Presentation/Probate Shows, programs are acceptable provided that the following regulations are followed:

1. The program is submitted at least 10 business days prior to the show in accordance with the university events policies and procedures
2. The program is approved by chapter advisors, regional or inter/national representative, and the university
3. Programs may begin no later than 8:00pm and last no longer than 2 hours.
4. For programs beginning after 6:00pm or that expect attendance of over 100 guests, the hosting organization is responsible for hiring a Public Safety Officer or equivalent as approved by the University Police Department
5. The Greek Life & Student Leadership Coordinator and a Chapter Advisor (faculty/staff or alumni) must be in attendance. It is the responsibility of the presenting organization to coordinate with these individuals to schedule the program.
6. No alcoholic beverages or drugs will be permitted at the event
7. Participation in the program must be truly optional. Any pressure or coercion to participate in the program will not be permitted
8. Rehearsals for the programs must be held at reasonable hours and be positive in nature
9. No abuse in any form will be permitted (during the program or during rehearsals)

This is not all-inclusive. Chapters should familiarize themselves with the CSUB Mission, Runner Source, Student Code of Conduct, California State Law, and their own inter/national policies.

New Member Bill of Rights

“New Members” shall be defined as anyone who is participating in the membership process of a fraternity or sorority.

Listed below is a *New Member Bill of Rights* that specifically outlines students’ rights as new members as well as activities that fraternity and sorority members **cannot** require of new members. If they do so, the fraternity or sorority and the individual member(s) in question are subject to group and individual charges and sanctions which may include permanent removal of university recognition as an organization, individual suspension from the university, and possibly removal of the chapter’s charter. As a new member, participation in such events, whether willing or coerced, is inappropriate and may be subject to judicial review.

Each new member has:

1. The right to a process that respects their human dignity and protects their mental and physical well-being.
2. The right to be treated as an individual.
3. The right to be fully informed about the membership process costs and requirements.
4. The right to ask questions and receive true and objective answers from members.
5. The right to be treated as a capable and mature person without being patronized.
6. The right to make informed choices without undue pressure from others.
7. The right to have a positive, safe, and enriching recruitment and new member period.
8. The right to new member activities that promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster chapter solidarity or otherwise promote the institutional mission of the host university.

To this end, no new member shall be asked by any person or persons to abandon or tolerate a violation of their rights. Such requests would include any act which:

1. Interferes with the academic progress – causes the new member to miss or be ill prepared for classes, labs, study sessions, or tests. While it is acceptable for new members to be asked to participate in chapter study hours, flexibility must be given to those individuals who need to study alone, in the library or computer lab, with a study group, or in a separate location. Only academic coursework may be studied/completed during organized study hours (no fraternity/sorority information).
2. Causes the new member to violate inter/national fraternity and sorority regulations and/or university policies.
3. Requires or pressures a new member to consume alcohol or provides opportunity to consume alcohol to underage students.
4. Prevents the new member from securing normal amounts of sleep.
5. Requires the new member to perform personal services for collegiate or alumni members (including, but not limited to, driving around members and/or their guests, “shopping” for members, etc.).
6. Requires the new member to participate in assigned designated driver duties.
7. Is malicious – treats the new member in a “sub-human” manner, purposeless, or is intentionally cruel.
8. Is illegal – include the use of drugs and alcohol or committing a crime such as stealing or vandalism.
9. Violates the fraternal values of the fraternity or sorority.
10. Places the new member in physical danger or harm.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

11. Asks new members to participate in any form of calisthenics, like running, unless connected to athletic training for a recognized competition (i.e. intramural team, Greek Week, etc.).
12. Places severe emotional stress on the new member.
13. Requires the new member to be present at activities for unreasonable periods of time.
14. Coerces new members to attend meetings/activities through fines/sanctions that are not also levied against initiated members.
15. Requires the new member participate in questioning activities such as “line-ups”.
16. Prescribes the wearing of anything to identify new member status (exception is badges, so long as initiated members are also required to display a badge or equivalent during the same required times as new members).
17. Requires the new member to dress in costume.
18. Requires the new member to carry items that they would not normally bear (including paddles, bricks, signature books, etc.).
19. Prevents the new member from engaging in normal everyday conversation for a period of time or requires new members to honor a period of silence.
20. Involves the abandonment of new member or active members thereby requiring them to find their own way back to campus or kidnapping of any kind.
21. Requires the blindfolding of the new member (exceptions: during low ropes courses with trained facilitators, or as prescribed in writing for Ritual).
22. Requires only the new members to stand when a collegiate or alumnus/alumna member enters a room.
23. Requires calling other new member derogatory “names” or active members referring to new members in a negative or derogatory manner.
24. Requires new members to attend unscheduled, last minute, impromptu meetings called for the purpose of harassing, degrading, or intimidating said members.
25. Requires a new member to address or refer to members in a manner different from how they are addressed (i.e. Mr./Ms. Smith for initiates, Pledge Smith for new members).
26. Requires the new members to road trip in a car with less seatbelts than passengers.

This list is in no way exhaustive.

Auxiliary Groups & Sweethearts

CSUB does not recognize nor condone the creation and sustaining of fraternal auxiliary groups or Chapter Sweethearts. Auxiliary groups have been prohibited by all inter/national organizations for the following reasons:

1. Title IX exemption for fraternities and sororities
2. Legal issues associated with insurance coverage

Chapters found to be operating an auxiliary group or sweetheart program may be suspended.

Academic Requirements for Officers

All required organization officers must be registered with the Office of Student Involvement within 2 weeks of being appointed/elected. Officer registration includes contact information, officer training modules, and an additional grade point average verification. All registered organization officers must meet the academic requirements of the university and the organization as outlined in the most recent Scholarship/Academic Success Program. Officers failing to adhere to the academic requirements of the organization, in consultation with the organization's advisors, will be asked to vacate their position. Officers failing to adhere to the academic requirements of the university will be required to vacate their position immediately in order to retain their university recognition. Any required officer position that is vacant, must be filled and reported to the Office of Student Involvement within 2 weeks of the vacancy, unless otherwise stipulated by the organization's election procedures to avoid suspension.

Academic Probation Discipline Guide

Revised & Implemented beginning 2020 Award Period

Academic expectation is defined as a chapter's ability to earn the required points in the [Chapter GPA](#) section of the [Chapter Excellence Program](#).

Chapter leadership is defined as the registered chapter president and at least one other member or advisor.

Chapter fails to meet academic expectations for one award period within a five-year period

- Chapter leadership meets with Office of Student Involvement *once per month* during the award period (February – April & September – November)
- Submit and implement a revised scholarship/academic plan for aiding the academic success of members during or prior to the Spring semester
- Submit grade checks for chapter members, submission must be made between weeks 7-12 of each term

Chapter fails to meet academic expectations for two award periods within a five-year period

- Chapter leadership meets with Office of Student Involvement *twice per month* during the award period (February – April & September – November)
- Submit and implement a revised scholarship/academic plan for aiding the academic success of members during or prior to the Spring semester
- Submit grade checks for chapter members, submission must be made between weeks 7-12 of each term

Chapter fails to meet academic expectations for three award periods within a five-year period

- Chapter leadership meets with Office of Student Involvement *weekly* during the award period (February – April & September – November)
- Submit and implement a revised scholarship/academic plan for aiding the academic success of members during or prior to the Spring semester
- Submit grade checks for chapter members, submission must be made between weeks 6-8 & 11-13 of each term
- Chapter is limited to host or participate in two social events during the award period

Chapter fails to meet academic expectations for four award periods within a five-year period

- Chapter leadership meets with Office of Student Involvement *weekly* during the award period (February – April & September – November)
- Submit and implement a revised scholarship/academic plan for aiding the academic success of members during or prior to the Spring semester
- Submit grade checks for chapter members, submission must be made between weeks 3-5, 8-10, & 13-15 of each term
- Chapter is prohibited from hosting or participating in social events during the award period
- Chapter is prohibited from recruiting new members or offering new membership until the academic expectations are met from the current members
 - Chapters will not be permitted to recruit during the Spring semester of the award period, but may be permitted to recruit in the Fall semester of the award period if the chapter improves its term GPA by at least 0.10 from the previous semester

A chapter failing to meet academic expectations for five award periods within a five-year period will lose its recognition as a social fraternity or sorority and will not eligible to apply for expansion/extension for a minimum of four award periods following the loss of recognition.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Advisory Probation Discipline Guide

Revised & Implemented beginning 2020 Award Period

Performance expectations is defined as earning at least 70% of the possible points in the [Chapter Excellence Program](#), including required items.

Chapter leadership is defined as the registered chapter president and at least one other member or advisor.

Chapter fails to meet performance expectations for one award period within a five-year period

- Chapter leadership meets with Office of Student Involvement *once per month* during the award period (February – April & September – November)
- Additional sanctions may be imposed as appropriate based on chapter delinquencies

Chapter fails to meet performance expectations for two award periods within a five-year period

- Chapter leadership meets with Office of Student Involvement *twice per month* during the award period (February – April & September – November)
- Submit and implement a calendar of events for the award period
 - Periodic updates may be made based on the chapter’s progression throughout the award period
- Additional sanctions may be imposed as appropriate based on chapter delinquencies

Chapter fails to meet performance expectations for three award periods within a five-year period

- Chapter leadership meets with Office of Student Involvement *weekly* during the award period (February – April & September – November)
- Submit and implement a calendar of events for the award period
 - Periodic updates may be made based on the chapter’s progression throughout the award period
- Chapter is limited to host or participate in two social events during the award period
- Additional sanctions may be imposed as appropriate based on chapter delinquencies

Chapter fails to meet performance expectations for four award periods within a five-year period

- Chapter leadership meets with Office of Student Involvement *weekly* during the award period (February – April & September – November)
- Submit and implement a calendar of events for the award period
 - Periodic updates may be made based on the chapter’s progression throughout the award period
- Chapter is prohibited from hosting or participating in social events during the award period
- Chapter is prohibited from recruiting new members or offering new membership until the performance expectations are met from the current members
 - Chapters will not be permitted to recruit during the Spring semester of the award period, but may be permitted to recruit in the Fall semester of the award period if the chapter earns at least 50% of the points possible in the Chapter Excellence Program prior to the start of the Fall semester
- Additional sanctions may be imposed as appropriate based on chapter delinquencies

A chapter failing to meet performance expectations for five award periods within a five-year period will lose its recognition as a social fraternity or sorority and will not eligible to apply for expansion/extension for a minimum of four award periods following the loss of recognition.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Discipline of Fraternity & Sorority Chapters

I. Overview

Student organizations at California State University, Bakersfield (“university”) must comply with university policy and regulations and local, state, and federal laws. When a student joins, or is joining a student organization, the student accepts responsibility for the actions of the organization and for the other members while engaged in organizational endeavors.

