

## California State University, East Bay Guidelines for Greek Letter Organizations

### I. INTRODUCTION AND STATEMENT OF PRINCIPLE

California State University, East Bay recognizes the important contributions student organizations make to the educational community at the University. Greek letter organizations\* contribute to the educational and personal development of students and enhance the quality of student life by providing leadership opportunities, community service programs, scholarships, recreational and social activities. Greek letter organizations foster a sense of community among their members and thereby provide an important source of support and sense of belonging for many students. Recognition of Greek letter organizations at California State University, East Bay is based upon the following principles:

- the objectives and activities of the Greek letter organizations are consistent and supportive of the aims and purposes of the University by fostering educational excellence, encouraging and advancing learning and providing educational opportunities outside the classroom that complement the instructional program and prepare students for lifelong learning;
- the chapters shall promote and support conduct consistent with the high standards and principles of their founding;
- the chapters shall create an atmosphere which will stimulate high academic expectations and achievement;
- the chapters shall provide opportunities for the development of social and leadership skills and serve as vehicles to involve students in service to the campus and the community.

The development of a mutually beneficial relationship between Greek letter organizations and the University is guided by a set of mutual goals and expectations. The selective membership procedures of single sex, social fraternities and sororities distinguish these organizations from other student organizations. The purpose of this document is to outline the expectations and standards of conduct for the recognition of Greek letter organizations at California State University, East Bay.

\* *In this document, the term Greek letter organization refers to single sex social fraternities and sororities.*

## II. SCOPE OF AUTHORITY

The formal connection a Greek letter organization has with the University is as a recognized student organization. University recognition is a privilege granted to student organizations by the University. Recognized organizations are afforded access to campus resources and are expected to comply with regulations and procedures established by the University for the governance of all student organizations. Recognition of Greek letter organizations is granted through Student Life and Leadership under the guidelines established by the University. This status confers the same affiliation and privileges to Greek organizations that are extended to all recognized student organizations. Recognition in no way implies that California State University, East Bay approves of, sanctions or takes responsibility for actions and activities of the organization.

The continued recognition of a Greek letter organization depends upon the extent to which it contributes positively to the educational mission of the institution. Greek letter organizations are expected to regulate their own affairs within standards established by the University and by their national organizations and to maintain their own operations at a level to assure continued recognition as a student organization. Recognition will be withdrawn by the University at its discretion, following due process or at the request of the national organization.

When conducting business or social affairs off-campus, Greek letter organizations become members of the off campus community, subject to appropriate civil and criminal laws. The University holds members of Greek organizations accountable for appropriate actions as defined by the Student Code of Conduct during off-campus activities. Greek letter organizations may not use the name of the University in conducting affairs off campus unless the University has granted formal approval. Such approval may be obtained through the Student Life and Leadership Office.

## III. CONDITIONS FOR RECOGNITION

The University has established the following expectations for Greek letter organizations to receive and maintain status as single sex, Greek letter social fraternities or sororities at California State University, East Bay:

### General

1. Support the mission of the institution, to provide development of the individual members through co-curricular involvement and to foster a sense of brotherhood/sisterhood.
2. Abide by all federal, state and, local laws and policies, rules and regulations of California State University, East Bay and the California State University system.
3. Abide by all rules, regulations, and policies of the national organization for those chapters so affiliated when such policies are not in conflict with those of the University. Organizations are expected to remain in good standing with the national organization.
4. Meet the guidelines established for all recognized student organizations at California State University, East Bay.
5. Renew recognition on an annual basis. This process, required of all student organizations, must be completed within the deadlines established through the Student Life and Leadership Office.
6. Maintain a current constitution and bylaws of the national organization and the local chapter on file with Student Life and Leadership. These documents must be routinely updated as appropriate.

