



**OFFICE OF  
STUDENT  
ENGAGEMENT**

CAMPUS INVOLVEMENT • FRIENDSHIP  
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## **Fraternity and Sorority Handbook 2020-2021**

<https://www.csusb.edu/student-engagement>

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## Introduction

At California State University, San Bernardino (CSUSB), student clubs and Greek organizations are recognized through the Office of Student Engagement (OSE). OSE provides an inclusive, intellectual and social environment by offering co-curricular opportunities that foster student success. We engage students in the development of leadership skills, personal growth, and citizenship to encourage affinity to the University and future success. Student organizations provide a leadership laboratory for students to gain and apply real-world experience in order to succeed in their chosen professions. The OSE staff is here to support the fraternity and sorority community with leadership development, event planning, membership recruitment, and programming. All additional policies for student organizations can be found here: <https://www.csusb.edu/student-engagement/resources>

## Definition of Social Fraternities and Sororities

Social fraternities and sororities are student organizations whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, religious, and service fraternities. Some social fraternities and sororities are culturally and/or community based. Social fraternities and sororities may select members according to subjective criteria consistent with the University's non-discrimination policies. Social fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 1681 of the regulations promulgated under Title IX of the U.S. Education Act of 1972.

## 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 fraternities and sororities is granted through OSE under the guidelines established by the University. This status confers the same affiliation and privileges to fraternities and sororities that are extended to all recognized student organizations. Recognition in no way implies that CSUSB approves of, sanctions or takes responsibility for actions and activities of the organization.

The continued recognition of a fraternity or sorority depends upon the extent to which it contributes positively to the educational mission of the institution. Each organization is 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 that assures continued recognition

as a student organization. Recognition can 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, fraternities and sororities become members of the off-campus community, subject to appropriate civil and criminal laws. The University holds members of all organizations accountable for appropriate actions as defined by the Student Code of Conduct during off-campus activities. Fraternities and sororities 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 office of Strategic Communications.

## Policy Compliance

Officers and members of fraternities and sororities have a responsibility to follow all University policies, procedures and direction from the Director of the Office of Student Engagement, and/or designee(s).

The Student Organization Handbook, published yearly by OSE, contains all the relevant policies and procedures that apply to all student organizations, in addition to the policies in this handbook that apply only to fraternities and sororities. It is the responsibility of each organization to review and comply with all the policies listed in the Student Organization Handbook which can be found on the OSE website at <https://www.csusb.edu/student-engagement/resources>

## National Affiliations

Many fraternities and sororities at CSUSB are affiliated with local, regional, state, and national organizations. These off-campus affiliates frequently have guidelines or regulations the organizations must comply with in order to remain in good standing and to continue their affiliation. OSE views this relationship with off campus affiliates essential, to ensure the success of each chapter. In the event that a chapter's official recognition is revoked, the University will request that the national/international organization withdraw the charter from the local chapter.

## Chapter/National Constitutions and Bylaws

In conjunction with Chancellor's Office and CSUSB requirements, each organization is required

to submit and maintain a chapter and national (if applicable) constitution and bylaws. These documents will assist in the general operation, membership criteria and election procedures for each chapter. The most current copy of these documents should be on file in OSE. Any changes should be submitted no later than 2 weeks from the effective date of change. Every organization must include a non-discrimination statement in their constitution and/or bylaws, which includes race, religion, natural origin, ethnicity, color, age, marital status, citizenship, sexual orientation, and disability. In accordance with federal legislation, fraternities and sororities may exclude individuals based on gender in order to maintain single sex organizations. Constitutions and/or bylaws must also contain an anti-hazing statement. Documents are required to be reviewed and updated every three years.

## Governing/Umbrella Councils

Each fraternity and sorority is required to affiliate with a recognized umbrella/governing council in order to receive recognition from the University. These councils are designed to support and assist each chapter, while not interfering with each organization's autonomy. Participation in a council will help to ensure the development of a strong and cohesive Greek community. In the case of honorary, professional, or special interest fraternities and sororities, OSE will determine if council participation is required.

Current councils are:

*Interfraternity Council (IFC)* – Governing council for general national fraternities that are part of the North American Interfraternity Conference.

*National Pan-Hellenic Council (NPHC)* – Governing/coordinating council for historically African-American fraternities and sororities that are affiliated nationally with the NPHC.

*Panhellenic Council (PHC)* – Governing/coordinating council for sororities that are members of the National Panhellenic Conference.

*Multi Cultural Council (MGC)* – Governing/coordinating council for culturally-based fraternities and sororities.

## Annual Charter Renewal

Fraternities and sororities are required to renew their recognition each academic year. Each organization will submit a charter packet following the election of new officers. The following

steps must be completed for recognition renewal:

1. Complete the Greek Charter Packet via Coyote Connection
2. Attend organization orientation with Clubs and Organization Advisor\*
3. Attend Presidents Retreat\*\*
4. Schedule and attend a transition meeting with Greek Advisor

\*Due to COVID-19 your organization must complete an online orientation and quiz. For those organizations that bank on campus, you must also attend a banking workshop.