Each student organization is responsible for the conduct of its members whenever individual actions are abetted by the officially recognized organization, and violate the university policies and regulations and local, state, and federal laws. Abetting is defined, but not limited to, student organization sponsorship, sanctioning, participating in, or condoning of the misconduct: **to permit is to promote**.

Violation or an attempt to violate any university policy or regulation or local, state, or federal law and/or abetting such violation or attempt constitutes “misconduct” and can cause sanctions to be issued by the university against the organization as described below and/or those individuals involved.

Misconduct that occurs (a) on university property; or (b) off-campus if that conduct: (1) occurred as part of a campus-related or recognized event; (2) adversely affects the health and safety of members of the campus community; (3) is sufficiently severe or pervasive; (4) harms university property; or (5) thwarts or interferes with the mission of the university, can result in sanctions against the organization and/or individual members.

Although not an exhaustive list, here are examples of violations that will result in sanctions:

A. Any violation of the university “Code of Conduct,” or university rules and regulations, available online at <https://www.csub.edu/osrr/index.html>

B. Any violation of Runner Source, available online at <https://www.csub.edu/studentorg/index.html>

C. Hazing of any kind. “Hazing” is defined as any action taken, or situation created, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing activities include, but are not limited to: use of alcohol; paddling in any form; creation of excessive fatigue; physical or psychological shocks; morally degrading or humiliating games and activities; or any other activity that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or membership in a Greek organization.

D. Violation of the university policy prohibiting discrimination based on a sex including sexual harassment, sexual violence (including assault, rape, and stalking), domestic and/or dating violence, and/or retaliation. The university policy prohibiting such discrimination is Executive Order 1095 which can be found at <https://www.csub.edu/compliance/titleix/>

E. Failure to abide by the open membership policy or discrimination on the basis of race, religion, national origin, ethnicity, color, age, marital status, citizenship, sexual orientation, or disability. It is expected that recognized fraternities and sororities will conduct all of their activities in accordance with university policies regarding discrimination.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

F. Violation of the student organization conduct procedures, including:

1. Falsification, distortion, or misrepresentation of information related to a student organization discipline matter.
2. Disruption or interference with the orderly progress of a student discipline proceeding.
3. Disruption or interference with the investigation progress of a student organization discipline matter.
4. Attempting to discourage another from participating in the student organization discipline matter.
5. Attempting to influence the impartiality of any participant in the student organization discipline matter.
6. Verbal or physical harassment or intimidation of any participant in a student organization discipline matter.
7. Failure to comply with the sanction(s) imposed under a student organization discipline.
8. Encouraging, permitting, or assisting another person and/or organization to do any act that could subject the person/organization to discipline.

II. Sanctions

Possible sanctions that may be issued by the university include:

A. For organizations:

1. Official reprimand (written or oral), with or without conditions.
2. Restriction of privileges granted to the organization.
3. Restitution, community service, educational sanctions, or any combination of these.
4. Probation for a specific period of time, with or without conditions.
5. Suspension of university recognition for a specific period of time, with or without conditions.
6. Total revocation of university recognition (e.g. organization loses all privileges associated with university recognition).
7. Required training and/or education.

Any sanctions that are listed under Article V. Sanctions of the California State University Executive Order 1098 (or its successor) “Student Disciplinary Procedures for the California State University” can apply to individual students for violation of the student conduct code can also apply to a student organization (except any academic sanctions such as expulsion or suspension, which can only be applied by the Office of Student Rights and Responsibilities under EO 1089). California State University Executive Order 1098 is available online at <https://www.csub.edu/osrr/conduct%20process/>

B. For individuals:

1. Official reprimand (written or oral), with or without conditions.
2. Restriction of privileges within an organization.
3. Probation for a specified period of time, with or without conditions.
4. Suspension or expulsion from participation in the organization for a specific period of time, with or without conditions.
5. Individuals violating the university “Code of Conduct,” or university rules and regulations, will also be subject to the Student Judicial Process.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

University Space or Equipment Violation	Potential Sanctions		
	Educational	Minor	Major
<ul style="list-style-type: none"> - Reservation space violation - Unreserved space violation - Misuse of assigned space - Damage to university property or equipment - Unauthorized use of equipment - Other violation of university space or equipment 	<ul style="list-style-type: none"> - Training 	<ul style="list-style-type: none"> - Administrative warning - Restricted use of university space or facilities - Restitution 	<ul style="list-style-type: none"> - Loss of use of university space or facilities - Administrative suspension - Loss of recognition

Organization Policy/Procedure Violation	Potential Sanctions		
	Educational	Minor	Major
<ul style="list-style-type: none"> - Failure to submit required paperwork - Misuse of funds - Misrepresentation - Unapproved solicitation or fundraising - Other policy/procedure violation 	<ul style="list-style-type: none"> - Training - Present a Blueprint Workshop - Community service 	<ul style="list-style-type: none"> - Administrative warning - Restriction of privileges - Restitution 	<ul style="list-style-type: none"> - Loss of ability to request ASI funds - Administrative suspension - Loss of recognition

University Policy Violation	Potential Sanctions		
	Educational	Minor	Major
<ul style="list-style-type: none"> - Theft of university property or equipment - Misuse of electronic or information systems - Possession of lost, stolen, or misplaced property - Academic integrity policy violation - University alcohol use policy violation - Fire code violation - Disruption of university operations - Other policy violation 	<ul style="list-style-type: none"> - Training - Present a Blueprint Workshop - Community service - Attend wellness workshops 	<ul style="list-style-type: none"> - Administrative warning - Restriction of privileges - Restitution 	<ul style="list-style-type: none"> - Loss of ability to request ASI funds - Administrative suspension - Loss of recognition

*Sanctions listed are suggested sanctions. The final decision may be a combination of sanctions listed above or alternate sanctions. Sanctions may also include referral to the Office of Student Rights & Responsibilities. Violations considered to be "major" may include repeat offenses, multiple infractions, and/or incidents with substantial or serious impact.

III. General Guidelines for Handling Student Organizations Misconduct

The following guidelines outline the process through which alleged misconduct will be investigated and the issuance of any resulting sanctions. There are guidelines, and the university may determine an alternative process when it best serves the campus community. In such situations, the accused student organization will be informed in writing of any alternative process that will be followed. Misconduct may simultaneously be investigated by and process through the Office of Student Rights and Responsibilities.

A. Any member of the campus community (including the Student Union and Organizational Governance and University Police) or a person or organization outside the campus community can initiate an allegation of misconduct against a student organization. Allegations of misconduct shall normally be brought to the attention of the Greek Life & Student Leadership Coordinator (“Coordinator”), whose office is in the Student Union and phone number is 661-654-3346. Unless otherwise impracticable, this notification should be in writing, signed and dated and should include sufficient detail if known (i.e. name of the complainant, date, time, and place of the incident, names of people involved, description of events and circumstances, and names and witnesses). The Coordinator will determine whether and to what extent the student organization will be informed of the identity of the individual who has made the allegation. Unless otherwise impracticable, the Coordinator will notify the student organization of the allegations within ten (10) school days of receipt.

B. If the Coordinator determines that, as a result of the allegations, which the health and safety of the campus community is at risk, the Coordinator may direct the student organization to cease and desist all organizational activity, until the conclusion of the investigation and resolution of the allegation. This decision is not subject to review.

C. The Coordinator shall investigate the allegations and will determine when and how to meet with the leadership of the accused student organization and/or individual members, the complainant, and witnesses. The Coordinator may also engage in attempts to informally mediate the matter during the investigation.

D. If, after conducting the investigation, the Coordinator determines by a “preponderance of the evidence” (more likely than not) that the student organization and/or individuals have engaged in misconduct, the Coordinator will determine an appropriate sanction for the organization and/or individual members of the organization.

E. The student organization will be informed in writing by the Coordinator the outcome of the investigation and nature and scope of any sanctions.

IV. Reconsideration

A. A student organization that disagrees with the determination made by the Coordinator and/or the sanction issued may seek reconsideration of the determination and/or sanction within five (5) working days of receipt of the written decision. The decision shall be deemed delivered to the organization if provided in person or five (5) days after the date emailed to the last known email provided by the President or other head officer of the organization.

B. To seek reconsideration, the student organization must submit a request in writing within the time described above to the Student Union and Organizational Governance Director (“Director”). The student organization should outline in the written request the reason it believes the decision and/or sanctions should be reconsidered. The Director will only review decisions and sanctions issued by the Coordinator and not any actions taken by the Office of Student Rights and Responsibilities regarding individual members of the student organization. In requesting reconsiderations, the student organization must identify one or more of the following as the basis for the request and the facts that support that basis:

1. New evidence that was not available when the Coordinator rendered a decision.
2. The sanction is not supported by evidence for the determined violation.
3. The Coordinator substantially deviated the procedures delineated in these guidelines.

C. The Director may determine which individuals will be consulted and/or questions as part of the reconsideration process and what documentation the Director will review.

D. The Director may also consider the student organization’s cooperation in the investigation of the complaint by the Coordinator and any failure to abide by any interim sanctions in place as part of the reconsideration process. The Director may refer the matter back to the Coordinator for further investigation and/or follow up. The Director may also confirm, modify, and/or reject the decision and sanctions issued by the Coordinator.

E. Notification of Reconsideration Outcome: Written notification of the outcome of the student organization’s request for reconsideration will be provided to the student organization within thirty (30) school days of receipt of the request for reconsideration, unless impracticable. This decision is final.

V. Records of Sanctions

The decision of the Coordinator and the Director (if reconsideration is requested) will be maintained and filed by the Coordinator. These records will be released in accordance with the Federal Education Rights and Privacy Act and any other applicable policies and/or laws.

VI. Amendments

These guidelines may be modified by the Student Union and Organizational Governance at any time so long as the modification is in writing and provided to the student organization within a reasonable period of time.

Expansion Policy for Greek-letter Organizations

CSU Bakersfield is a safe, education-oriented and community-minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community.