7. Not use the name of the University or represent the organization as an official component of the University including, but not limited to, signing contractual obligations or soliciting funds in the name of the University unless authorized by the University.
8. Maintain an active liaison and communication with the University through Student Life and Leadership. Continual consultation is an important means of keeping the University informed about programs and issues affecting Greek letter organizations.
9. Assist the inter-Greek organizations in building and maintaining constructive relationships between organizations and with the campus community through on-going participation in the respected coordinating organizations (e.g. Greek Council, Pan-Hellenic Council, and Panhellenic Council).

Create an environment within the chapter where members are encouraged and supported to attain their fullest potential. In this regard, the chapter shall provide programs that encourage, recognize and support academic excellence among its members and provide other educational programs addressing areas of general concern throughout the University (e.g. alcohol, date rape).

### **Membership**

1. All active members must be matriculated students at CSUEB and regularly enrolled for a minimum of four units. Only student members may vote or hold office.
2. Membership recruitment/intake shall be conducted in a means consistent with the procedures established by the national organization and under the guidance of the chapter advisor.
3. Membership in the organization will not be denied on the basis of race, religion, national origin, age, physical disability or sexual orientation.
4. No member of a Greek letter organization shall engage in any way in hazing (i.e. commit any act that causes or is likely to cause bodily danger, physical or mental harm, or personal degradation to any member of the University community).
5. All membership recruitment activities are “dry” (i.e. no alcohol is served in connection with a membership recruitment/rush/intake activity).

### **Academic Standards**

1. Maintain a chapter grade point average of at least 2.0. Submit signed releases from all active members and new members/associates/pledges at the beginning of each academic year for the purpose of determining chapter GPA. This information must be updated each Quarter or whenever new members enter the organization.
2. Establish and maintain a scholarship program to encourage high academic achievement among chapter members.

### **Financial Responsibility**

1. Maintain sound financial practices including: using membership fees and dues for the benefit of the organization in the fulfillment of its purpose, not using the organization for the financial enrichment of any officer, member of affiliate; not utilizing the resources of the University for the expressed benefit of external affiliates.

2. Be responsible for all financial obligations incurred to the University, the Associated Students, the University Union, other auxiliary organizations and off-campus vendors.

### **Officers**

Strong leadership within each chapter is vital to the chapter's success and progress. Therefore,

1. Major officers as identified on the Officers Information Sheet must be currently and regularly enrolled, in good academic standing (minimum 2.0 GPA), not on disciplinary probation; the President & Treasurer must maintain a minimum of 9 quarter units while in office and be enrolled in a minimum of two quarters during the academic year
2. Notification of all changes in officers must be submitted to Student Life and Leadership within ten (10) days of a change.

### **Conduct**

Students at California State University, East Bay are expected to assume responsibility for their personal conduct in a manner, which will reflect positively upon the University and upon themselves. The University supports the high standards of conduct reflected in all Greek letter organizations and will work with Greek letter organizations to see that such conduct is demonstrated. In this regard, the University recognizes that the primary responsibility for maintaining and enforcing appropriate standards of behavior rests with the fraternities and sororities themselves.

It is the policy of the University to allow maximum freedom to organizations in the management of their activities; within the guidelines set forth in University policies and with the advice of their advisors. The acceptance of the principle of self-governance by students must be accompanied by the acceptance of the following responsibilities for its successful operation:

1. All Greek letter organizations shall conduct their affairs in such a manner so as to reflect the moral and ethical standards of the individual group, the Greek system and the University.
2. All Greek letter organizations shall establish their own written standards of behavior which are at least as demanding as those established by the campus. In addition, all organizations shall establish a set of standards and explicit sanctions for failure to meet these standards.
3. Student Life and Leadership will also assist the inter-Greek councils in developing a credible system of self-regulation that further holds chapters accountable to standards of behavior consistent with the ideals and purposes of the University community.

Evidence of misconduct that involves verified violation of University policies or campus regulations can result in an organization being placed on probation or the withdrawal of recognition of the organization and disciplinary action being taken against individual students consistent with established University policies and procedures.