\*\*Due to COVID-19 the Presidents Retreat will now be a series of workshops

## Fraternity and Sorority Advisor Requirement

All fraternities and sororities must have a full-time CSUSB faculty or professional staff member to serve as an Advisor. An Advisor is a voluntary position, whose role is to assist the chapter in achieving its goals and objectives by providing a liaison between the University and the organization. Faculty who are or plan to be on sabbatical during the 2020-2021 academic year, may not be listed as the primary advisor for an organization. Employees of the University Enterprise Corporation (Foundation), Associated Students, Inc., and the Santos Manuel Student Union are not eligible to serve as organization advisors.

Chapters must also have an off-campus advisor in addition to the on-campus CSUSB advisor. It is required that each chapter have an alumni advisor who is a member of the organization that can provide guidance specific to the operating procedures, rules and regulations of the individual organization.

Alumni Advisors should:

- Meet regularly with chapter officers.
- Be familiar with University policies governing fraternities and sororities and ensure that the chapter complies with such policies.
- Regularly review chapter finances.
- Review the chapter's new member development program and ensure that no chapter activities involve hazing in any form.
- Assist University officials in dealing with problems or other situations involving the chapter.
- Attend periodic chapter advisor meetings.

# Officer Requirements

All elected fraternity and sorority officers (President, Vice President and Treasurer) are required to maintain a 2.5 Grade Point Average (GPA)\*, both term and cumulatively. Officers must be in good standing and must not be on probation of any kind. Grade verification will occur after each academic term. Each organization president will receive the grade report electronically from their OSE advisor. If an officer does not meet the 2.5 GPA requirement, they must be replaced immediately.

## Student Organization Leader Conduct and Expectations

- Leaders and Advisers of student organizations are expected to take an active role in the choices their organization makes while on- and off-campus. It is also expected that all individuals involved in a student organization know University policies and OSE guidelines. If a student organization leader feels the group is participating in or exhibiting behavior that is inappropriate, it is in the best interest of the organization for the leader/adviser to intervene, knowing you are fully supported. You are also encouraged to seek assistance from the OSE staff.
- Student Leaders are expected to conduct themselves in alignment with the Student Code of Conduct. Leaders and members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and university; to be civil to one another and to others in the campus community; and to contribute positively to student and university life. This expectation is standard at all meetings, trainings and events hosted both virtually and in-person.
- In accordance with Executive Order 1068 and the Student Code of Conduct, all students serving as an elected or appointed officer/leader must be in good disciplinary standing with the University to hold and/or maintain their office. This means:
  - A leadership position as it relates to this policy includes, but is not limited to the President, Vice President (or VP of specific area), Social Chair, Risk Management Chair, and Treasurer.
  - Understanding that every student organization is structured differently, OSE makes the final determination as to what constitutes a leadership position and the limitations of participation in the organization.
  - Students who are required to step down from leadership positions within a student organization will not be permitted to reserve campus meeting spaces, have manager access to their organization's Coyote Connection page, or attend meetings on behalf of the student organization. In addition, these students should not serve in a volunteer capacity related to new-member education or orientation. Additional restrictions may apply and will be communicated to the student organization and the student required to step down.

In addition, students who are elected President of their respective chapters must adhere to the following:

- Meet with the Greek Advisor on a monthly basis.
- Attend bi-weekly President's Meeting.
- Attend the annual President's Leadership Retreat.

\*Due to COVID-19, the GPA requirement will be a 2.0 for the 2020-2021 Academic Year

## Campus Banking & Exemptions

All recognized CSUSB student organizations, with the exception of those granted exemption, must have a financial account with the University. To be eligible for an off-campus bank account, an organization must meet the following criteria:

- Maintain official affiliation with a national organization.
- Members must pay term or annual dues that partially go to their national organization.
- Be incorporated as a non-profit – Internal Revenue Service Section 501(c).
- Must have filed IRS form 990 with Internal Revenue Service to maintain 501(c) in previous fiscal year.

Although it is not required, it is highly recommended that groups filing for exemption have insurance provided by the national organization to its affiliated chapters. You may have to connect with your National Headquarters or local advisory board for many of these documents. More information regarding the policy may be found in the Club Banking Manual.

## Membership Rosters

Chapters are required to provide OSE with a membership roster of all active and new members each semester. Rosters should include the following information for each member: First Name, last Name, Coyote ID, Class Standing and Position Held. Rosters are due by the second week of each semester to OSE. Chapters should submit changes to their roster in writing to their OSE Advisor by the last day of the semester.



# Membership Recruitment

Fraternities and sororities must maintain a minimum membership of five (5) CSUSB students who are currently enrolled in at least one class and comply with the following procedures:

- All chapters are required to comply with the recruitment requirements of their umbrella council.
- All recruitment events/activities must be alcohol-free in order to assist in the positive promotion of Fraternity and Sorority Life.

