The Office of Fraternity/ Sorority Life

Policies & Procedures

“A Step Towards the Future”
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Fraternity/Sorority Life: A Step toward the Future Purpose

This document states a set of expectations designed by The Office of Student Activities to enhance the Fraternity/Sorority Life experience at Chicago State University. The term “Fraternity/Sorority Life” refers to the activities and programs of the local chapters of fraternities/sororities affiliated with the National Pan-Hellenic Council (NPHC), Interfraternity Council and any other Greek-letter governing organization. The terms “fraternity” refers to men, but in some cases can refer to both men’s and women’s Greek letter organizations, the term sorority refers to women in Greek letter organizations (both fraternities and sororities may also be referred to as a “chapter”).

Basic Principle Guiding the University-Fraternity & Sorority Relationship

Chicago State University has had a long relationship with its collegiate fraternities and sororities. It is the intent of this document to advance perspectives and standards to enrich and continue a strong relationship. It is expected that fraternities and sororities serve as an important component of the co-curricular programs for undergraduate students. Fraternities/Sororities shall support the central mission of the University by providing an enhanced out-of-class learning experience. The University will nurture these organizations through advising, staff support and other programs and services.

The relationship between the University and the Fraternity and Sorority community is one that must be mutually beneficial. Fraternity/Sorority chapters must enhance the quality of life for students on campus by providing a range of opportunities for meaningful individual growth and development. The University will seek to embrace the chapters as integral student organizations worthy of any rights and privileges afforded to any other student organization, and support them in such a way that will facilitate appropriate organizational and personal development.
Recognition

Local chapters of Greek Councils, Interfraternity and Pan-Hellenic fraternities and sororities are recognized by Chicago State University through agreeing to and abiding by the contents of this document and the guidelines set by the Department of Student Activities. The chapter president and chapter advisor, as part of the annual registration process, shall sign a statement of agreement and intention to abide by the contents of this document as well as Anti-Hazing workshop.

Registration

Standards for Chapter Excellence per Individual and Chapter

Chicago State University requires all organizations to have a charter and chapter on campus. Every chapter is required to register with the Office of Student Activities specifically no later than the 1st week before classes start in fall/spring semester. Each chapter must submit to the Office of Student Activities the following registration materials:

1. Name of organization
2. Chapter name
3. Name and phone number of all officers
4. Name and phone number of all chapter members
5. Name and phone number of graduate and on-campus advisor
6. Name and student identification numbers of all members must be submitted with registration

Requirements for Chapters/Members

It is expected that each fraternity/sorority chapter will contribute to the academic mission of the University. The Office of Fraternity/Sorority Life, along with the Student Activities shall determine if a Fraternity/Sorority organization should be placed on “inactive” if:

1. Its membership has fallen below levels necessary for the effective execution of its constitutional purpose
2. It fails to conduct elections of officers and select an advisor
3. It violates university procedures/policies and its own constitutional bylaws
4. It fails to renew its charter

To foster an environment conducive to academic achievement, the following expectations apply to all chapter and its members:

Academics

If a Chapter/members cumulative GPA falls below 2.5, they will be put on Inactive Status for the subsequent semester. If a chapter’s combined semester GPA falls below 2.5 the chapter will be put on Inactive Status until the combined GPA is at 2.5 or higher. Chapters on Inactive Status will not, during that subsequent semester, host any social functions and will not participate in activities as a chapter. However, a chapter may appeal the status by filing an “Appeals for Reinstatement of Fraternity/Sorority Form.” (Please see attachment)
An executive of a chapter or council must be currently enrolled at CSU and must have a minimum cumulative GPA of 2.5 or higher to be elected. If an executive officer's cumulative GPA falls below 2.5 while in office, the officer must forfeit his or her position immediately.