This policy outlines CSU Bakersfield's expansion procedures to be used when considering additional groups for the fraternity and sorority community. CSU Bakersfield recognizes the expansion policy involves several parties: students, inter/national fraternity and sorority organizations, governing councils, Office of Student Involvement, and alumni members/advisors. Expansion involves inviting inter/national fraternities and sororities to establish chapters on campus.

The addition of fraternities and sororities is part of the natural growth process of a fraternity and sorority system. Groups should be added when it is determined the addition can strengthen the community in order to continue a healthy, thriving fraternity and sorority community. The Greek Council, College Panhellenic Council, Fraternity Council, and Office of Student Involvement must be open for and agree to general chapter expansion. The purpose of these procedures is to ensure that expansion of fraternity and sorority organizations occurs in a manner which includes a carefully developed plan that is aligned with the educational mission of CSU Bakersfield. This expansion policy is designed to provide for successful colonization and a meaningful and rewarding experience for students within the fraternity and sorority community.

The standards outlined below apply only to single-sex fraternities and sororities that are seeking affiliation under one of the Fraternity & Sorority Governing Councils at CSU Bakersfield. Organizations must be (inter)national in character:

- All collegiate chapters must be established in senior colleges and universities authorized to confer bachelor degrees
- Consist of no fewer than five undergraduate chapters, each of which has a current undergraduate membership of at least ten members
- Include not less than three undergraduate chapters, which have been part of the organization for at least five years
- Have constitutional provisions for national conventions or equivalent with interim authority in trustees, directors, or other officers who supervise the affairs of the organization

Inter/national fraternity and sorority headquarters or members may not solicit, recruit, or initiate CSU Bakersfield students without the express consent of the Director of the Student Union and Organizational Governance. In order to ensure the safety and well-being of our students, CSU Bakersfield does not permit students of the university to be initiated or join any fraternity or sorority organization that is not established and recognized by the Office of Student Involvement without prior approval. This policy is in place to ensure that all fraternity and sorority organizations on campus are approved and following all standards and expectations of the university. Failure to follow this policy will result in a moratorium on the group's eligibility to expand for a time to be determined by the Director of the Student Union and Organizational Governance that will be no less than two years.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Criteria for Expansion Consideration

- Interest as shown through the number of prospective members
- Campus trends for fraternities and sororities
- Number of new fraternity and sorority chapters on campus
- University enrollment trends
- Organization has previously existed on campus

Procedures for Expansion

Prior to initiating contact with potential new student members, the interested organization must gain approval from the governing council and the Office of Student Involvement. Expansion can occur through a formal expansion approved by NPC, NIC, or the Office of Student Involvement or through receiving a formal petition for recognition by an interest group to a respective governing council and the Office of Student Involvement.

Expansion Committee

An expansion committee will be formed by the governing council to facilitate all matters pertaining to the expansion of the respective council under the supervision of the Office of Student Involvement. The committee should include the council president, chapter presidents or designee from each of the council's member organizations, and at least one representative from the other governing councils. This committee shall be charged with submitting recommendations to the respective governing council in support of opening a council-driven expansion, acceptance/denial of a petitioning organization, and acceptance/denial of a petitioning interest group.

Organization Information

Interested organizations should submit a written prospectus which includes the following information:

1. CSU Bakersfield History & Alumni Information
 - a. Total number of alumni in Kern County
 - b. Statement of interest and support from the alumni in establishing a chapter
 - c. A list of specific alumni who are interested in working with the chapter in an advisory capacity
 - d. Nearest alumni group
 - e. If a group is returning to campus, describe the following:
 - Reasons why the chapter became inactive on campus and when
 - How the issue(s) involved have been addressed
 - How the group has cleared any debts or circumstances still incomplete from when previously on campus (if applicable)
2. Inter/national Headquarters Values, Policies, and Publications
 - a. A description of the organizational values and founding principles
 - b. A summary of the organizational structure at the chapter and inter/national levels
 - c. Constitution (inter/national and local if applicable)
 - d. Minimal expectations of colony of existence and chartering
 - e. Risk management and alcohol and substance abuse policy and program
 - f. Scholarship policies and programs
 - g. Inter/national publications

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

3. Chapter Development
 - a. Please provide the following for three specific time periods: during colonization, for the first two years after chartering, and in five to ten years:
 - Membership goals (numbers & GPAs)
 - Community interaction and service projects
 - Campus involvement
 - Programming initiatives (educational/cultural/faculty)
 - Chapter & alumni board finances
 - Fundraising efforts
 - Impact on fraternity and sorority community and campus community
4. Membership Development
 - a. Hazing policy
 - b. Membership discrimination policy
 - c. Membership education policy and program (New Member Education Program)
 - d. Recruitment intake policy and program
5. Information on inter/national strength
 - a. Total number of chapters
 - Total number of colonizations in the past five years
 - i. Where, number chartered, number not chartered
 - b. Total number of chapters in California
 - c. Total number of initiated members
 - d. Total number of colonizations anticipated in the next calendar year and where
 - e. The number of chapters closed and/or suspended during the last three years, including where, when, and why
 - f. Average size of chapters on campuses similar to CSU Bakersfield
 - g. Leadership development and officer transition programs
6. Additional Information
 - a. A copy of the organization's insurance certificate (\$1,000,000 per occurrence, \$2,000,000 aggregate, \$1,000,000 automobile liability if applicable)
 - b. Letter of intent from the Inter/National Headquarters Expansion Chairperson

All items above, plus any additional information should be put into a packet which follows the format specified and be sent to:

California State University, Bakersfield
Office of Student Involvement, 56SU
9001 Stockdale Hwy
Bakersfield, CA 93311-1022

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

The Student Union and Student Organizational Governance may provide or make available the following resources upon request:

- Greek Relationship & Excellence Expectations acKnowledge Statement (GREEKS)
- Chapter Excellence Program requirements
- All necessary grade and academic release forms
- Governing council constitution and bylaws
- Map of the university
- Office of Student Involvement related policies, including Runner Source and Fraternity & Sorority Guidelines
- Fraternity and Sorority calendar of events
- Student Union and Organizational Governance vision, mission, and values statement
- Reservation of appropriate meeting space for presentations (dependent on availability)

Prior to Beginning the Expansion/Colonization Processes

The organization will not begin expansion/colonization efforts until the university receives and approves the written schedule and guidelines. Final written approval of the colonization process including “starting date” will come from the Director of Student Union and Organizational Governance. If the organization is not chartered by the agreed upon date, then, based upon the recommendation of the university, the organization will withdraw from campus.

The organization must submit proof of their general commercial liability insurance certificate. The California State University requires that all service contractors/outside organizations provide current evidence of General Liability insurance coverage while performing any work or using facilities at the university in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and Automobile Liability coverage in the amount of \$1,000,000. Evidence of Worker's Compensation is also required. In addition, the service contractors/outside organization is required to provide evidence that the university is named as additional insured on general liability, professional liability and automobile policies and this must be evidenced by an additional insured endorsement form to the policy certificate, which must include the following wording:

The State of California, the Trustees of the California State University, California State University, Bakersfield (Foundation, Student Union, Student Recreation Center, and Auxiliary for Sponsored Programs, as applicable) and their officers, employees, representatives and volunteers are included as additional insured's with respect to liability arising out of the rental of the facility, including work or operations performed by or on behalf of the renter and materials, parts, or equipment furnished in connection with such work or operations. This insurance is primary and non-contributory over any existing insurance.

The certificates need to indicate that the coverage provided contains the following provisions:

- That the insurer will not cancel or modify the insured's coverage without 30 days prior written notice to the university;
- The State of California, the Trustees of the California State University, California State University, Bakersfield and their officers, employees, representatives and volunteers will not be responsible for any payments of premiums on the policies.
- The insurance coverage must be provided by a carrier licensed by the State of California to transact insurance, and hold a current A.M. Best rating of no less than A: VII.

Updated insurance certificates must be submitted annually and as directed by the Office of Student Involvement.

Statement on Interest Groups

If a national organization is eligible for expansion (no previous restrictions from policy breaches and governing council is open for expansion) it may hold two general meetings in order to build interest on campus, as well as see which students may want to be part of their organization if they expanded to CSU Bakersfield. Any meetings of this kind must be coordinated by a designated national officer and not an interested student on campus. Also, it must be clearly stated at the meeting that there is no guarantee that because there is an interest that the organization will be approved to expand on campus. This designated group of interests is prohibited to act as an organization affiliated with the inter/national fraternity or sorority and will not be recognized as a student organization at CSU Bakersfield or engage in any activities restricted to recognized fraternities/sororities. There are to be no officers of the group, or events held in the group's name. Any initiation or new member education of members of the group interests violates the expansion policy and subjects the organization to a minimum of two years of ineligibility to expand to CSU Bakersfield.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Chapter Excellence Program

SECTION I: MEMBERSHIP DEVELOPMENT – 30%

A. ACADEMIC ACHIEVEMENT – 240 POINTS

California State University, Bakersfield provides a range of academic programs and the opportunity for all students to prepare themselves to assume roles in society. The academic progress of all chapter members considered collectively indicates the relative strength and vitality of the chapter itself. Above average collective academic performance insures a chapter's relevance to the mission of California State University, Bakersfield. The standards outlined below have been shown to be standard practices that help fraternity and sorority chapters perform well academically.

- 1. Chapter GPA** – Maintain a chapter grade point average equal to or higher than the all undergraduate men's/women's term average. Chapters below the all-undergraduate men's/women's term average must show improvement each term to meet the all-undergraduate men's/women's average.

Documentation: The Office of Student Involvement provides the information for this section. Grades will be verified for registered members. Failure to earn at least 12 points in this section will result in the chapter being referred to the Academic Probation Discipline Guide.

Spring Semester (**must register by February 21, 2021**)

- _____ 21 pts if chapter's GPA equals/exceeds all-undergraduate men's/women's average
- _____ 1 pt for each 0.01 above the all-undergraduate men's/women's average (max 15pts)
- _____ 6 pts if chapter's GPA is below all-undergraduate men's/women's average but the chapter's GPA has improved by at least 0.10.

Fall Semester (**must register by September 26, 2021**)

- _____ 21 pts if chapter's GPA equals/exceeds all-undergraduate men's/women's average
- _____ 1 pt for each 0.01 above the all-undergraduate men's/women's average (max 15pts)
- _____ 6 pts if chapter's GPA is below all-undergraduate men's/women's average but the chapter's GPA has improved by at least 0.10.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

- 2. Academic Success Program** – Submit an academic success/chapter scholarship program for initiated and new members and demonstrate how the plan is being implemented. Establish and enforce minimum individual expectations for academic performance (at least the all-women’s/men’s average is recommended) and make use of constructive activities to identify and help those members who are on academic probation. Members who fall below the chapter’s standard should show documentation of progress report evaluations from their instructors. The chapter should have a program (e.g. tutoring, study hours, etc.) to assist members having academic difficulty.

