

## CSUCI Procedure on Fraternity and Sorority Life: Recognition

### **PURPOSE:**

This procedure constitutes CSUCI's procedure for the conferral, removal, or reinstatement of recognition for all fraternities and sororities. This procedure applies to all fraternities and sororities that operate without a residence.

### **BACKGROUND:**

This procedure enables the University to maintain a record of fraternities and sororities of which CSUCI students are members. Additionally, this procedure permits the University to readily identify fraternities and sororities that are eligible for the benefits and privileges extended to recognized student organizations. Benefits and privileges as outlined in this procedure, or any other University procedure, are subject to the availability of University resources for the purposes specified and do not constitute entitlements.

### **PROCEDURE:**

#### **Accountability:**

The Division of Student Affairs/Associate Vice President for Student Life & Support /Dean of Students, Fraternity and Sorority Life (FSL), Student Organizations & Involvement, and the Vice President for Student Affairs.

#### **Applicability:**

All current and prospective fraternity and sorority chapters of CSUCI.

#### **Definition(s):**

*Recognition:* Recognition is the formal process by which CSUCI determines that a fraternity or sorority may identify with the institution, operate on campus, enroll members from the undergraduate or graduate student body through recruitment and intake activities, and benefit from the privileges afforded to recognized student organizations.

*Fraternity/Sorority:* [The United States Department of Education](#) has established guidelines and criteria necessary to be classified as a sorority or fraternity (which includes a provision that allows an organization to operate as a single-sex organization). Additionally, [California State University Executive Order 1068](#) states that no campus shall recognize any student organization unless its membership and leadership are open to all currently enrolled students at that campus, with the limited exception that a social fraternity or sorority may impose a gender limitation as permitted by Education Code Section 66273. In alignment with the guidelines established by the United States Department of Education and The California State University, CSUCI defines sororities and fraternities as organizations that:

- a) Do not limit membership to persons pursuing or having interest in a specific field of study, profession or academic discipline
- b) Do not serve as honorary societies for academic, leadership, or any other endeavor
- c) Do not permit members to hold membership in other social sororities or fraternities

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- d) Limit membership to currently enrolled, degree-seeking undergraduate and graduate students at CSUCI

*Chapter:* A local branch of an inter/national affiliated social Greek letter organization.

*Greek Council:* Refers to the recognized student body which oversees all matters associated with Fraternity and Sorority Life. Each recognized chapter will have one voting seat on the Council. The Council is also administratively supported by the FSL staff.

### **Procedure Text:**

#### Eligibility for Recognition

Fraternal organizations eligible for recognition under this procedure must have the following characteristics:

1. Social sorority or fraternity organizations may impose a gender limitation as permitted by CSU Executive Order 1068 and Education Code Section 66273
2. Be recognized by an inter/national organization.

\*Please note that CSUCI will no longer charter local chapters, but have grandfathered in the two original chapters of the University: Zeta Pi Omega and Alpha Delta Psi.

#### Recognition Status

A fraternity or sorority is designated one of three recognition levels: Full, Provisional, or Probationary.

The chapter and the inter/national headquarters will be notified in writing of a change in status by Fraternity and Sorority Life (FSL) or their designee.

#### Full Recognition

Full Recognition signifies the fraternity or sorority has fulfilled all expectations for recognition. Chapters are required to fulfill the expectations outlined below each year to sustain Full Recognition.

- 1) Each fraternity or sorority seeking Full Recognition must fulfill the following expectations and obligations of recognition:
  - a) Maintain a membership of at least five enrolled undergraduate or graduate CSUCI students, though an exception to this provision may be granted by FSL or their designee for a specified period of time.
  - b) A CSUCI staff or faculty advisor.
  - c) Adherence with all University policies, rules and regulations, including the Student Organization Handbook.
  - d) Cooperation with all relevant stakeholders in the application of the Student Code of Conduct for Student Organizations related to disciplinary matters.