For the 2020-2021 Academic Year Only:

- Students entering the University as new students are not eligible for membership until July 6, 2020.
- All potential new members interested in an organization must submit a Potential Member Grade and Unit Verification form to OSE through Coyote Connection. If the potential new member is interested in multiple chapters they must submit multiple forms. All Grade and Unit Verification forms received through Coyote Connection will be processed on Friday at 8:00AM and returned to the chapter by Monday at 12:00PM
- All new members are required to meet your chapter GPA requirement as stated in your bylaws. OSE will provide approval for the student based on this information. If the chapter is looking for specific GPA information, the organization must ask the potential new member for a copy of their transcript.

## Member Intake and Education Program Requirements

The following policies shall apply to all membership intake and education programs:

- All fraternities and sororities are required to notify the University before the start of any New Member Education Program or Membership Intake. Chapters are required to

submit the appropriate New Member Information (full name, coyote ID and class standing) or Membership Intake Form within 24 hours following membership offer or successful application.

- Chapters are required to disclose the names and student identification numbers of each new member, the start and end dates of their new member/pledge program, and the scheduled date of all ritual events, i.e. Pledge Ceremony and Initiation.
- New Member Education Programs shall not exceed an 8-week period
- Chapters are required to send new members to the New Member Academy hosted by OSE.

## Interest Groups

In the event that a chapter has established a formal interest group per the organization's policies, they will be exempt from the 8-week period outlined in the above section. Participation in a formal interest group however will be limited to two consecutive semesters and students in the interest group will be required to maintain a 2.0 cumulative grade average. After two consecutive semesters, if an interest has not received membership in the organization, a one-semester break from the interest group is required.

## Academic Standards and Requirements

Each Fall and Spring Semester, all chapters are required to submit an Academic Record Release Form that has been filled out and signed by all of its active and new members.

Fraternalities and sororities are required to maintain a 2.3 minimum chapter grade point average each semester to be in good academic standing with the University. Chapters who fall below a 2.3 for two consecutive academic terms will be placed on University suspension for a period of one year.

Chapters that fall below a 2.0 in a regular academic term will subject to probation. Probation will consist of restricted chapter activities and loss of social privileges.

Each chapter is required to maintain and submit a comprehensive academic program annually for approval with the recharter.

Chapters with term grade point averages below a 2.5 will be required to meet with their OSE Advisor to review and update their chapter academic program.

## Risk Management

The official CSUSB risk management policies follow the Fraternal Information and Programming Group procedures. The policies, officer's handbook, and 3rd party vendor checklist can be found at their website <http://www.fipg.org/>.

All chapters are required to have a Risk Management Policy aligning with the FIPG policies. A copy of this policy is to be on file with OSE. Chapters without a policy shall work with both the Greek Advisor and Chapter Advisor to devise an appropriate risk management policy. All chapters are required to comply with their risk management policies when conducting both on and off campus events.

## Philanthropy Events

To ensure the success of every chapter's philanthropic events and activities the following policies have been adopted:

- Chapters must submit a schedule of their annual philanthropy events and activities to OSE.
- Chapters must submit their philanthropy week packet to Greek Councils for approval one month prior.
- Philanthropy projects are limited to *three (3) days total*, of which can take place during the academic week or weekend.
- Chapters will not be permitted to schedule a philanthropic activity on the same day as another chapter or a Greek Community event. Date preference is given based on academic standing within the community.
- Alcoholic beverages cannot be present at any chapter philanthropy event.

# Yard Shows

The following policies and procedures apply to Yard Shows (public step shows on campus). These regulations govern all organizations and guests of sponsoring organizations that participate in Yard Shows at the University. It is the responsibility of the sponsoring group to inform guest performers and audience members of these policies. Guests include visitors or performers who are not registered students at CSUSB.

- Requests for all Yard Shows must be approved by OSE three days prior to the event, including requests for organizations not recognized by the University. The guidelines governing free speech zones and amplified sound must be followed.
- No profanity is to be used at any time by the performing group and/or other members and visitors from other chapters. This also applies to times before and after the performance.
- No obscene gestures are to be made at any time.
- Props used in performances must be approved by OSE.
- During performances, organizations may not single out individuals or chapters, imitate of other organization's traditional step routines, use other organization's colors or Greek letters in a manner that can be interpreted as blatant disrespect as determined by the respective Greek Council.

Advisors are required to screen all Yard Show performances to ensure that the aforementioned policies and procedures are followed. Advisors are also requested to screen inappropriate verbal or nonverbal slurs, degrading and/or derogatory remarks made concerning other persons, institutions, and/or organizations during Yard Shows.

## Auxiliary Groups (Big Sis/Lil Bro, Big Bro/Lil Sis)

In conjunction with national/international policies of each organization, the Fraternity Executives Association, National Panhellenic Conference and the North American Interfraternity Conference, CSUSB prohibits the existence of Big Sis/Lil Bro, Big Bro/Lil Sis groups. These groups are inconsistent with the concept and philosophy of separate, but equal women's and men's fraternities. A chapter or individual members of IFC and PHC may not host Big Sis/Lil Bro or Big Bro/Lil Sis events (official or unofficial) or wear clothing that encourages, promotes, or

announces they have a Big Sis/Lil Bro or Big Bro/Lil Sis. Violation of this policy will result in disciplinary action by the University and/or IFC and PHC if appropriate.