Misconduct that occurs in the community is under the jurisdiction of civil authorities. However, the University holds students accountable for their actions and expects students to follow the guidelines set forth in the Student Code of Conduct, whether the activity is on or off campus. When complaints or crises occur, the University will take the appropriate steps to insure that the organization has operated within the guidelines established within this document. If found in violation, the University will take appropriate actions.

In order to protect the interest of the University and promote the welfare of the University community, University policies and procedures covering student conduct have been developed and are set forth in this policy and other University documents.

### **University Policy on Alcohol and Other Drugs**

The possession and/or consumption of alcoholic beverages and other drugs on the general campus are prohibited except as outlined in the University Alcohol and Other Drugs Policy. Violations of this policy by recognized organizations or individual students could result in an organization being placed on probation or the withdrawal of recognition of the organization and disciplinary action being taken against individual students consistent with established University policies and procedures.

California State law provides severe penalties for the possession or consumption of alcoholic beverages by persons less than 21 years of age and for persons who furnish alcoholic beverages to minors. All students should be aware of these laws and the possible consequences of violations. (Alcoholic Beverage Control Act, Sections 25658, 25660.5, 25661, 25662, 25665).

Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with the Alcoholic Beverage Control Act.

As outlined in the University Alcohol and Other Drug Policy, the use, consumption and possession of any narcotic dangerous drug or controlled substance by any student, employee, guest or visitor for which the individual does not have a legal license or valid prescription is strictly prohibited. The unlicensed distribution or sale of any narcotic, dangerous drug or controlled substance by anyone on campus is strictly prohibited. Violations of this policy by recognized organizations or individual students could result in an organization being placed on probation or the withdrawal of recognition of the organization and disciplinary action being taken against individual students consistent with established University policies and procedures.

Student Life and Leadership will place an organization on probation when the organization has been found to be in violation of the University policy on Alcohol and other Drugs. Any organization found to be in repeated violation of the University Policy on Alcohol and Other Drugs will have its recognition withdrawn by the University.

### **Anti-Hazing Law - State of California**

Following procedures consonant with due process established for the campus, any student may be expelled, suspended, placed on probation, or given a lesser sanction for abusive behavior directed toward, or hazing of, a member of the campus community. The term "hazing" means any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. (Section 41301 of Title 5 of the California Code of Regulations)

Organizations and individuals who have been found to have engaged in hazing can result in an organization being placed on probation or the withdrawal of recognition of the organization and disciplinary action being taken against individual students consistent with established University policies and procedures.

### **Advisors**

Advisors are critical to the success of the individual chapters and the Greek system. The basic function of the advisors is to advise and to provide a working relationship between the University and the organization. In accordance with university policy, all Greek organizations must have a campus advisor. In addition, Greek letter organizations must have an advisor who shall participate in all aspects of chapter affairs. Advisors shall

be designated by each organization in accordance with each organization's constitution and bylaws.

Advisors serve as resource individuals and consultants to the group; their mature judgment is invaluable to a student organization. The advisors help the group achieve its purpose, provide continuity from year to year and become familiar with policies affecting the organization.

**Advisor's Responsibilities:**

1. Be informed concerning the procedures, purposes and programs of the organization they agree to sponsor.
2. To be informed about and ensure the organization's compliance with University policies and procedures governing Greek letter organizations, student life and student organizations and the policies and procedures of the national organization.
3. Provide assistance in the administration of the financial affairs of the organization.
4. Encourage the members of the organization to assume responsibility for the organization and for the effectiveness of the program.
5. Attend the meetings of the organization on a regular basis and provide continuity for the program.
6. Provide advice and counsel regarding the proper procedures and avoid conduct which would bring discredit to the organization or to the University.
7. Provide continuity during periods of transition and from year to year.
8. Oversee and approve all membership recruitment/rush/intake activities.
9. Assist University officials in resolving problems or other situations involving the organization.

**Organization's Responsibility to the Advisor:**

1. Keep the advisors informed concerning the overall progress of the organization.
2. Notify the advisors well in advance of the schedule of meetings and events.
3. Give the advisors an opportunity to express an opinion on issues which affect the welfare of the organization, its members and the University.
4. Maintain current contact information concerning the advisor with Student Life and Leadership.