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- e) Maintain an alumni advisor(s) who serves as a genuine and continuing resource to the chapter and maintains regular communication with Fraternity and Sorority Life staff and adheres to all University expectations of chapter advisors.
  - f) If applicable, provide proof of insurance coverage in alignment with University expectations.
  - g) Acceptance into the University recognized governing council, the Greek Council and adherence to council policies and regulations.
  - h) Be recognized by the inter/national organization.
  - i) Submit annual reporting requirements as specified in the [Campus-Recognized Sorority and Fraternity Transparency Act](#) by July 1, annually. Failure to do so will result in suspension of campus recognition.
- 2) Upon Full Recognition a fraternity or sorority is eligible for the privileges and benefits afforded to all recognized and registered student organizations, as well as the following:
- a) Participation in University membership recruitment and intake processes, as articulated and monitored by FSL and the Greek Council.
  - b) Participation in the educational, social, and recreational programs and activities through FSL.
  - c) Utilization of resources made available by FSL to support the operations and development of fraternal organizations.

### Provisional Recognition

Provisional Recognition describes the University's conditional approval of recognition for a fraternity or sorority during a specified time period. Provisional Recognition may only be granted in the following circumstances:

- 1) A previously recognized fraternity or sorority is seeking reinstatement following a period of being unrecognized.
- 2) A fraternity or sorority is deemed Dormant.

Provisional Recognition may be modified or removed for disciplinary or non-disciplinary reasons.

- A. **Returning Status:** A fraternity or sorority seeking reinstatement following a period of being unrecognized and that meets the requirements, Reinstatement, may be granted Provisional Recognition by FSL. Such a chapter is considered on Returning Status, and is expected to adhere to all the expectations of Full Recognition. A Provisionally Recognized chapter on Returning Status will also be afforded the benefits and privileges provided. Chapters on Returning Status may also be subject to restrictions from the Greek Council as stated in their governing documents.
- B. **Dormant Status:** A chapter having difficulty meeting the requirements for Full Recognition may elect to become Dormant for a period of up to two semesters by informing FSL of their intention. Dormant chapters are considered Provisionally Recognized, but do not have the benefits and privileges afforded to chapters that are on Full Recognition, nor do they have to comply with all the expectations of such chapters.
  - a. Requirements of a chapter to remain Provisionally Recognized as Dormant are:

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- i. Less than five active undergraduate or graduate members enrolled at the institution, though an exception to this provision may be granted by FSL or their designee.
  - ii. Active undergraduate or graduate members maintain communication with FSL staff.
  - iii. Chapter Advisor maintains communication with FSL staff.
  - iv. Inter/national organization continues to recognize the chapter at CSUCI.
- b. Dormant chapters do not have the benefits and privileges afforded to recognized and registered student organizations, nor those provided in this procedure to chapters on Full Recognition or Returning Status.
- c. Dormant chapters that confirm to FSL their intention to meet the expectations to be fully recognized may conduct the following activities:
  - i. Meet with FSL and the Chapter Advisor in relation to the restoration of chapter operations, including electing officers, building a budget, and planning for recruitment and/or intake activities.
  - ii. Reserve space on campus with approval from FSL in relation to the restoration of chapter operations and pursuit of Full Recognition.

If a chapter on Dormant Status does not meet the requirements described above by the end of the second semester of Dormancy, or demonstrate sufficient progress towards doing so as determined by FSL, the chapter will be deemed unrecognized.

### Probationary Recognition

Probationary Recognition signifies the University's determination that a fraternity or sorority is in need of support and guidance in order to demonstrate the ability to adhere to the expectations of Full Recognition and/or compliance with University policies. A chapter may be placed on Probationary Recognition for disciplinary or for non-disciplinary matters as follows:

1. Failure to meet the criteria for Full Recognition, including the expectations outlined in the Student Organization Handbook.
2. For groups on Returning Status, failure to make satisfactory progress toward Full Recognition or to comply with the conditions set forth by FSL.
3. In relation to disciplinary action or behavior as adjudicated by the Student Code of Conduct for Student Organizations process.