*Documentation: Submit Academic Success Program form. **Due: February 7, 2021***

_____ 60 pts per year

- 3. Academic Success Presentations** – Points will be awarded for academic related presentations hosted with at least 50% attendance of the entire chapter, up to a maximum of 60 points per year. Presentations may include the following topics: study abroad, study skills, time management, graduate school presentations, alumni mentor program, career development, etc. Presentations may be the result of collaborative efforts. Programs conducted as part of a judicial sanction are excluded.

Documentation: Submit Academic Success Presentation form.

_____ 30 pts – Event 1

_____ 30 pts – Event 2

- 4. Academic Recognition Programs** – Use of recognition activities to identify and honor those members who have excelled academically. Examples of recognition activities include, but are not limited to, recognition dinners or ceremonies, certificates or awards, advertisements in *The Runner*, and rewards. The programs should be presided over by an advisor. Programs may be a result of collaborative efforts.

Documentation: Submit Academic Recognition Program form.

_____ 24 pts Spring Semester

_____ 24 pts Fall Semester

B. MEMBERSHIP RECRUITMENT & EDUCATION – 120 POINTS

The strength of any Greek-letter organization is its membership. Maintenance of the basic principles of Greek-letter organizations is influenced by the ability of the Greek community as a whole, and each of its member chapters in particular, to anticipate and address relevant issues. The standards of this section provide focus for a chapter's processes for inducting new members into the organization, and its programs for developing the full potential for each member.

1. **Recruitment Plan** – Chapters are required to develop a recruitment plan that outlines recruitment goals and action plans for each term in which they wish to recruit. The recruitment plan will indicate recruitment activities and events with the aim of attracting new members.

Documentation: Submit Recruitment Plan form. Due: prior to any recruitment efforts

_____ 20 pts per year

2. **Education Program** – A written education program for new member education. The written program must include the dates of each activity from bid day/date of invitation distribution and a detailed description of the activity, including requirements/expectations of new members. Chapters failing to adhere to their approved education programs will be sanctioned. Penalties will be levied at the discretion of the Office of Student Involvement and may include, but not limited to: Chapter Excellence point deductions, required supervision or cessation of all new member activities, prohibition of future recruitment efforts, or loss of university recognition.

Documentation: Submit Education Program form. Due: prior to any recruitment efforts

_____ 20 pts per year

3. **Chapter Educational Presentations** – Host, sponsor, or attend personal development educational programs with attendance by a minimum of 50% of the chapter membership at each program. Acceptable programs include but are not limited to: social responsibility, leadership development, health issues, career development, campus involvement, values and ethics, gender issues, and sexual responsibility. Programs may be the result of collaborative efforts. Programs conducted as part of a judicial sanction are excluded.

Documentation: Submit Chapter Educational Presentations form.

_____ 25 pts – Event 1

_____ 25 pts – Event 2

4. **Greek Life New Member Summit** – One point for every one percent of the new member class who participates in the Greek Life New Member Summit. Additionally, one point for each initiated member who volunteers at the Greek Life New Member Summit.

Documentation: The Office of Student Involvement provides the information for this section.

_____ 30 pts per year

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

C. LEADERSHIP DEVELOPMENT – 170 POINTS

Membership in Greek organizations offers students many opportunities to develop their leadership potential. Greek organizations not only provide training in the principles of leadership, they are laboratories in which these principles can be practiced and tested. Each member is actively involved in decision-making processes, teaching and encouraging students to utilize their leadership talents within their chapters and on the California State University, Bakersfield campus.

- 1. External Leadership Programs/Internships/Research Assistant Positions** – One point per member who participates in an external (off-campus) leadership program, career related internship, or research assistant position each semester.

Documentation: Submit Individual Leadership form.

_____ 5 pts Spring Semester

_____ 5 pts Fall Semester

- 2. Individual Leadership Positions, Non-Greek** – One point per member who holds a volunteer executive office in a campus or community organization (excluding Greek-related organizations) each semester.

Documentation: Submit Individual Leadership form.

_____ 10 pts Spring Semester

_____ 10 pts Fall Semester

- 3. Individual Leadership Positions, Greek-related** – One point per member who holds a volunteer executive office in a Greek-related organization (other than their own chapter) each semester.

Documentation: Submit Individual Leadership form.

_____ 5 pts Spring Semester

_____ 5 pts Fall Semester

- 4. Leadership Programs** – Chapters will receive 5 points for each registered, active member who:
- a. completes an achievement level in the LEADER Program
 - b. completes the Be Bold: Women's Leadership Series
 - c. completes the Leadership Academy Online Program

Documentation: The Office of Student Involvement provides the information for this section.

_____ 80 pts per year

- 5. CSUB Student Leadership Summit** – Chapters will receive points for registered, active member attendance at the CSUB Student Leadership Summit

Documentation: The Office of Student Involvement provides the information for this section.

_____ 10 pts for 40-49%

_____ 40 pts for 70-79%

_____ 20 pts for 50-59%

_____ 50 pts for 80% +

_____ 30 pts for 60-69%

D. RITUAL & VALUES – 70 POINTS

1. **Ritual Programs** – Chapter performs a ritual ceremony at least once per term.

Documentation: Submit Ritual Programs form.

_____ 10 pts Spring Semester

_____ 10 pts Fall Semester

2. **Lifetime Commitment** – Alumni participate in at least one ritual ceremony/program per year.

Documentation: Include information on the Ritual Programs form.

_____ 10 pts per year

3. **Ritual & Values Education** – Chapter conducts a program that reinforces/discusses the chapter's Ritual and values that is attended by at least 50% of the membership at least once per term. Programs conducted as part of a judicial sanction are excluded.

Documentation: Submit Ritual & Values Education form.

_____ 20 pts Spring Semester

_____ 20 pts Fall Semester

SECTION II: CHAPTER MANAGEMENT – 30%

A. PARTICIPATION – 120 POINTS

Chapters are successful when they collaborate with other chapters and fully participate in the activities of the fraternity and sorority community.

- 1. Attendance at Council Meetings** – Chapter delegate present at Council meetings. Points per meeting are awarded depending on the frequency of meetings: (a) delegates receive 1 point per meeting for councils that meet weekly, (b) delegates receive 2 points per meeting for councils that meet biweekly, (3) delegates receive 4 points per meeting for councils that meet monthly. All delegates will receive points for any paper meetings.

Documentation: Greek Council, Panhellenic Association, & Fraternity Council provides the information for this section.

_____ 10 pts Spring Semester Greek Council

_____ 10 pts Fall Semester Greek Council

_____ 10 pts Spring Semester CPC/FC

_____ 10 pts Fall Semester CPC/FC

- 2. Attendance at Greek Leadership Meetings** – Chapter President (or designee) present at the Greek Leadership Meetings with the campus administration once per semester.

Documentation: The Office of Student Involvement provides the information for this section.

_____ 20 pts Spring Semester

_____ 20 pts Fall Semester

- 3. Attendance at Chapter President Meetings** – Chapter President (or designee) present at the Chapter President Meetings.

Documentation: The Office of Student Involvement provides the information for this section.

_____ 15 pts Spring Semester

_____ 15 pts Fall Semester

- 4. Chapter Annual Review** – Chapter schedules and attends (with at least the President and one other member) their Chapter Annual Review in the month of January.

*Documentation: The Office of Student Involvement provides the information for this section. **Due: January 24, 2021***

_____ 10 pts per year

B. FINANCIAL MANAGEMENT – 60 POINTS
--

Sound financial management is essential to the successful operation of a chapter. Through discipline, consistent bookkeeping, proper budgeting, qualified supervision, and fiscal control, the chapter will build an atmosphere of fiscal responsibility and security.

- 1. Budget** – The chapter has a budget approved by the chapter and advisor.

Documentation: Submit Budget form.

_____ 21 pts per year

- 2. Financial Policies** – The chapter strictly enforces financial discipline (financial requirements for a member to remain in good standing) as prescribed by the chapter’s bylaws or (inter)national policy.

Documentation: Submit Financial Policies form.

_____ 21 pts per year

- 3. Council and University Debts** – The chapter has paid all dues, fees and assessments to their Council and the university by due date. Points will be deducted at a rate of 1 point per school day any payment is late.

Documentation: The Office of Student Involvement provides the information for this section.

_____ 18 pts per year

C. GOALS & ACTION PLANS – 90 POINTS

Successful organizations regularly establish goals and objectives and develop strategies and action plans to achieve those goals.

- Chapter Goal Setting** – The chapter conducts at least one goal setting or goal review session each term and establishes specific written goals and objectives, approved by the members.

Documentation: Submit Chapter Goal Setting form. Due: February 28, 2021

_____ 30 pts Spring Semester

_____ 30 pts Fall Semester

- Officer Goals & Objectives** – In an effort to operate effectively and efficiently, officers need to set goals & action plans for their term. All registered officers must articulate goals and objectives for their term of office.

Documentation: Submit Officer Goals & Objectives form. Due: March 7, 2021

_____ 30 pts per year

D. ALUMNI AND/OR ADVISOR GUIDANCE – 40 POINTS

Successful student organizations have active advisors to assist with organizational development, provide continuity, and ensure compliance with university and organization policies.

- Engaged Chapter Advisor** – The chapter has an advisor (alumni or faculty/staff) who attends at least one chapter and one executive board meeting per month and maintains regular communication with the chapter.

Documentation: Advisor must submit Engaged Chapter Advisor form.

_____ 40 pts per year

E. EXECUTIVE BOARD TRAINING & TRANSITION – 90 POINTS

Leaders are more prepared and better equipped to serve in their roles if trained and transitioned by previous leaders and advisors.

1. **Officer Resources** – Each officer has resources available to them to effectively carry out their job duties.

Documentation: Submit Officer Resources form.

_____ 45 pts per year

2. **Officer Transition Program** – A transitional program with incoming/outgoing officers with the intent of training the incoming officers on responsibilities, expectations, ongoing projects/initiatives, and best practices. Officer Installation Ceremonies are excluded from this section.

Documentation: Submit Transition Meeting form.