Requirements

At the commencement of each academic year, all CSU Fraternity/Sorority chapters must fulfill the following requirements:

1. Conduct an election for officers
2. Submit the Club Membership Roster From one -week after holding an election.
3. Update Club/Organization Recognition Packet
4. Attend the CSU Annual Leadership Conference
5. All chapter members must attend the Anti-Hazing Workshop
6. Must adhere to all University Policies and be in good academic standing, free of any judicial or financial holds; Executive Officers must not have incurred any judicial findings of Responsible in the two (2) consecutive semesters prior to taking office.
7. Manage all funds allocated to the clubs/organizations in a fiscally responsible manner as directed by the Student Activities Center
8. Monthly reports must be submitted to the Office of Student Activities.
9. Students must attend all mandatory meetings with the Office of Student Activities

Existing Fraternity/Sorority Chapter should complete the following annual registration steps:

Maintain a 2.5 GPA to be a member and a 2.5 to be an Officer. Note: Some fraternities/sororities require higher GPAs for officer position. Always consult your organization’s bylaws and constitution.

In addition, before a Chapter, may begin their new member intake process (or accept new members) they must submit a copy of their new Membership Intake Calendar to the Office Student Activities or the Office Fraternity & Sorority Life, and meet to review that document. All members of the organization are mandated to attend the “Anti-Hazing Workshop” which is hosted by Student Activities. All new members must attend a session on Chicago State University’s hazing policy, the organization’s policies and procedures, along with a review of Illinois state law; this should be reflected in the New Membership Intake Calendar that is submitted. If you need help in preparing for this program, please contact us in the Office of Fraternity & Sorority Life.

Inactive Fraternity/Sorority Chapter

Once a chapter/members has been listed as inactive status, they must cease and desist all activities in the name of the chapter’s organization. The chapter/member have a minimum of 30 school days to complete an “Appeal For Reinstatement of Fraternity and Sorority Form.” The chapter/member must follow the form instruction of appealing the inactive status. Any supportive documents may be used to support the appeals process.
New Membership Intake

The Office of Student Activities supports and encourages Fraternity/Sorority Life on the campus of Chicago State University. Traditionally, Fraternities and Sororities stand for community service, positive social interaction, and development of leadership, interpersonal skills, and providing sisterly and brotherly bonds.

All new membership must be completed by the second Friday before Final Week in Fall/Spring semester. Failure to complete membership intake may result in disciplinary actions.

To be eligible for the membership intake process (MIP), a student must be currently enrolled at Chicago State University and must meet the following criteria:

Must adhere to all University Policies and have a minimum of 2.75 (effective Spring 2016), free of any judicial or financial holds; Executive Officers must not have incurred any judicial findings of Responsible in the two (2) consecutive semesters prior to taking office.

Students must be full-time and have earned at least 24 credit hours Transfer students must be full-time with 24 credit hours, 12 of the hours must be from Chicago State University.

New Members

The new members’ Membership Intake Program is critical to the life of any chapter and is expected to comply with the guidelines set forth by their National Office and Chicago State University and must be approved and signed off by the Fraternity/ Sorority Life Coordinator and the Director of Student Activities.

Personal Development Programming

Fraternity and Sorority chapters should be laboratories for personal growth and leadership development. Chapters are required to conduct 2 programs each semester with 1 being a National Service Project initiative from fraternity/sorority. These programs are to be designed for the education of all members, not just new members. Programming can also be in the form of specific programs offered to the university fraternity and sorority chapter, or the sponsorship of educational programs open to the University community. Suggested topics include, but are not limited to:

- Leadership development
- Time management
- Alcohol
- Drug Awareness
- Gender Issues
- Human Diversity
- Date and Acquaintance rape
- Violence
- Sexual Harassment
- Personal health issues
- Career development
Advising
Each chapter must have an alumni/graduate advisor (liaison to the general fraternity/sorority) and one faculty/staff advisor (liaison to the University). It is expected that a chapter receive advising from more than one person. The University supports a team approach to advising. Faculty/staff advisor must be an active/financial member with the organization that he or she is advising. In the event that an organization does not have a member in good standing on staff, the organization must appeal to the Office of Student Activities for an advisor. Faculty/staff advisors shall register with the Office of Student Activities as part of registration.

Chapter outreach (Community Service)
Chapter outreach activities are those, which involve the chapter with the larger campus community and neighboring area. The initiatives support the guiding principles of fraternities and sororities to help members develop a broader perspective of their environment and their role in society. Chapters are required to conduct a minimum of 3 community service programs each semester.

Social Responsibility
Social activities are an integral part of Fraternity/Sorority Life. Each chapter must plan and manage all social functions with reasonable management of foreseeable risks. Each chapter must abide by the fraternity/sorority, and University policies and educate the chapter membership regarding such policies.