**IV. WITHDRAWAL OF UNIVERSITY RECOGNITION**

The University will withdraw its recognition of a colony or a chapter when there is confirmed evidence that the chapter is not meeting the standards and guidelines set forth by the University.

A. Non-Compliance with University Standards

If a Greek letter organization fails to meet the guidelines and standards set forth by the University, the University shall take the following actions.

## B. Withdrawal of University Recognition

When a chapter is suspected of being in non-compliance with University standards, the following review shall occur:

1. Official written notice from Student Life and Leadership will be sent to the president of the chapter. Copies will be sent to the chapter advisor and the national fraternity. The notice will cite area(s) of alleged non-compliance.
2. A meeting will take place between the chapter president, a representative of Student Life and Leadership and the chapter advisor to determine which, if any, of the standards are not being met. A summary of the meeting will be sent to the chapter advisor and to the national organization.
3. If the representative of Student Life and Leadership makes a determination that there are standards that are not being met, the chapter will either be placed on probation or have its recognition withdrawn following a review of the charges by the Vice President, Student Affairs. Notice of the action taken will be sent to the chapter, the chapter advisor and the national organization.

## C. Probation

Probationary status is a specified period of close observation and review of chapter behavior. During the period, the chapter must demonstrate compliance with University regulations and appropriate probationary terms/sanctions for the offense(s) committed.

## D. Withdrawal of University Recognition

Withdrawal of University recognition is a severe action. A chapter that has had its recognition withdrawn loses all of the rights and privileges afforded to recognized groups. Withdrawal of recognition is an action intended for chapters which have not met University standards, for chapters involved in extraordinary violations of University expectations (e.g. hazing, property damage, severe behavioral excess) or at the request of the national organization.

A chapter that has had its recognition withdrawn:

- Must immediately cease to use the national and local Greek letters and the name of California State University, East Bay.
- Is ineligible to re-colonize for the time period specified through the judicial process.
- May find additional action taken against its individual members by the University or the local authorities.

## E. Appeal

An appeal of probation or withdrawal of recognition can be made to the Vice President, Student Affairs.

## V. ROLE OF STUDENT LIFE AND LEADERSHIP

Student Life and Leadership is committed to maintaining a standard of excellence for all single sex, Greek-letter social fraternity and sorority chapters. Advice and assistance is provided to the leadership of the inter-Greek councils, chapter officers, and general membership. Staff from Student Life and Leadership will conduct periodic review of a chapter's activities and programs.

Student Life and Leadership will provide support to Greek letter organizations in the following areas:

1. Through a designated staff advisor, act as a liaison to the University to promote communication and public relations. This is not in place of student leaders, but rather in addition to their efforts at a staff level.
2. Provide information to recognized Greek letter organizations regarding University policies, procedures and regulations and state and local laws which would affect fraternities and sororities.
3. Act as referral agents between students and Greek letter social organizations. This may include organization directories and publications.
4. Collect and maintain current information on officers, members, grade point averages, activities, policies, coordinating council minutes, constitutions, bylaws, etc.
5. Assist groups in planning all program activities on campus and off campus when requested.
6. Act as a consultant to coordinating organizations and individual chapters for their organizational development including, but not limited to: officer training, advising, attending meetings, and reviewing constitutions, bylaws, contracts, and other proposals.
7. Refer solicitors, leaders of philanthropic projects, and other fraternal organizations to appropriate officers.
8. Investigate allegations of misconduct by Greek letter organizations and to facilitate due process in judicial matters.
9. Facilitate communication between inter-Greek organizations as well as individual organizations through chapter officers.
10. Promote and organize leadership development and educational programs.
11. Through correspondence, meetings, conferences, and telephone contacts, maintain cooperative relationships with local alumni, community groups, the professional staffs of National fraternity and sorority offices, professional and fraternity related organizations, campus organizations, public and private agencies and other University offices and departments.