## Standards of Excellence (SOE) Program

All CSUSB Fraternities and Sororities are required to participate in the CSUSB Standards of Excellence. This program serves to assess chapters on the minimum standards they should meet in order to be viable and successful members of the CSUSB Greek community, as well as, if applicable, their (inter)national organizations. In doing so, OSE can more accurately target and provide assistance to individual chapters in specific areas in which a chapter may need to improve, as well as publicly recognize high performing chapters.

SOE packets will become available Fall Semester and all chapters will be required to submit documentation for each of the standard categories. OSE is responsible for reviewing and scoring the documentation. It is the responsibility of each chapter to ensure that each of the area's components has been completed and that the necessary forms, reports, and verification are submitted annually.

A chapter is expected to meet 60% of the standards points that apply to their organization (some standards only apply to national organizations) and all of the standards designated as recognition standards in order to remain in good standing with the University. Any chapter that fails to attain this recognition level, shall be required to meet with the Greek Advisor to develop a written Performance Standards for Improvement. There will be no immediate sanctions imposed on chapters that obtain less than 60%, however, should a chapter fail to comply with the agreed upon improvement plan, or show any improvement in the following academic year, the chapter may be subject to sanctions, including loss of recognition.

## Initiation and Ritual Ceremonies

In accordance with University and Santos Manual Student Union Facility Use policies the use of open flame candles is prohibited in all University buildings. OSE recommends that organizations purchase battery operated flameless candles for all ritual ceremonies requiring candles. In addition, organizations may not block entrances/exits with furniture or cover windows and doors with flammable materials for the purpose of privacy. Organizations need to work with the appropriate scheduling offices to find a room that fits the chapter's ritual needs.

# Hazing and Initiation

In accordance with state law, CSUSB has a zero-tolerance stance towards hazing. Joining an officially recognized organization should be a positive experience. New member activities and initiation rituals should focus upon the positive aspects of both the organization and the individual. Abusive behavior toward, or hazing of a member of the campus community is forbidden. The definition of hazing can be found in California Education Code Section 48900q and California Penal Code 245.6.

Hazing includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization, which regardless of location, intent, membership status or consent of the participants, causes or is likely to cause bodily danger, physical harm, mental or physical discomfort, embarrassment, harassment, fright, humiliation, intimidation, degradation, or ridicule, extreme mental stress, or otherwise compromises the dignity of any student or member of the campus community. Hazing also includes any activity that compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, contrary to the rules, policies, and regulations of the University, or any activity which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs, or any activity that will unreasonably or unusually impair an individual's academic efforts. Hazing does not include customary athletic events or similar contests or competitions. Participation in a hazing practice will result in both individual and organizational disciplinary action, including possible expulsion.

Commission of hazing is also a misdemeanor, punishable by up to one year in jail and up to a \$5,000 fine. Hazing cases that involve serious bodily injury or death may be charged as felonies. Disciplinary action will also be instituted against officers who permit hazing to occur within their own organization and students who allow themselves to be hazed may also be subject to disciplinary action. Any hazing incident involving serious bodily injury will result in revocation of University recognition, and where applicable, a recommendation to national organization for revocation of the organization's charter.

The University takes hazing very serious and in conjunction with CSUSB's zero tolerance policy, organizations will be held responsible if the University believes that hazing is likely to have occurred and/or a creditable witness has come forward.

Examples of prohibited hazing activities include, but are not limited to:

- Any form or physically demanding activity (calisthenics, runs, hikes, etc.) not part of an organized voluntary athletic contest or not specifically directed toward constructive work.
- Paddling, shoving, or otherwise striking individuals.