Conduct
Each chapter is expected to promote conduct, which represents the ideals of the respective fraternity/sorority values of the University. Chapters are accountable to the University’s Student Code of Conduct, as an organization, be found responsible and sanctioned for violations of the Student Code of Conduct.

TENURE:
A student shall not remain in the same office position in a student organization for more than two consecutive years including summer terms. Students shall obtain written consent from the Office of Student Activities or his/her assigned agent in order to sustain as an officer beyond the two-year period.
**Fraternity/ Sorority’s New Membership Intake Program**

1. At Chicago State University, the New Membership Intake Program is critical to the life of any chapter and is expected to comply with the following requirements:

2. In addition, before a Chapter, may begin their new member intake process (or accept new members) they must submit a copy of their new Membership Intake Calendar to the Office of Fraternity & Sorority Life, and meet to review that document. All members of the organization are mandated to attend the “Anti- Hazing Workshop” which is hosted by Student Activities. All New Members must attend a session on Chicago State University’s hazing policy, the organization’s policies and procedures, along with a review of Illinois state law; this should be reflected in the New Membership Intake Calendar that is submitted. If you need help in preparing for this program, please contact us in the Office of Fraternity & Sorority Life.

3. Each chapter must attend the Anti Hazing Workshop and sign the Anti Hazing Agreement before submitting any Membership Intake documents.

4. New membership programs shall be subordinate to the University’s academic mission and the student’s academic goals and responsibilities. No new membership intake programs shall interfere with class attendance or other academic responsibilities.

5. Chapters must attend the Annual Fraternity/ Sorority Life Informational sponsored by the Office of Student Activities. Chapters cannot hold an informational until after the Annual informational is completed.

6. Each chapter must submit a detailed outline describing the weekly activities during new membership intake program period. This is to be submitted along with the potential member(s) names, addresses, phone numbers, and University Identification numbers. This information must be submitted for approval 30 days prior to the beginning of the new membership intake processes period. The Office of Student Activities will approve candidate and return information to the organization’s Graduate Advisor for submission to the National Office.

7. Each chapter’s new membership intake program must abide by the guidelines of their respective national organization and the University.

8. Intake programs are to be held during a designated intake period. Chicago State University has a **Spring/Fall** membership intake policy. Request for intake during other semesters must be put in writing to the Office Student Activities and be approved.

9. Each organization will be limited to one new membership intake program per academic year unless special permission is requested (requested in writing to the Office of Student Activities and approved).

10. Each potential student approved to participate in the new membership intake process must be in clear from any judicial affair and must meet the Office of Fraternity/ Sorority Life’s requirement.

11. All prospective members must be cleared from the Office of Fraternity/ Sorority Life before names are submitted to the governing organizations.

12. All activities to be held during the new membership intake program must be constructive in nature. HAZING IS STRICTLY PROHIBITED! The Membership Intake Process should 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 solidarity or otherwise promote the institutional mission of the host college.
Membership Intake Process Acknowledgment

We, the undersigned, have read and understand the Membership Intake Process policy of Chicago State University. We also have reviewed the policy with all members of our organization. We understand that as officers of our organization we have the responsibility for assuring that all members of the organization adhere to these policies.

Organization Name: ________________________________

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For office use only:

Print Name ________________________________

Signature ________________________________  Date: ________________________________

We, the undersigned members of this organization, acknowledge that we have received a copy of the Hazing Policy of Chicago State University, we have reviewed that policy with the officers of our organization, and we will comply with the policy.

***Note: Failure to sign this policy forfeits the chapter organization from having new membership intake***
Anti-Hazing Statement and Policy

Chicago State University supports the Fraternity/Sorority Executives Association’s “Statement of Position on Hazing and Pre-Initiation Practices.”

This statement of position reads:

“The Fraternity/Sorority Executives Association has stated its position, periodically, in support of constructive educational and inspirational programs and has asserted unequivocally its opposition to hazing and preinitiation activities which do not contribute to the positive development and welfare of pledges/associates and members.”