_____ 45 pts per year

F. CHAPTER MEETINGS – 60 POINTS

1. **Attendance** – An average of two-thirds of the active members attend regular chapter meetings.

Documentation: Submit Attendance form.

_____ 20 pts Spring Semester

_____ 20 pts Fall Semester

2. **Minutes** – Recorded and distributed, or made available, to members and advisors.

Documentation: Submit Minutes form.

_____ 20 pts per year

G. ADMINISTRATION – 140 POINTS

- 1. Governing Documents Review** – Chapter maintains up-to-date governing documents (reviewed annually by the chapter) and provides copies or makes available to all members.

Documentation: Submit Governing Documents Review form. Due: April 18, 2021

_____ 40 pts per year

- 2. Chapter Excellence Checklist** – Submitting all required documentation to the Office of Student Involvement on time per the Chapter Excellence Checklist. One point will be deducted from final score for each school day each item is late.

Documentation: The Office of Student Involvement provides the information for this section.

_____ 40 pts per year

- 3. Chapter & Individual Excellence Awards** – Chapter’s annual Chapter & Individual Excellence Awards applications are submitted on time.

Documentation: Submit Chapter & Individual Excellence Awards forms. Due: January 23, 2022

_____ 10 pts for 2 Chapter Excellence & 4 Individual Excellence Awards

_____ 20 pts for 3 Chapter Excellence & 5 Individual Excellence Awards

_____ 40 pts for 4 Chapter Excellence & 6 Individual Excellence Awards

_____ 60 pts for 5 Chapter Excellence & 7 Individual Excellence Awards

SECTION III: EXTERNAL RELATIONS – 20%

A. CAMPUS INVOLVEMENT – 80 POINTS

Greek organizations are structured as small communities within the larger campus community. Involvement in campus life outside of the Greek community is highly encouraged for all chapter members. Extracurricular involvement of chapter members and chapter participation in campus events enhances the campus image of Greeks and enriches the collegiate experience of chapter members.

- 1. Clubs & Organizations** – Sixty percent (60%) of the membership has joined at least one other non-Greek-related campus or community organization.

Documentation: Submit Clubs & Organizations form.

_____ 14 pts Spring Semester (list due by March 28, 2021)

_____ 14 pts Fall Semester (list due by October 31, 2021)

- 2. Campus Activities** – There are a variety of ways that chapters can support campus events. Examples of ways to earn credit:
 - at least 20% of the chapter attends a non-Greek organization event (2 pts)
 - participating in Club Fair (1 pt per fair)
 - chapter support of an athletic team by 50% of chapter members attending at least 50% of the team’s home games (10 pts)
 - full participation in the Greek Olympics hosted by Athletics – 30% of the chapter attends all designated athletic competitions, “Golden Games” (10pts)
 - chapter supports intramural sports by forming teams (5 pts per team that participates in a full season, up to 15pts)
 - collaborating to host an event or speaker (2 pts)
 - at least 20% of the chapter volunteers at Convocation, Orientations, Celebrate CSUB, College Making it Happen, Engineering Day, or Commencement (15 pts)
 - full participation in Greeks Give Back, Greek Week, Dance Marathon, or RowdyCon/Extra Life (10 pts each)

Documentation: Submit Campus Activities form.

_____ 52 pts per year

B. ALUMNI & FAMILY RELATIONS – 40 POINTS

Alumni and parents can assist a chapter in a variety of ways including advising, financial support, and networking. Successful chapters, therefore, nurture their parents and alumni by maintaining frequent communication and hosting activities.

- 1. Newsletters/Routine Communication** – Chapter sends newsletters to both alumni and parents. This can be the same newsletter distributed to both parents and alumni or separate. The newsletters can be mailed or e-mailed. Note: Any newsletter submitted may be posted on the CSUB Fraternity & Sorority Life website.

Documentation: Submit Newsletters/Routine Communication form.

_____ 7 pts – Publication 1

_____ 7 pts – Publication 2

- 2. Alumni Events** – Chapter sponsors at least two events for alumni or attends two events hosted by their respective alumni chapter.

Documentation: Submit Alumni Events form.

_____ 13 pts – Event 1

_____ 13 pts – Event 2

C. COMMUNITY SERVICE – 80 POINTS

Greek organization mission statements reflect a commitment to the service of others. Community service has shown to provide value-added educational experiences. To assist chapters in fulfilling their mission and providing members an opportunity to learn from helping others, the following standards were developed. While raising money for charitable organizations clearly provides a valuable service to the community, the emphasis on these standards is a more direct means of serving the community.

- 1. Direct Community Service** – The chapter sponsors at least two hands-on community service projects (not fundraisers) per year with the participation of at least 60% of the chapter membership for a minimum of three hours up to 52 points. One 60% project can be broken into two 30% projects. Do not include community service performed as part of a judicial sanction. Programs may be the result of collaborative efforts.

Documentation: Submit Direct Community Service form.

_____ 26 pts – 60% Event

_____ 26 pts – 60% Event

_____ 13 pts – 30% Event

_____ 13 pts – 30% Event

_____ 13 pts – 30% Event

_____ 13 pts – 30% Event

- 2. Other Community Service** – The chapter can earn up to 28 additional points through the following
- additional projects involving at least 30% of the chapter for 3+ hours (8 pts)
 - projects involving at least 20% of the chapter (2 pts)
 - adopting an area through Campus Beautification (1 pt)
 - being awarded the Campus Beautification area of the month (5 pts)
 - at least 20% of the chapter participating in Campus Clean-Up events (2 pts)
 - participating in a direct community service project hosted by another organization (1 pt for each member who serves 3+ hours, up to 5 pts)
 - contributing to a blood drive (1 pt for each member who donates blood, up to 15 pts per year)
 - conduct a fundraiser that raises money for a charitable cause (2 pts)

Documentation: Submit Other Community Service form.

_____ 28 pts per year

D. FACULTY/STAFF RELATIONS – 40 POINTS

Recognizing that chapters would not exist without the university, chapters should take action to educate the university's faculty and staff about chapter life and events.

- 1. Faculty/Staff Programs** – The chapter conducts a minimum of one program per year to recognize or interact with faculty/staff. This might include faculty appreciation dinners or sponsoring an appreciation day for a university department.

Documentation: Submit Faculty/Staff Program form.

_____ 40 pts per year

E. GREEK RELATIONS – 40 POINTS

In addition to participation in Council and All-Greek activities, effective community building occurs when chapters do activities with one another.

- 1. Greek Relations Activities** – Chapter conducts a joint alcohol-free non-social activity with another Greek chapter with the participation of at least 30% of chapter membership. Activities can be, but are not limited to, community service projects, educational programs, cultural events, sporting activities, etc. Educational programs and community service projects included in other categories can also be included in this section for additional points if the program is done with another Greek chapter. Programs conducted as part of a judicial sanction are excluded.

Documentation: Submit Greek Relations Activities form.

_____ 10 pts – Event 1

_____ 10 pts – Event 3

_____ 10 pts – Event 2

_____ 10 pts – Event 4

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

F. (INTER)NATIONAL RELATIONS – 40 POINTS

Chapters that are affiliated with an (inter)national organization benefit from utilizing the services and programs of the organization and networking with other chapters.

1. **Attendance at (Inter)National Organization Events** – The chapter has the required attendance at mandatory programs and events of the (inter)national organization (national or regional leadership conferences, conventions, etc.). Local organizations may earn these points by sending members to regional conferences such as AFLV, I-LEAD, LeaderShape, etc.

Documentation: Submit Attendance at (Inter)National Organization Events form.

_____ 14 pts per year

2. **(Inter)National Publicity** – The chapter submits articles and photographs to the (inter)national magazine, newsletter, or related website that are published. Local organizations may earn these points for being featured in any (inter)national magazine, newsletter, or website related to higher education or fraternity/sorority life.

Documentation: Submit Magazine/Newsletter Articles form.

_____ 10 pts per year

3. **Interaction with Other Chapters** – Chapter conducts at least one joint activity (social or non-social) with another undergraduate chapter of the same affiliation. This can include Founders Day events that involve two or more undergraduate chapters. Local organizations may earn these points by conducting a joint activity with other local Greek-lettered organizations from another university.

Documentation: Submit Interaction with Other Chapters form.

_____ 4 pts per year

4. **(Inter)National Recognition** – Chapter has earned an award or recognition from their (inter)national headquarters within the award period. Local organizations may earn these points by earning an award or recognition from an (inter)national organization affiliated with higher education or fraternity/sorority life.

Documentation: Submit (Inter)National Recognition form.

_____ 12 pts per year

G. PUBLIC RELATIONS – 80 POINTS

A positive public image is important to a successful Greek community, and chapters need to take pro-active steps to disseminate positive information about the CSUB Greek experience.

1. **Public Relations Plan** – Chapter has developed and approved a comprehensive Public Relations Plan.

Documentation: Submit Public Relations Plan form.

_____ 40 pts per year

2. **Local Website & Social Media Page** – Chapter maintains and updates its own local website and social media page viewable by the public.

Documentation: Submit Local Website and Social Media for this section.

_____ 14 pts for website

_____ 14 pts for social media

3. **Local Media** – Chapter receives positive coverage from a local media outlet including the local news stations, the Bakersfield Californian, or the Runner.

Documentation: Submit Local Media form.

_____ 12 pts per year

SECTION IV: POLICY COMPLIANCE – 20%

An excellent Greek chapter places a strong emphasis on risk management, risk reduction, adherence to Greek and university policies, and encouraging responsible social events. It is the obligation of each chapter to provide a safe environment and to respect the rights of others.

A. RISK MANAGEMENT – 140 POINTS

- 1. Risk Management Educational Sessions** – The chapter sponsors/attends risk management related programs with at least 50% attendance at each program. Examples of such programs include: alcohol/drug issues, hazing issues, fire safety, crisis management, rape/sexual assault awareness, etc. Programs conducted as part of a judicial sanction are excluded. Programs may be the result of collaborative efforts.

*Documentation: Submit Risk Management Educational Sessions form. All points must be earned in this section. **Due: December 31, 2021***

_____ 20 pts for an alcohol/drug/substance related program

_____ 20 pts for a sexual misconduct/sexual health related program

_____ 20 pts for 50% of the chapter attending/volunteering at 4 or more events during National Hazing Prevention Week (*documentation provided by the Office of Student Involvement*)

- 2. Additional Risk Management Educational Sessions** – Additional points for additional risk management-related programs sponsored/attended by at least 30% of the chapter membership, up to a maximum of 20 points per year. Programs conducted as part of a judicial sanction are excluded.