- Compelling individuals to consume or smoke alcohol, tobacco, or drugs or engage in drinking games.
- Compelling individuals to eat or drink foreign or unusual substances or compelling the consumption of undue amounts or odd preparations of food or liquids.
- Having substances thrown at, poured on, or otherwise applied to the bodies of individuals or writing embarrassing or degrading items on the bodies or clothing or possessions of individuals.
- Morally degrading or humiliating games or any other activities that makes an individual the object of ridicule, amusement or intimidation.
- Transporting individuals against their will, abandoning individuals at distant locations, conducting any "kidnap," "road trip," or "ditch" that might in any way endanger or compromise the health, safety, or comfort of any individual.
- Restraining individuals or intentionally exposing them to extreme temperatures, exposure to the elements or uncomfortable conditions.
- Causing an individual to be indecently exposed, involved in sexual simulations, or other violations of accepted social customs in regard to sex and relations between the sexes.
- Activities that require a person to remain in a fixed position for a long period of time.
- "Line-ups" involving intense or demeaning intimidation or interrogation, such as shouting obscenities or insults.
- Verbal abuse or assigning derogatory names for members to use when addressing one another.
- Assigning activities such as pranks or scavenger/treasure hunts that compel a person to deface or steal property, engage in humiliating public acts, stunts of buffoonery, or harass other individuals or organizations.
- Tests of courage, bravery, or stamina.
- Physical or mental shocks, regardless of degree or nature.
- Ceremonial burials or satanic rites.
- Compelling individuals to wear or carry unusual, embarrassing, degrading, uncomfortable or physically burdensome articles or apparel.
- Depriving individuals of the opportunity for sufficient sleep (six hours continuous sleep per day minimum), comfortable sleeping arrangements, decent edible meals, or access to means of maintaining bodily cleanliness.
- Activities that interfere with an individual's academic efforts by causing exhaustion, loss of sleep, or loss of reasonable study time or by preventing an individual from attending class. New member activities shall normally conclude by midnight on school nights.
- Personal servitude or requirements that financially take advantage of a new member.
- Compelling an individual to become branded, tattooed, pierced or shaved.
- Intentionally deceiving new members prior to initiation to make them believe they will not be initiated or will be hurt or struck.
- Excluding an individual from social contact for prolonged periods of time.
- Intentionally creating a mess for others to clean up.

- Compelling individuals to engage in animal cruelty or mistreatment.
- Blindfolding individuals in a manner that may cause intimidation or place the person in danger.
- Depriving new members access to or use of cellular telephones, wallets, keys, and other personal possessions during initiation week.

Any activity as described above upon which the initiation or admission into or affiliation with the organization is directly or indirectly conditioned, or implied to be conditioned, or which occurs during a pre-initiation or initiation activity, shall be presumed to be “compelled” activity, the willingness of an individual to participate in such an activity notwithstanding.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this policy.

It is the specific responsibility of the organization president to ensure that this policy is communicated to and adhered to by all members and new members.

Organizations are responsible for controlling the behavior of their alumni members during initiation or pre-initiation activities.

For more information on Hazing, visit [www.stophazing.org](http://www.stophazing.org).

## Fraternity and Sorority Policies and Procedures

The following section describes the process through which alleged misconduct by student organizations will be investigated and the issuance of any resulting sanctions. A student organization and its officers may be held collectively or individually responsible when violations associated with the organization are reported to the university administration. Misconduct may simultaneously be investigated by and processed through the Office of Student Conduct and/or the Title IX Coordinator/DHR Coordinator and/or University Police.

All recognized student organizations MUST represent the campus community in a way that reflects the values that California State University, San Bernardino espouses. This means:

- All student organizations, while on- and off-campus, are responsible for following the policies outlined in this handbook and Student Code of Conduct. Discipline issues that arise out of student organization behaviors will be handled through the Office of Student Conduct and Ethical Development (SCED) and the Office of Student Engagement (OSE). Information on student organization conduct can be found in the Standards for Student Conduct. If it is determined that individual students have also violated the policies, they will also be held accountable individually for their actions.



The Student Organization Discipline Process' primary purpose is to establish the official procedure for reviewing alleged violations and/or complaints regarding student organizations. This Discipline Process should be read broadly and is not designed to define misconduct in exhaustive terms. OSE, as well as the university as a whole, is committed to educating students and student organizations of policies, procedures, and legal matters that affect students and student organizations. For further information, contact OSE at (909) 537-5234 or clubs@csusb.edu.

#### A. Overview of Student Organization Discipline Process.

OSE's guidelines for addressing alleged violations and/or complaints are as follows:

1. Any member of the campus community (including the Office of Student Engagement 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 Director of OSE whose office is in the SMSU 203 and phone number is 909-537-5234. 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 of witnesses). OSE will determine whether and to what extent the student organization will be informed of the identity of the individual who has made the allegation. OSE will notify the student organization of the allegations within ten (10) working days of receipt. Official written notice from OSE will be sent to the president of the organization within ten (10) working days of receipt, unless asked to defer notice by law enforcement or Title IX/DHR investigators. Copies may also be shared with the organization advisor(s), and in some cases, the organization's national headquarters. The notice will cite the alleged policy that was allegedly violated and/or the nature of the complaint.
2. OSE will determine the nature of the alleged violation and/or complaint and, in consultation with the Associate Vice President/Dean of Students, will initiate an investigation. OSE will review and address violations or complaints related to student organization policies. In cases involving violations of University policy and/or the Student Code of Conduct, OSE will forward a report to the appropriate administrator (for example, Dean of Students, Director of Student Conduct, Title IX/DHR Coordinator, or University Police) for further investigation and adjudication, depending on the nature of the incident.
3. In circumstances where OSE determines, in its discretion, that as a result of the allegations the health and safety of members the campus community is threatened or at risk, the OSE Director, in consultation with the Vice President for Student Affairs, or their designees, may place an organization on immediate suspension and/or may direct the student organization to cease and desist all organization activity until the conclusion of the investigation and resolution of the allegation. This decision is not subject to review.