The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations includes paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities, late work sessions which interfere with scholastic activities and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

Chicago State University, in its Policy on Student Conduct defines hazing as:

Any act on or off the campus of the University, that a reasonable person would find to endanger the mental or physical health or the comfort or safety of a student or prospective student or member, or which results in the destruction or removal of public or private property, or which causes extreme embarrassment, or public humiliation, for the purpose of initiation or admission into, affiliation with, or confirming any form of affiliation, or continued membership in a student organization regardless of an individual's consent to participate in the activity.

Acts of hazing include, but are not limited to:

- Any activity which endangers the physical health or safety of the student or prospective member, including, but not limited to, physical brutality, whipping, beating, paddling, slapping, kicking, choking, scratching, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or forced smoking or chewing of tobacco products; or
- Any activity that endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, placing prospective members of an organization or group in ambiguous situations which lead to confusion and
emotional stress or other extreme stress inducing activity; or
- Any activity that requires the student or prospective member to perform a duty or task that involves a violation of the criminal laws of this state or any

University policies, rules, or regulations published in University documents; or
- Subservience, including but limited to any activity which promotes a class system within organizations or activities, which facilitate inappropriate levels of authority over students.

Hazing also includes any additional acts included in the definition of hazing by Illinois law, which currently is set forth in Section 720 ILCS 5/12c-50, Illinois Hazing Law (may be cited as the Hazing Act).

720 ILCS 5/12C-50

Sec. 12C-50. Hazing.

(a) A person commits hazing when he or she knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution, if: (1) the act is not sanctioned or authorized by that educational institution; and (2) the act results in bodily harm to any person (b) Sentence. Hazing is a Class A misdemeanor, except that hazing that results in death or great bodily harm is a Class 4 felony.

Procedures for Reporting Hazing Incidents Online:
If someone suspects hazing activities, they can report the concern online, by completing the “Student of Concern Report” which can be found on the Dean of Student Affairs’ main page.

This online submission will go directly to the Office of Dean of Students. The Office of Dean of Students will identify resources and personnel best suited to address the concern articulated. The ultimate goal is to provide proactive support services to distressed students before more substantial problems potentially arise.

Handling Reports of Suspected Hazing
In addition to the “Student of Concern Report” on-line report form, located on the Dean of Students webpage, individuals may report concerns about suspected hazing activities to the following offices:

Fraternity/ Sorority Life 773.821.2601 mmash@csu.edu
Director of Student Activities 773.821.2601 mmash@csu.edu
Dean of Students 773.995.2448 deanofstudents@csu.edu
Judicial Affairs 773.995.3972 dcato@csu.edu
University Police Department 773.995.2111 rwatso25@csu.edu
Office of Student Activities 773.995.2300
Campus community members are expected to report a practice or action believed to be hazing to the Fraternity & Sorority Life Coordinator, the Director of Student Activities/Leadership or Dean of Student Affairs immediately. The Coordinator of Fraternity & Sorority Life and/or the Dean of Students will initiate a formal investigation and determine the appropriate University process to address the incident.

**Chicago State University supports the Fraternity Executive Association’s “Statement of Position on Hazing and Pre-Initiation Practices”**

This statement of Position reads:

“The Association defines as any action take or situation created, intentionally whether on or off campus, to produce mental or physical discomfort, embarrassment, or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue; physical shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the university; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.”

**Chicago State University, in its Policy on Student Conduct defines hazing as:**

1. All chapters at Chicago State University must sign the Anti-Hazing agreement form at the beginning of each academic school year (see attached form)
2. No new membership intake process shall exceed eight consecutive weeks in length. The calendar begins the day of the new membership intake induction.
3. Within 3 days after completion of the new membership intake process, a list of all the new members (including social security numbers) must be submitted to the Office of Student Activities.

**NOTE: FAILURE TO ACT IN ACCORDANCE WITH THE POLICIES SET FORTH BY THE OFFICE OF STUDENT ACTIVITIES AND THE UNIVERSITY WILL RESULT IN JUDICIAL ACTION.**
Anti-Hazing Compliance Form

Anti-Hazing Agreement

We, the undersigned, have read and understand the hazing policy of Chicago State University. We also have reviewed the policy with all members of our organization. We understand that as officers of our organization we have the responsibility for assuring that all members of the organization adhere to these policies.