Documentation: Submit Risk Management Educational Sessions form.

_____ 10 pts – Event 1

_____ 10 pts – Event 3

_____ 10 pts – Event 2

_____ 10 pts – Event 4

- 3. Chapter Risk Management Plan** – Chapter submits its Risk Management Plan that outlines how the chapter reduces risk.

*Documentation: Submit Chapter Risk Management Plan form. **Due: January 24, 2021***

_____ 20 pts per year

- 4. Chapter Crisis Management Plan** – Chapter submits its Crisis Management Plan that outlines how the chapter would deal with a crisis.

*Documentation: Submit Chapter Crisis Management Plan form. **Due: January 24, 2021***

_____ 20 pts per year

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

B. SAFE SOCIAL EVENTS – 40 POINTS

- Dry Events** – The chapter co-hosts, with at least one other Greek organization, an alcohol-free social function with at least 30% attendance from each chapter involved.

Documentation: Submit Dry Events form (note: this form requires attendance lists from all participating organizations).

_____ 20 pts – Event 1

_____ 20 pts – Event 2

C. MEMBER CONDUCT – 120 POINTS

- Chapter Code of Conduct** – Chapter has a written Code of Conduct or membership contract which includes member expectations regarding alcohol and drugs, hazing, fighting, and other risk management issues.

Documentation: Submit Chapter Code of Conduct form. Due: February 14, 2021

_____ 60 pts per year

- Chapter Judicial/Standards Process** – The chapter has an internal discipline process that handles violations of the chapter's Code of Conduct. An advisor should be part of the process.

Documentation: Submit Chapter Judicial/Standards Process form. Due: February 14, 2021

_____ 60 pts per year

D. COMPLIANCE WITH CAMPUS POLICIES – 100 POINTS

- Chartering** – Chapter maintains active charter throughout the award period. Chapters with inactive charters are subject to a 2-point deduction per school day beginning the first day of inactive status.

Documentation: The Office of Student Involvement provides the information for this section.

_____ 40 pts per year

- Violations/Sanctions** – Chapters with no violations or sanctions imposed on them will receive all points possible for this section. Violations or sanctions imposed on chapters by councils or the university will include the point deductions for this section.

Documentation: The Office of Student Involvement provides the information for this section.

_____ 60 pts per year

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Statements on Discrimination, Harassment and Hazing

California State University, Bakersfield does not discriminate on the basis of gender in its educational programs, activities or institutional operations. It is expected that recognized fraternities and sororities will conduct all their activities in accordance with university policies regarding discrimination. That is, no fraternity or sorority may make age, race, color, national origin, religion, disability or sexual orientation a basis for participation in organization-sponsored activities. However, Title IX of the Education Amendments of 1972 specifically permits sororities and fraternities to limit membership on the basis of gender.

Further, no student organization recognized by the university shall conduct or condone hazing activities. “Hazing” is defined as any action taken, or situation created, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing activities include, but are not limited to: use of alcohol; paddling in any form; creation of excessive fatigue; physical or psychological shocks; morally degrading or humiliating games and activities; or any other activity that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or membership in a fraternity or sorority organization.

Any student who believes that he/she has been discriminated against, harassed, been subject to hazing, or any student who witnesses such prohibited conduct should report this activity immediately to the Director of the Student Union and Organizational Governance, the Director of Student Rights and Responsibilities, or other campus administrator.

The relationship between California State University, Bakersfield and the Greek system requires open and honest communication bound by a spirit of good will. Together, they serve to strengthen, and therefore benefit, fraternity and sorority life and the campus community. As the representative of a chapter, the student accepts the personal responsibility for familiarizing themselves with this statement and the ideals of the fraternity or sorority and for doing their best to conduct themselves in accordance with this statement.

Chapter Advisor Resources

PREFACE

The Story of the Butterfly

By Henry Millar

There was a young boy in India who went to see a guru. The boy saw that he had something in his hand and he asked what it was. The guru said that it was a cocoon which inside held what was to become a beautiful butterfly.

“Could I have it?” asked the boy.

“Yes, but you must promise me that when the cocoon splits and the butterfly starts to break out and he’s beating his wings against the cocoon, that you won’t help him out. Let him do it all by himself.”

Well, the boy promised. He took it home and watched it for hours. Suddenly the cocoon started to quiver and shake and the boy could see the bright colored wings inside the cocoon. The butterfly continued to beat his wings against the sides of its casing until the little boy couldn’t stand it any longer. He so wanted to help this butterfly break out from its casing. So, disobeying the guru’s instructions, he pushed open the two halves and butterfly sprang out, soaring immediately above the boy and then just as suddenly, fell to the ground and was instantly killed.

The boy tenderly picked up the butterfly and with tear streaming down his cheeks, ran to the guru. The guru took one look at him and said, “You pushed open the cocoon and let it out, didn’t you?”

“Yes, I did,” said the boy.

“You didn’t understand. You didn’t see what you were doing. When the butterfly begins the work to get out of its cocoon, the only way it can strengthen its wings is by beating them against the side of the cocoon. That is how its muscles grow strong. When you helped it the way you did, you prevented it from getting strong. That’s why it fell to the ground and was killed.”

Every advisor needs to know and understand this same principle. Sometimes we think that we are helping collegians when we come up with all the answers, plan the programs or the retreats. But what we are actually doing is preventing them from strengthening their wings. They will be alone someday and they need to learn how to fly so they can reach their own personal heights. Whenever you are tempted to take over, or answer too many questions rather than asking them, just remember the story of the butterfly.

ROLE OF THE CHAPTER ADVISOR

CSUB Student Organization Advisors are expected to:

1. Help students develop meaningful programs consistent with the organization's purpose and goals that support the University mission.
2. Encourage students to develop initiative, responsibility, and positive group interactions.
3. Mediate conflicts within the group and assist with resolving problems as they arise.
4. Be aware and knowledgeable of the club's programs, activities, and events.
5. Provide direction and guidance as outlined in the [Use of University Property and Time, Place and Manner Regulations](#).

CSUB Student Organization Advisors are responsible to:

1. Attend and provide adequate supervision at events as the listed on-site contact as stated on any Facility Use Application for events and activities sponsored by the organization. This duty may be shared with a designated representative (faculty or professional staff).
2. Supervise financial transactions, the handling of club funds, and financial record keeping. Expenditures cannot be made without approval from the advisor.
3. Become familiar with university policies and procedures pertinent to student organizations as outlined in [Runner Source](#) and on the CSUB Policy and Procedures [website](#).
4. Inform the membership of the policies concerning risk management, liability and expected behavior while representing CSUB.
5. Assist student leaders in completing necessary campus use forms and maintenance of the organization's records.
6. Inform the Office of Student Involvement when there is a change in an advisor's status.
7. Sign and submit an annual Advisor Registration Form.

As an advisor of a fraternity or sorority organization, you are the individual assisting the organization on a daily basis and willing to lend your experience in helping members formulate projects, execute programs, and develop as leaders. It is the hope that, through your guidance and influence, the chapter's leaders and members will accomplish their goals through personal, social, academic, and service endeavors.

As an advisor, you provide consistency and guidance for the chapter and share a historical perspective of programs, services, and issues. In addition, your role is to assist the group in a variety of areas of chapter life. There will undoubtedly be challenges that you will face during your time as an advisor. It is your job to clarify for members what your role is in the organization. Students will have their own ideas, so your role should be discussed, understood, and reinforced.

A challenge may be over controlling the chapter's matters. At times, it can be very tempting to have a hand in many different areas of the chapter, then you can be sure that things are "getting done" and/or "being done correctly". Remember that the current chapter is for the students to run, and therefore they must make the ultimate decisions. An advisor who begins to take control by making decisions or coordinating meetings runs the risk of having the students resent or ostracize the advisor. Additionally, the students won't benefit from the educational experience if they do not have ownership in the process.

There are some circumstances, however, that can arise in which you should take more direct action. An example of such a time would be if the members' decisions could potentially put the students, chapter, or university at risk.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

IMPORTANT WORDS IN THE ENGLISH LANGUAGE

Five most important words: I am proud of you

Four most important words: What is your opinion?

Three most important words: If you please

Two most important words: Thank you

Least important word: I

ROLE MODEL, MENTOR, SUPERVISOR, & FACILITATOR

Advisors serve as **role models** to the chapter. It is important that as an advisor you are leading by example to the members. A role model is a person whose behavior, example, or success is or can be emulated by others. The chapter members will look up to you and act the way you act – always be mindful of this.

Mentoring can be defined as a one-to-one learning relationship between two people based on modeling behavior and values. Mentors provide support, morale, and knowledge; are patient with the protégé’s progress; and are willing to work with those less developed as they.

An advisor’s practice and experience as a **supervisor** is helpful for providing direction, assisting in decisions, and facilitating meetings. Team building is essential for developing an effective chapter and established relationships that will enhance the ability of the organization’s leadership, members, and advisors to work together. It is important for you to understand your strengths and weaknesses, work styles, relationships with authority, and any other intervening variables that may impact your ability to work with the chapter. Teamwork does not occur by accident, it is intentional, genuine, and active.

As an advisor you will be required frequently to serve as a **facilitator** who will encourage collegians to come to conclusions on their own. In order to be successful in this role you must first establish relationships with the student with whom you will be working. This can be accomplished by showing them that you sincerely care for their success:

- Listen to them and hear what they say
- Repeat back what you have heard so it is verified by the group or individual
- Challenge them to find their own solutions
- Present options without presenting your view or bias

Remember that problems, complications, and challenges are facts of life. They will help stimulate a chapter to work as a team, as well as produce opportunities for individual growth. By helping students find their own solutions, you are not giving answers, but rather providing an open forum of communication. If you determine solutions or actually take over, you are implying that you do not feel an individual or group is competent enough to solve their own problems. You must empower collegians to feel that they have the ability to overcome any obstacles or challenges that come their way. Your constant reaffirmation that the group as a whole can come to appropriate solutions is what will make the chapter grow and your role as a facilitator successful.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

GAINING TRUST & MAINTAINING YOUR CREDIBILITY

Smile a lot. Leave your problems at home or at the office and enjoy your time with “your students.”