4. OSE and/or designated investigator(s) will determine when and how to meet with the leadership of accused student organization and/or individual members, the complainant, and witnesses. OSE may also engage in attempts to informally mediate the matter during the investigation.
5. In cases where a student organization has been accused of substantial violations that may result in temporary or permanent loss of university recognition, the OSE Director or designee has the discretion to convene an Ad Hoc Administrative Review Board to review investigation findings. The Review Board may include, but is not limited to, the OSE Director, the Associate Vice President for Student Affairs/Dean of Students, the University Police Chief, the Director of Student Conduct & Ethical Development, the Greek Advisor and/or each area's designee. The Review Board will determine if violations were likely to have occurred and determine appropriate sanctions.
6. Once a finding is reached, based upon a preponderance of the evidence resulting from the investigation, the Director of OSE and/or the Director of Student Conduct & Ethical Development will determine appropriate sanctions for actions of the student organization and/or individuals deemed in violation of the Standards for Student Conduct and/or university policies and procedures. The student organization will be informed in writing by OSE of the outcome of the investigation and nature and scope of any sanctions.
7. An organization may request an appeal, or reconsideration, of the decision. Guidelines for Appeal/Reconsideration are provided in Section D, below.

#### B. Confidentiality

Information presented during the course of any investigation may be shared with Student Conduct Administrators and other University employees and law enforcement on a "need to know" basis. The University shall weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the campus community. Confidentiality, therefore, cannot be ensured.

#### C. Sanctions

Following sanctions will be considered:

- **WARNING:** The decision letter serves as a formal written warning for the chapter to abide by the policy and all other policies in the future
- **CENSURE:** A repeat violation or more severe violation of policy where risk of a more severe penalty if any future violations to occur
- **LETTER OF APOLOGY:** A written letter of apology from the responsible organization within a specific time frame. A copy of the letter must be submitted to OSE.
- **FULL PAYMENT OR RESTITUTION:** Requires full payment or restitution from the responsible organization to cover damages or loss of chapter property. A deadline for the payment must be established and documentation must be provided to OSE for proof of payment.
- **COMMUNITY SERVICE:** By the responsible party. OSE must establish and type

a number of hours in their decision letter. A deadline for completion of community service must be included.

- **EDUCATIONAL PROGRAM/PROJECT:** In an effort to help the chapter learn more about the issue case/ policy violation the chapter must provide its members and the community with speakers, programs and or workshops to educate the members on a specific issue. OSE must state the details of the program/ project and provide a deadline for completion.
- **SOCIAL PROBATION:** This sanction is applied as a result of a breach of specific event and/ or risk management guidelines. Probation is effective immediately and remains throughout the date specified by OSE. During the term of probation, should the fraternity/sorority violate any of these social policies, action will be taken to the appropriate level of the new violation but will include no less than one full semester of social suspension. Social probation will remain in the organization's disciplinary records.
- **SOCIAL SUSPENSION:** Social Suspension is effective immediately and remains throughout the date specified by OSE. During the term of social suspension the chapter will hold no social functions of any nature. Social functions shall be further defined and include, but not limited to: on-campus or off campus parties, social activities with other fraternities/ sororities, date functions, formals/semi-formals, philanthropic events of other organizations, etc. Social suspension shall not include business functions and community service. New member recruitment and new member programs may be restricted as well. Furthermore, this social suspension will remain in the organization's disciplinary record.
- **WARNING STATUS OF RECOGNITION:** OSE may recommend a chapter's recognition or status change as a result of policy violation. Warning status describes a situation in which certain educational sanctions or conditions are levied against a chapter. OSE will determine the length of the status period. If a chapter is placed on a warning period three times with a five-year period, the fourth offense will automatically result in a minimum sanction of probationary recognition.
- **PROBATIONARY RECOGNITION:** OSE may recommend a chapter's recognition or status change as a result of policy violation. Probationary recognition signifies that the chapter has failed to abide by fraternity and sorority policies, university standards, codes or guidelines and or has failed to comply with the procedures and criteria outlined in the recognition policy. This action constitutes a change in status where the organization is no longer in good standing with the University, but under certain stated conditions depending on the nature of the violation and upon the potential learning value that may be derived from such a restrictive measure. To be restored to full recognition, the chapter must fulfill certain expectations as detailed by OSE within a certain time frame. Probation recognition is effective immediately and through a time frame set by OSE. No official activities may be hosted by the chapter through the term

of probation. All items covered under social probation may also be a part of the probationary recognitions.

- **RECESSION OF RECOGNITION:** Should a chapter have a history of multiple disciplinary actions, behavior problems, and/or non-compliance with policies; or for any significant reason that has been deemed to be seriously detrimental to the safety and well-being of CSUSB students; the mission and goals of the University and its relationship to the community; and or the integrity of CSUSB fraternity and sorority system, recognition or the organization can be rescinded. Chapters not recognized by the Office of Student Engagement, must cease all activity and dissolve as a chapter. Chapters who have lost recognition must wait at least two years from rescission to apply for recognition again. Official Notification of Rescission of Recognition will be shared in writing with the chapter, alumni (ae), corporation national organization and other appropriate university officials.