For non-disciplinary matters (1 and 2 above), FSL or their designee may place a chapter on Probationary Recognition. For disciplinary matters (3 above), such change in recognition will automatically occur when a chapter receives a sanction of Probation or Probation with Restrictions through the Student Code of Conduct for Student Organizations.

Probationary Recognition may include temporary withdrawal of any or all privileges and benefits of recognition outlined in this procedure, including but not limited to hosting events, parties, or reserving space on campus.

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Official notification of Probationary Recognition will be shared in writing with the undergraduate leadership, chapter advisor, and inter/national headquarters by FSL. Probationary Recognition expires at the end of the specified period, unless renewed or extended by FSL in consultation with relevant stakeholders, or as determined through the Student Code of Conduct for Student Organizations. The chapter may be restored to Full or Provisional Recognition status upon completion of the conditions of the probationary period and demonstrated compliance with the expectations in this procedure.

### **Removal of Recognition**

Removal of recognition for a fraternity or sorority may be initiated under this procedure for non-disciplinary matters by FSL, or their designee, in the event the chapter is no longer recognized by the inter/national organization, an organization fails to meet requirements during Returning Status, or a period of Dormant Status expires without progress towards Full Recognition.

In the event a chapter is deemed unrecognized in two consecutive years, the matter will be referred to the Greek Council and FSL or designee. The Greek Council and FSL will review previous relevant materials and meet with chapter leadership. The Greek Council and FSL will make recommendations regarding the removal of recognition. The FSL Office or designee will make a decision and inform the chapter in writing. The chapter may submit an appeal to the Associate Vice President for Student Life & Support Programs/Dean of Students or designee within 25 days of receipt of the notice. The Associate Vice President for Student Life & Support Programs/ Dean of Students or designee has 10 days to respond, and their decision is final.

Loss of recognition will be for a minimum of two years and a maximum of four years. Following that period, the chapter will be considered eligible for reinstatement.

Removal of Recognition may also result from disciplinary matters adjudicated by the Student Code of Conduct for Student Organizations, as described in that procedure.

Official notification of loss of recognition will be shared in writing with the undergraduate leadership, chapter advisor, and inter/national headquarters by FSL. The notification will articulate the length of time and conditions that must be met before a chapter may petition to return to CSUCI.

### **Unrecognized Fraternities and Sororities**

Unrecognized chapters or organizations are defined as fraternities or sororities that are not designated a recognition status by the University. These include fraternities or sororities that may have previously been recognized but lost recognition or organizations that have never been established at CSUCI.

Unrecognized chapters and organizations are not afforded any of the benefits or privileges of recognized student organizations under University procedure, including affiliating with CSUCI, reserving space on campus, or participating in any formal or informal recruitment events or activities.

### **Reinstatement**

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This section applies to fraternities and sororities that are seeking reinstatement of recognition from CSUCI where the chapter has been unrecognized by the University for eight years or less from the date of departure from the University.

The date of departure shall be the date of the formal notice of departure sent to the chapter by FSL, or the date of the final conduct letter informing the chapter of their loss of recognition if no formal notice was provided by FSL. If neither of the above apply, the date of departure shall be determined by FSL.

### **A. Application for Reinstatement**

A chapter that meets the above criteria may apply for reinstatement through FSL by submitting an application with the information required.

The application will be reviewed by FSL within 15 business days to ensure that the requirements outlined are satisfied. If any required application materials are missing, FSL shall provide notice to the organization and give them an opportunity to provide the missing materials. If the chapter does not provide the required materials within 15 business days, FSL may deny the application. Following a review by FSL to ensure that requirements contained are satisfied, the application will be forwarded to the Greek Council for review.