Be available. It is important for you to set up times when you can be available to collegians. An effective advisor will respond at any time to any situation. Every situation, no matter how uncomfortable or how inconvenient, is an opportunity to educate. Sometimes you are the closest “grown-up” available. This can be a major responsibility. It can also be the most rewarding part of your advisory role.

Maintain your sense of humor. Remember at this age, everything is stressful and traumatic. You can attract more bees with honey than vinegar.

Be up! Be positive! When you make a chapter advisor report at a chapter meeting, tell them all the things that they are doing right – initiation went smoothly, their hard work paid off, the formal was beautiful, etc.

Be consistent. Remember not to tell each faction what they want to hear, but rather what they must hear. Don't give the chapter mixed signals by promoting one thing and practicing another.

Be knowledgeable. Know as much as possible about the university, the Greek system, inter/national policy, and the members of your chapter. Establishing an open rapport with members of your chapter will encourage them to talk to you often about issues of concern and will provide you an opportunity to understand the mood of the chapter, as well as its place on campus.

Be human! Don't be afraid to let others see your excitement, enthusiasm, frustration, anger, or concern. But be mature enough to get back on track and resolve a problem or issue as quickly as possible. Trust your instincts, but don't be afraid to take time out to make a decision. Be a role model. Above all, be a professional.

Be sensitive. You are dealing with college student who can be extremely emotional, moody, and vulnerable. Where possible, attempt to put yourself in their shoes and understand things from their perspective. Above all, refrain from telling too many stories about the way it was when you were in college. Make sure you understand the subtleties of any situation and listen to all sides before offering an instant solution. Consider that a collegian may only want you to hear him/her talk out loud, rather than ask you to solve the problem.

When advising: ask questions. Point out options. Serve as the devil's advocate. Let collegians come to decisions on their own, even if you think it's wrong. You may think you're being harsh and cruel by pushing them to make decisions, but you are actually showing wisdom and encouraging their growth.

DEALING WITH CONFLICT

Attackers

Behavior: Attackers assert their viewpoint forcefully. They require people to listen to what they say. They need room and time to blow off steam.

Possible Action: Address the attacker by name and quietly, but firmly, ask him or her to sit down. Then listen carefully to what the attacker has to say. Once calmed, the attacker usually becomes reasonable and may suggest valuable solutions. The worst coping behavior would be to return the attack.

Egoists

Behavior: Egoists also assert themselves, but unlike the attacker, they are often subject experts.

Possible Action: Show honest respect for their knowledge, but don't become intimidated by it. Instead, capitalize on what they know by asking questions. Compliment them when they provide helpful information but make sure they know that you are the advisor.

Sneaks

Behavior: Sneaks often use sarcasm as a weapon.

Possible Action: Confront sneaks with direct questions and let them know you do not appreciate their sarcasm. Use positive reinforcement when possible to steer them toward becoming more of a team player.

Victims

Behavior: Victims see everything negatively. They act powerless and defeated, often whining about everyone and everything.

Possible Action: Ask them for suggestions to improve the situation. Have them state the negatives and address each one logically and positively.

Negators

Behavior: Negators are usually suspicious of those in authority and believe that their own way of doing things is the only way.

Possible Action: Let negators use their negative ammunition in a group meeting, then let their peers express their views about positive solutions. Groups members will most likely try to enlighten the negator that better solutions do exist.

Super-Agreeables

Behavior: These people have such a strong need to be liked that they do whatever you request at the expense of their own concerns or needs. They will over-commit and often disappoint and frustrate everyone.

Possible Action: Monitor assignments to make sure super-agreeable individuals are not overlooked.

Unresponsive

Behavior: Unresponsive people are the most difficult to manage. They are seemingly impossible to draw out or to get involved.

Possible Action: Specifically ask them for their opinion when getting group feedback. Try to include them when assigning tasks, so they too can feel a part of the organization.

DEALING WITH INTERPERSONAL CONFLICT

1. Seek first to **understand** not to respond.
2. Separate the person from the behavior. Use “I” statements.
 - a. “You are uninvolved” vs. “I have noted you haven’t been involved lately”
3. When you initiate a discussion, acknowledge the conflict.
 - a. Don’t beat around the bush. State how you interpret the situation and let the other person/s do the same.
4. Set a time to communicate directly, preferably in person.
 - a. Choose a place that is neutral.
 - b. Include the other person in the scheduling; show them you are flexible.
5. Ask directly, but sensitively, for the other person’s ideas and recognize positive intentions.
 - a. Don’t make all the decisions yourself; conflict resolution should be a team effort.
6. Reflect back to the other person what you are hearing to make sure you’ve understood.
7. Listen empathetically

COMMUNICATING WITH HEADQUARTERS

The chapter advisor is, in many ways, the chapter administrator. Correspondence from or to the headquarters or alumni should be maintained by the chapter advisor. Responses should also be retained. In many cases, chapter advisors are responsible for submitting reports and forms to organization headquarters.

The chapter advisor should have a good understanding of fraternity and sorority headquarters, including:

- Organizational history
- Headquarters and volunteer structure
- Names of contact person at headquarters
- Programs, resources, and materials available to chapters
- Support available to advisors

Please remind the chapter that the headquarters is there for their benefit. Any staff members who they come into contact with should not be viewed with animosity, but appreciated for their support. Many times, these sentiments are not conveyed to members, as the perception is that “nationals is out to get them”. This could not be further from the truth.

It is also essential for active members to gain more knowledge of the fraternity/sorority on an inter/national level. Encourage members to attend conferences and leadership seminars and have them report back to the chapter what they have learned.

RECRUITING OTHER ALUMNI(AE)

It is quite difficult to support a chapter if there is only one alumnus/alumna doing all the work. That is why it is vital for the chapter to have additional active alumni around. Of course, not every alumnus/alumna would be willing (or able) to serve in your capacity, but their mere presence alone often communicates support for members. Having additional alumni involved gives them an opportunity to share experiences they had as an undergraduate member and relate those experiences to their current lives and professions – things that are not as easy to accomplish with just one person.

Your fraternity/sorority headquarters could be a great resource as far as locating area alumni to contact. When it comes time to contact them, it is usually most effective when done by a fellow alumnus/alumna. Remember, any type of commitment on their part is progress. If they are willing to attend an event but do not feel comfortable being actively involved in the future, you have still had success. It is highly recommended for an individual to be 4 or more years out of the chapter/college before taking on the role of advisor.

Once you have obtained interest in further involvement from alumni, the next step could be forming an advisory board. An advisory board would ideally consist of a small group of alumni who would advise the chapter in different capacities. This would take some responsibilities off your hands. If they have the human resources, some chapters will allocate an advisor for each officer. Another option is to have an advisor oversee each committee/area. Ultimately, each advisor would report back the information they have obtained to you and the advisor board.

Laying the Groundwork

Spearheading an advisory board is a lot of work up front, but will be a lot less time consuming if the framework is in place. Before recruiting advisors, it is important for the chairman to set up an infrastructure that will facilitate communication. It is also important to define the roles of the advisors. This will foster their commitment once onboard and facilitate the recruitment process. The following are some ideas for a possible breakdown:

- *Financial Advisor* assists in preparing the chapter budgets and providing guidance in all financial matters
- *Internal and External Advisor* assists the chapter in public relations, community service, internal motivation, and campus involvement
- *Recruitment Advisor* assists in utilizing marketing techniques and developing one-on-one recruitment skills
- *Academic Advisor* assists in preparing academic help programs and monitoring members' academic progress
- *Risk Management Advisor* assists in safe event planning, insurance documentation, and accident prevention, crisis management, and risk management education
- *Education Advisor* assists in the development of a fraternity/sorority wide education program, new member orientation planning, and mentorship management (big/little)
- *Alumni Liaison* assists the chapter in planning alumni programming, events, and services

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Organization, Communication, & Continuity

From the start, the advisory board needs to be **organized** so that every individual, from undergraduate to alumnus/alumna, has a responsibility in the function of the chapter. To ensure that this happens, a clear set of expectations of what each person's job entails must be created. First, make sure the alumni understand what their mission is: to give advice and help improve the operations of the chapter – at the same time, improve the fraternity/sorority experience offered to all members. Therefore, once an alumnus understands and shares the mission of the fraternity/sorority, we will be more likely to have his/her dedication. Secondly, it is not enough to have an office created for an alumni advisor. It is necessary to match each alumnus/alumna in positions that best suit their abilities. The “hard guy” could work with the Executive Committee, the “motivator” with recruitment, the “creative person” with social programming, the “teacher” with education, etc.

Communication is perhaps the key ingredient for keeping an advisory board going. From the start, be straight with what's required in the job ahead. As time goes on, don't be afraid to pick up the phone to remind alumni of meeting times, or to ask an alumnus/alumna if he/she still wants to remain involved.

The real test for any advisor board is that of time and **continuity**. Be prepared for the transition that takes place in all chapters, from officers to new members to changes in policies and programming. It becomes very easy to allow a board to diminish its involvement after a major problem has been tackled or a new set of officers is elected. Help the chapter to move on to their next goal. Educate the new officers about the advisory board's functions, and get that process started again. Always replace alumni who have “served their time” and want to step down from the board. In other words, always look to do what is necessary to overcome obstacles and move on. Endure by following the mission.

RISK MANAGEMENT

As an advisor, one of your major duties is to help student organization leaders assess and mitigate the risks of proposed functions. The university expects you to help students practice “risk reduction” when planning activities. Risk is “the chance of injury, damage or loss; a hazard,” and management is “the implementation of collaborative efforts to coordinate resources and planning that will establish the most effect climate for growth and development.” In other words, you as an advisor must collaboratively help students prevent injuries, loss, or damage.

Each national organization produces a comprehensive risk management plan. Advisors are strongly advised to know it in detail. Below are some general guidelines for assessing risk.

Expectations

The first step in meeting this expectation is knowing what the student organization officers are doing. As an advisor, you should be engaged in every phase of event planning and preparation. How you do that is up to you and the students. The officers of the organization may need you attending meetings prior to the event, or, if the officers are very experienced, may only need to correspond with you via e-mail for updates and guidance. If the students in your organization are not forthcoming with information about future events, you need to proactively go and get the information from them.

Reducing Risk

Once you know what the students are planning, the next step in risk management is to help them reflect on the event. While there is no such thing as a risk-free event, some things carry more risk than others. The simplest way to identify risky behavior is to ask, “Can someone get injured as a result of attending or participating in this event?” or, “Would we want our name mentioned with this kind of event in the newspaper?” Most events can have their risk managed reasonably.