#### D. Appeal

1. A student organization that disagrees with the determination made by OSE and/or the sanction issued by the designated administrator (as described above) it may seek reconsideration of the determination and/or sanction within ten (10) working days of the issuance of the written decision from OSE. OSE's decision shall be deemed delivered to the organization five (5) days after the date emailed to the last known email provided by the president or other head officer of the organization to OSE.
2. To seek reconsideration, the student organization must submit a request in writing within the time described in D.1. to the Associate Vice President for Student Affairs (AVP)/Dean of Students. The student organization should outline in the written request the reason it believes the decision and/ or sanctions should be reconsidered. The AVP/Dean will only review decisions and sanctions pertaining to the organization and not any actions taken by Student Conduct regarding individual members of the student organization. In requesting reconsideration, the student organization must identify one or more of the following as the basis for the request and the facts that support that basis:
  - a. New evidence that was not available when the decision was rendered;
  - b. The sanction is not supported by a preponderance of the evidence for the determined violation;
  - c. OSE substantially deviated from the procedures delineated in these Disciplinary Procedures.
3. The AVP/Dean may determine which individuals will be consulted and/or questioned as part of the reconsideration process and what documentation the AVP/Dean will review.
4. The AVP/Dean may also consider the student organization's cooperation in the investigation of the complaint by OSE and any failure to abide by any interim sanctions in place as part of the reconsideration process. The AVP/Dean may refer the matter

back to OSE for further investigation and/or follow up. The AVP/Dean may also confirm, modify, and/or reject the decision and sanctions issued by OSE.

5. 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 a reasonable time frame. Once rendered, this decision is final.

The Fraternity and Sorority Judicial Process' primary purpose is to establish the official procedure for reviewing alleged violations, chapters who do not meet minimum standards, and/or complaints. This Judicial Process should be read broadly and is not designed to define misconduct in exhaustive terms. The Office of Student Engagement, as well as the University as a whole, is committed to educating students and student organizations of policies, procedures, and legal matters that affect students and student organizations. For further information, contact OSE at (909) 537-5234 or [www.csusb.edu/student-engagement](http://www.csusb.edu/student-engagement).

## Expansion

Fraternities and sororities receive recognition through the Greek Expansion Process. The university, in consultation with the Greek Council(s), determines when Greek expansion may occur. The determination of readiness for expansion will be based on size and viability of the current Greek community, the availability of campus resources to support additional chapters, and the interest of unaffiliated students at CSUSB.

When the Office of Student Engagement determines that the campus is open for and able to support Greek organization expansion, the process outlined below will be followed:

1. Appropriate organizations with official packets of interest on file with the Office of Student Engagement will be notified that CSUSB is open for expansion.
2. The appropriate Greek Council delegates will vote on which organization may be selected to participate in a presentation process on campus.
3. Following the presentation process, the Greek Council's Expansion Committee and the NPC, NIC, NPHC, USFC chapters when appropriate, will submit their recommendations and/or endorsements to the Office of Student Engagement.
4. The Office of Student Engagement will send an invitation for registration to the selected organization and establish an expansion timeline for the colonization of the organization.

Any Greek Organizations wishing to affiliate to the CSUSB campus should submit an Interest Packet to the Office of Student Engagement. The Interest Packet should include:

- A written request expressing the desire to establish a chapter at Cal State San Bernardino from the Regional Director or a staff member from headquarters, documenting support of the national Greek organization.

- Colonization procedure, timeline and standards for chartering a chapter,
- Alumnae/Information:
  1. Total number of alumnae within the region (Southern California)
  2. List of alumnae/i who have indicated interest in working with the proposed chapter in an advisory capacity.
  3. Nearest alumnae/i chapter
- A copy of the constitution of National Greek organization,
- A copy of the following policies and educational programs:
  1. Anti-Hazing Policy and enforcement guidelines,
  2. Proof of insurance
  3. Alcohol and Substance Abuse Policy and educational program,
  4. Scholarship Policies and academic program,
  5. Member Education Policy and educational program,
  6. Recruitment Policy,
  7. Leadership development and officer training programs, and
  8. Other applicable educational programs.
- A copy of the national/regional quarterly magazine (if applicable),
- Proof of NIC/NPC/NPHC/NALFO/NAPA/AGC membership(if applicable),
- Data about the organization, to include:
  1. Total number of chapters nationwide and distribution area,
  2. Total number of chapters in the Los Angeles area and California,
  3. Total number of colonies during the last five years and where they were located,
  4. Total number of initiated members,
  5. Number of chapters lost in the past three years (where and when),
  6. Average size of chapters, and
  7. Percentage of new members initiated nationwide
  8. Information regarding support from the national/regional office:
  9. Number of traveling consultants and description of the organization's consultant program, (if the organization has no consultants, please include regional leadership information)
  10. Nearest region/province or other support person (paid or volunteer), Description of national staff assistance to colonies and established chapters, and
  11. Descriptions of conventions, leadership training and scholarships available.
- A summary of the organizational structure of the fraternity/sorority both at the national and chapter levels.
- Purpose and goals of organization.
- What your organization will bring to Cal State San Bernardino Greek Community?