The Greek Council will review the submitted materials and will provide their recommendation regarding the application, including a vote by the Council members, to FSL within 20 business days. The Greek Council recommendation should include the outcome of the Council vote and a short summary of the Council's rationale. The decision by the Greek Council will be considered advisory to FSL and not prescriptive.

FSL will review the materials submitted by the Chapter, the Greek Council's recommendation, and will consult with any University staff or individuals FSL deems necessary to make the decision. FSL will make a determination regarding whether to provide Provisional Recognition to the chapter and will inform the inter/national organization within 15 business days. Full Recognition may then be granted by FSL following the progress review described below.

### **B. Reestablishment Process**

If approved, the organization will be deemed Provisionally Recognized under Return Status. The organization will work with FSL to establish a plan to meet all expectations related to Full Recognition, as well as the following expectations during the first year of reestablishment:

- 1) A membership equal to half the chapter size of the largest chapter or at least a minimum of five active members.
- 2) Progress Review

Approximately one year after returning to campus, the organization and alumni advisor, will meet with FSL, to discuss progress and assess the need for additional support and resources to be successful. The

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progress review will focus on the measures of success described above. The outcome of a successful review is Full Recognition as previously provided.

FSL or their designee may rescind Provisional Recognition if the returning organization has not demonstrated progress towards Full Recognition or if it is mutually understood between FSL and the inter/national organization that additional support and resources may not contribute to progress towards Full Recognition. A chapter may appeal this decision as described above.

### Recognition Procedure: Reinstatement Application Materials

Application materials for petitioning organizations must include the following to be eligible to participate fully in the review process:

1. Letter of Intent detailing why the organization is interested in reestablishing a chapter at CSUCI and why they believe the relationship would be mutually beneficial for CSUCI students, broader campus community, and the inter/national organization.
2. If applicable, proof of liability insurance in alignment with University expectations.
3. Submit a copy of the organization policies and education related to alcohol, other drugs, hazing, risk management and crisis response protocol.
4. If applicable, verification if the organization is nationally affiliated.
5. Documentation of good standing related to disciplinary and financial matters with the inter/national organization.
6. Provide a list and rationale of any chapter closures and/or suspensions in the last five years.
7. Thorough outline of membership costs
  - a. New member dues
  - b. Initiation fees
  - c. Membership dues
  - d. Average local chapter dues
  - e. Available financial support resources
8. Organization policies, programs, and resources related to the following:
  - a. Membership intake policies and guidelines (if applicable)
  - b. Complete new member program
  - c. Officer resources and training programs
  - d. Diversity, equity, and inclusion initiatives
  - e. Member and leadership development programs
  - f. Minimum standards for potential new members and active members
  - g. Academic support programs and resources
  - h. Philanthropy and service initiatives and partnerships
  - i. Accreditation program (if applicable)
  - j. Risk management and crisis response policies, resources, and programs
  - k. Sample chapter constitution and bylaws
  - l. Code of conduct and/or judicial procedures
9. Organizational support
  - a. Name, address, and contact information of chapter alumni/ae advisor(s), as well as written confirmation of their willingness to serve in this role for a specified length of

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- time. The chapter must be prepared to submit a list of three willing advisors to serve for a minimum of three years.
- b. Outline of plan to establish an alumni/ae board to support the reestablishment efforts
  - c. If applicable, name, address, and contact information of graduate chapter members who would support the chapter, as well as written confirmation of their willingness to serve in this role for a specified length of time.
  - d. Nearest chapter(s)
  - e. Overview of inter/national organization plan to reestablish a chapter on campus; including strategies to develop and sustain recruitment pool.
  - f. Volunteer support and staff at the district, local, regional, and national levels
10. If applicable, disclose any contact the inter/national organization may have received from interested current students to pursue membership in the organization and a list of those students with their class year.

### **EXHIBIT(S):**

[Campus-Recognized Sorority and Fraternity Transparency Act](#)