Your Role

When students propose a risky activity, don’t assume the university will veto it immediately. Help them see the risks involved by asking questions.

- What would happen if someone fell during this event?
- How do you plan to address someone who is intoxicated?
- How do you plan to prevent underage students from drinking?
- Would we want to read about this in the newspaper?
- What risk reduction steps were/have been taken?

By helping them plan for worst-case scenarios, you are meeting your obligation as an advisor without telling them what to do. However, with that said, there are certain things you are bound to stop, such as underage drinking, hazing, fighting (by calling the police, not by trying to break it up yourself), or sexist or racist behavior. Usually confronting such behaviors directly is enough to end them. While it may make you personally uncomfortable to confront these situations, both university policy and the law are on your side.

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

STATEMENTS ON DISCRIMINATION, HARASSMENT AND HAZING

California State University, Bakersfield does not discriminate on the basis of gender in its educational programs, activities or institutional operations. It is expected that recognized fraternities and sororities will conduct all their activities in accordance with university policies regarding discrimination. That is, no fraternity or sorority may make age, race, color, national origin, religion, disability or sexual orientation a basis for participation in organization-sponsored activities. However, Title IX of the Education Amendments of 1972 specifically permits sororities and fraternities to limit membership on the basis of gender.

Further, no student organization recognized by the university shall conduct or condone hazing activities. “Hazing” is defined as any action taken, or situation created, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing activities include, but are not limited to: use of alcohol; paddling in any form; creation of excessive fatigue; physical or psychological shocks; morally degrading or humiliating games and activities; or any other activity that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation or membership in a fraternity or sorority organization.

Any student who believes that he/she has been discriminated against, harassed, been subject to hazing, or any student who witnesses such prohibited conduct should report this activity immediately to the Director of the Student Union and Organizational Governance, the Director of Student Rights and Responsibilities, or other campus administrator.

The relationship between California State University, Bakersfield and the Greek system requires open and honest communication bound by a spirit of good will. Together, they serve to strengthen, and therefore benefit, fraternity and sorority life and the campus community. As the representative of a chapter, the student accepts the personal responsibility for familiarizing themselves with this statement and the ideals of the fraternity or sorority and for doing their best to conduct themselves in accordance with this statement.

Alternatives to Hazing

1. Foster Unity
 - Have the members of your group/organization work together on a community service project
 - Visit a ropes course to work on group cohesiveness, communication, and leadership skills
 - Work together with another group to plan an event
2. Develop Problem-Solving Abilities
 - Have members discuss weaknesses/challenges that the group has and develop solutions to solve those problems with group members
3. Develop Leadership Skills
 - Encourage participation in campus activities outside the organization
 - Encourage new members to get involved in organizational committees and or/leadership roles
 - Develop a peer mentor program within your group for leadership roles
 - Invite campus/community/business leaders into the organization to share their experiences
4. Instill a Sense of Membership
 - Plan special events or get-togethers for all members to attend (movies, plays, etc.)
 - Plan a “membership circle” when each member has a chance to express what membership means to them
5. Promote Scholarship
 - Take advantage of your campus academic and tutoring services
 - Designate study hours for members of the organization
 - Invite experts to discuss test-taking skills, study methods, time management, etc.
6. Build Awareness of History
 - Invite an older member to talk about the organization’s early days, its founding, special traditions, and prominent former members
7. Aid Career Goals
 - Use campus resources for seminars on resume writing, interview skills, and various career options

DANGER SIGNS & POSSIBLE SOLUTIONS

Chapter members not participating in chapter activities

- Re-examine activities to be sure they appeal to the majority. Ask what members want out of their fraternity/sorority experience and what activities will best help them achieve their goals.
- Help each member understand their individual responsibility for participation.
- Divide chapter into committees to plan each major activity so everyone is involved and has responsibility.

Imbalance of chapter activities, thus appealing to limited interests

- Whole group must face imbalance (or possibility of it) and discuss, with everyone present, allowing for individuals to express their views
- Perhaps activities are too sophomoric to retain upper class interest or participation
- List chapter activities under categories (social, philanthropic, service, business, etc.) and see where imbalance occurs

Conflicts between members, little cooperation, cliques

- Determine source of conflicts
- Encourage programs to emphasize positive aspects of the chapter
- Involve all members in chapter decision-making and activities

Chapter attracts one type of person and would like to attract a more diverse group of students

- Group discusses current image and what is needed to change that image

Feeling of no responsibility to anyone: leader to member, member to member, member to headquarters, collegian to alumni, etc.

- Group must learn to hold others accountable for the responsibilities they have voluntarily taken on themselves
- If an officer is negligent, they might be removed from office in the best interests of the chapter
- All members must realize they are responsible for maintaining high standards because their image affects that of the group

Top offices held by underclass members

- Education chapter and nominating committee of the value of upper-class officers for their experience and leadership abilities
- Training/experience in one position leads to better performance in offices with more responsibility
- When underclass members assume too much responsibility, the potential for burnout is significant

Chapter meetings are long and drawn out

- Check use of parliamentary procedure. Eliminate repetition. Limit time each person can speak.
- Use the committee structure to streamline chapter business.

Members are slow in paying dues, not signing promissory notes or not paying at all

- Chapter implements the 5% rule (when 5% of chapter members have accounts past due, any social event is cancelled, including formal)
- Help chapter establish incentives for early and pull payment of account
- Education chapter members on financial obligation to the organization – both locally and inter/nationally. Members need to be aware of the consequences of not paying their bills

No particular regard for Ritual, its meaning or performance

- Hold Ritual workshops frequently. Include mechanics, but it is more important to include discussions of meanings and everyday applications to make it come alive.
- Insist on proper attire. Make sure equipment is in good order.
- Review Ritual with Chapter President.

Lack of continuity of passing of files and information from one officer to the next

- Insist on a well-planned, well-attended Officer Transition
- Advisors should check officer's notebooks periodically
- Chapter files need to be kept up-to-date with usable materials

Several New Members decide not to be initiated

- Determine the primary reasons
- Make sure the chapter understands the commitment of all members for a successful New Member Orientation

Not all chapter members are involved in recruitment preparations

- Perhaps the officer in charge of recruitment is too involved (i.e. dictatorial)
- Make sure every chapter member has a job and feels the responsibility of developing and executing recruitment plans
- Utilize all the recruitment committees fully

Recruitment plans are not competitive with those of other chapters on campus

- Have New Members evaluate the chapter's recruitment and give impressions of recruitment techniques used by other chapters
- Examine entertainment. Is it appropriate? Is it outdated? Does it contain inside jokes?
- What atmosphere is created at the events?

Chapter tends to make elections a popularity contest without regard for leadership abilities

- Make sure the chapter is educated in the procedures for elections
- Members should openly discuss the qualities for each major office that would be most beneficial to the chapter. This should be done early on in the election process – perhaps at the time of the goal setting workshop with reminders prior to election proceedings
- Make sure all candidates have talked with current officers of any office they are interested in to discuss duties and activities

Greek Glossary

Active A student who is a fully initiated member of a fraternity or sorority

Alumni/Alumnae Initiated member who has graduated or otherwise left the college but is still affiliated with the organization: alumnus (male), alumni (men), alumna (female), alumnae (women), alum (abbrev.)

Badge/Pin Given and worn at all official functions with at least business attire by initiated members of the organization

Bid A formal invitation to join a particular fraternity/sorority extended by a chapter

Bid Day The last day of recruitment in which new members receive bids to join a particular fraternity/sorority

Big/Little Terms used for mentors assigned between new members and actives. The actives (bigs) are charged with guiding new members.

CPC The College Panhellenic Council is the undergraduate council of college women's fraternities and sororities associated with the National Panhellenic Conference (NPC)

Collegian/Collegiate An initiated member of a fraternity/sorority currently in college

Colony an organization which has received approval from the university and recognition from one of the Greek governing councils but is in a trial period with their national organization and their governing council

Community Service Voluntary work (unpaid) intended to help people or organizations

Continuous Open Bidding (COB) If a sorority does not reach the allowable membership total during formal recruitment or if they do not get quota, they may hold informal recruitment and offer bids to potential new members

Crossing Over A process during which new members receive lifelong membership privileges into the organization they have chosen (also known as Initiation)

Dues Monetary cost of membership in an organization; are used to cover operations, materials, and events

Extension/Expansion Process of an organization beginning a new chapter of the organization at a university

Fraternity/Sorority Advisor (FSA) Campus-based professional that serves as a resource to all Greek organizations hosted at the university

Headquarters (HQ) The central office of the Regional/Inter/National Greek organization of an organization

Informational A meeting held by a chapter for prospective members who are seeking general information about the organization

Intake The membership selection process for historically African-American sororities and fraternities

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.

Initiation A process during which new members receive lifelong membership privileges into the organization they have chosen (also known as Crossing Over)

Legacy A potential new member who is the son/daughter/brother/sister of an active/alum member of the organization. Each organization has its own definition of a “legacy”. Legacies are not guaranteed a bid from the organization they are a legacy to, nor are they required to select the organization as their preference during the recruitment process.

Line Brothers/Sisters or New Member Class Individuals who are members of the same intake class

NALFO The National Association of Latino Fraternal Organizations is the coalition of over 15 Latina/o based sororities and fraternities in the US

New Member Student who has accepted the bid or invitation for membership but has not yet been initiated/crossed

NIC The North-American Interfraternity Conference is a trade organization representing over 70 inter/national fraternities

NPC The National Panhellenic Conference is an umbrella organization for 26 inter/national women’s fraternities and sororities

NPHC The National Pan-Hellenic Council is the national coordinating body of the nine historically African American fraternities and sororities

Philanthropy A charity or fundraiser that the organization supports

Probate A show used to introduce new members of the organization

Potential New Member (PNM) A college student not affiliated with an organization who is eligible and interested in joining by attending recruitment/intake activities

Recruitment Organized effort to meet potential new members to join a chapter

Recruitment Counselor (Rho Gamma) Active CSUB sorority member who guides Potential New Members during the process of formal recruitment

Retreat A trip, or sometimes just a longer meeting, where members bond and get to know each other.

Ritual A secret ceremony of a Greek organization performed by active and alumni members that is prescribed and endorsed by the chapters’ HQ

Rush An outdated term that was replaced by Recruitment

Stroll/Step Show A line dance done by members of cultural Greek organizations

Note – this document and its rules/regulations/policies are subject to change at the discretion of California State University, Bakersfield at any time.