Organization Name: __________________________________________________________

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For office use only:

Print Name____________________________

Signature ___________________________ Date:________________________

We, the undersigned members of this organization, acknowledge that we have received a copy of the Hazing Policy of Chicago State University, we have reviewed that policy with the officers of our organization, and we will comply with the policy.
Chicago State University

Anti-Hazing Compliance Form for Prospective Members

We, the undersigned, have read and understand the hazing policy of Chicago State University. We also have reviewed the policy with all members of our organization. We understand that as prospective members of ________________ organization, we have the responsibility for assuring that all members of the organization adhere to these policies.

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Received by: __________________________ Date: __________________________

We, the undersigned members of this organization, acknowledge that we have received a copy of the Hazing Policy of Chicago State University, we have reviewed that policy with the chapter officers of their prospective organization, and we will comply with the policy.
Expectations For An Advisor

Roles Of An Advisor

Here are some points on the role of an advisor, but are not limited to the following:

• Advising the Greek Council, the Black Greek Council and/or the National Pan-Hellenic Council to enhance leadership development of young leaders
• Providing assistance and advise in the planning of both Fraternity & Sorority systems and individual chapter programs (e.g. Fraternity & Sorority Week, fundraising, and fiscal management)
• Assisting chapters in identifying and gaining access, where appropriate to institutional services (e.g. printing, bulk mailing, legal assistance, alumni affairs, and computer services)
• Providing membership directory of chapter officers and a calendar of events of all chapters
• Publishing a newsletter that focuses on current events, leadership opportunities and Fraternity/Sorority Life information
• Developing a speaker’s directory that focuses on current events, leadership opportunities and Fraternity/Sorority Life information
• Conducting annual fire prevention and energy conservation programs in conjunction with local agencies
• Coordination cooperative buying efforts on behalf of the local chapters
• Monitoring of membership statistics and academic retention by chapter systems
• Being aware of the organization’s goal and direction and help to evaluate its progress toward reaching these goals
• The voluntary association between an advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfying.
Appeal For Reinstatement of Fraternity and Sorority Form

(Please check only one box and indicate the year):

Chapter’s Name __________________________________________ Organization Name ______________________________
Applicant’s Name __________________________________________ Advisor’s name _______________________________
________________________________________
Date ______________________________, 20_____

Reason(s) for inactive status: (check all applicable)

___ Fall ___ Spring ___Summer Year 20____
___Fallen Below GPA ___Judicial status ___Other: __________________________
___Fallen Below Membership ___Sanction given by Student Activities
________________________________________
________________________________________

The Membership Requirement for Clubs/Orgs (MRCO) Policy of Chicago State University measures whether members are progressing at a reasonable rate toward the operation of their organizations. Students must be in compliance with the MRCO policy in order to be an active member of the organization.

All members of the Fraternity/Sorority organization on CSU’s campus are to abide by the policies and procedures at the University as well as their governing organizations.

Your appeal must include an academic approved plan from the Chapter’s President, followed by the Chapter’s Advisory team. The letter of approval must be on the organization’s letterhead. Make sure that the appeal statement is detailed (attach document if necessary). The Office of Student Activities and the Office of Fraternity/ Sorority Life reserves the right to approve or deny the Appeal for Reinstatement of Fraternity/ Sorority form.

Active- the chapter has full access to operate on CSU’s campus as a recognized organization.

Active with Provision- the chapter has limited access to operate on CSU’s campus as a recognized organization, with the provisions set by OFSL and agreed and supervised by the advisory team. Provisions are given once the appeal process has been reviewed and approved

Inactive- under any circumstances, the chapter has no access to operate on CSU’s campus as a recognized organization; the chapter will cease and desist all activities under the name of the chapter until they are compliant with the OFSL

Please Note: Appeals must be completed within 30 days after the start of the semester for which the appeal is requested or 30 days after the receipt of notice of inactive status, whichever is later. Once the appeal has been reviewed, a meeting will take place with the advisor and the chapter members, along with the SAC officers.

Reason for appeal: (May also attach additional information)

________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Applicant’s Signature __________________________ Date __________, 20____
Advisor’s Signature __________________________ Date __________, 20____

Contact Person will be contacted with status of the chapter/ individual by email or phone call within 5 business days of receipt of completed reinstatement form.