- Discuss currently what the interested organization has done to get to know and support the Greek Community at CSUSB. (if applicable)
- Interest list of Cal State San Bernardino students include name, Coyote ID#, contact information. (if applicable)
- List 3 campus references that can speak on behalf of your organizations accomplishments.

## Good Neighbor Guidelines

CSUSB encourages all student residents within the San Bernardino community to live up to the tenets of the following Good Neighbor Guidelines. Like all residents, students are expected to conduct themselves as mature and responsible members of the San Bernardino and University Communities. As such, they are responsible for upholding all state and city laws and ordinances, especially those relating to noise, traffic, parking, zoning, and consumption of alcohol. In addition, as responsible members of society, they are expected to foster an atmosphere which nurtures positive educational pursuits, the development of understanding and tolerance of those with different cultural and political points of view, and an environment that encourages responsible behavior in the community.

The good neighbor guidelines address the following areas:

1. Upkeep and Beautification
2. Traffic Safety and Parking
3. Neighborhood Relations
4. Alcohol and Other Drugs

The following guidelines are consistent with the educational role of the University, the rights and needs of all residents, standards of common courtesy, and are directed toward encouraging and maintaining positive neighbor relationships.

Upkeep and Beautification:

Students and student organizations are expected to maintain a safe, clean, and attractive environment for the health and well-being of their members, guests, and neighbors. Specifically, students will:

- Maintain the property in accordance with all fire, health, zoning, building, and safety codes.
- Maintain lawn and landscaping on a regular basis.

- Dispose of litter, trash, and garbage on a regular basis in an appropriate manner.
- Ensure any litter or trash is removed from the neighborhood no later than 10:00a.m., the day following an event.

#### Traffic Safety and Parking:

In order to maintain community safety in regard to residential neighborhood traffic and parking, students and student organizations are expected to:

- Comply with the laws of San Bernardino and the State of California and hold invited guests to the same standard of conduct.
- Adhere to all parking regulations, and refrain from violation, such as blocking neighbors' driveways, public alleys, and sidewalks, which are violations of the law.
- Give priority to traffic safety and educate household members and guests about neighborhood parking restrictions and encourage safe responsible driving.
- Make provisions for guest parking for all events.
- Prohibit household members and guests from parking on lawns and other landscaped or unsurfaced areas at all times.
- Educate household members and guests to arrive quietly and to depart in the same manner to avoid disrupting the neighbors.

### 3. Neighborhood Relations

Students will:

- Foster and maintain good community relations and cooperation with neighbors and authorities.
- Consider holding large social functions away from the private residences at facilities of sufficient size to accommodate the crowd, especially when alcohol is served.
- Be responsible for their conduct and encourage admitted guests to adhere to the same standard.
- Observe quiet hours after 10:00 p.m. (Sunday through Thursday) and 12:30 a.m. (Friday and Saturday), with a limited number of events taking place on contiguous weekends.
- Respect the rights of neighbors and follow existing laws and ordinances.
- Take active steps to prevent damage to neighbors' property by admitted guests and household members.
- Be responsible for damage to neighbors' properties caused by household members and guests.
- Be responsible for mediating and resolving neighborhood problems in a timely fashion.
- Communicate with neighbors, when necessary, before 9:00 p.m. in a mature and civil manner.
- Provide the CSUSB good neighbor packet, telephone numbers of household contact persons or student organization leaders and alumni advisors to neighbors within 300 feet of the house prior to beginning of each academic year.
- Notify neighbors within 300 feet (multiple dwellings/manager) and all other people who have notified the student group of their desire to receive notices in writing of organized



social events at least three days prior to the function. Notifications shall include size, type of event, hours and a contact person who will be present at the event.

- Use amplified sound only in accordance with the Noise Ordinance. Exterior amplified sound in residential areas is discouraged.
- Encourage hiring private security for large functions when alcohol is served.
- Initiate programs to foster positive attitudes about relations with neighbors, reduction of noise, elimination of alcohol abuse, and elimination of verbal abuse.
- Set reasonable limits on the total number of large events per semester and for the academic year that will take place at the residence.

## Alcohol and Other Drugs

Students and members of recognized student organizations will set good examples and will:

- Observe state and local laws governing alcohol and drug use.
- Develop positive attitudes to combat abuse and encourage moderation. Recognized student organization officers should set good examples.
- Not allow illegal drugs in or around the residence.
- Where possible, sponsor alcohol and drug education programs including programs by national organizations or campus programs.
- Encourage social events where only non-alcoholic beverages are served.
- Provide, at events where alcohol is served, a variety of accessible non-alcoholic beverages and food.
- Assign non-drinking monitors at all functions where alcohol is served.
- Educate all student organization members regarding national risk management and insurance policies and hold members responsible where applicable.