

Appendix B – Fraternity and Sorority Life Policies

Relationship Statement

Social Greek letter fraternities and sororities at Washburn University are first and foremost considered to be Registered Student Organizations. All rules, regulations, policies, and procedures listed in The Source apply to all fraternities and sororities that fall under the supervision of Student Involvement and Development.

Washburn University recognizes the significant contributions that fraternity and sorority affiliated students bring to our campus. The involvement, leadership, and service that has come from our organizations since help shape the campus experience. In order to ensure the continuation of this success, additional policies and procedures apply to our organizations. These are designed to assist our organizations with understanding and adhering to policies, procedures, and guidelines issued by their inter/national and/or local representative body; federal, state, and local laws and mandates; campus policies and procedures; and expectations of the Office of Student Involvement and Development.

Mission and Vision

The mission of the Washburn fraternity and sorority community, in conjunction with the Office of Student Involvement and Development, is committed to the development of life-long members, strengthen the character of the individual and promoting excellence, while preparing members for a competitive global environment.

The vision of the Washburn fraternity and sorority community is dedicated to increasing quality chapter growth through higher standards of academics, leadership, and service while encouraging community and campus pride.

Policies

Student Organization Registration

All fraternities, sororities, and councils are required to complete the student organization re-registration process on BodsConnect annually. As registered student organizations, each fraternity/sorority chapter and council is required to abide by federal, state, and local laws, and the [Washburn University Policies, Regulations, and Procedures Manual](#) as well as the [Washburn University Student Conduct Code](#).

Rosters

It is the responsibility of the chapter to ensure the roster on file with Student Involvement and Development is up-to-date and the information provided is accurate. Rosters must be updated at least two times per academic year with the Assistant Director of Student Involvement and Development.

Members will be officially added to a chapter's roster once a completed Chapter Roster Addition Form has been submitted. This form must be submitted within 72 hours of bid acceptance. Members will be officially removed from a chapter's roster once a completed Chapter Roster Removal Form has been submitted.

Roster updates must be made no later than fourteen (14) days before the Friday of finals. If a discrepancy occurs, the Assistant Director of Student Involvement and Development will make the final decision if a student should be included on a chapter roster. No changes to the roster will be permitted after the conclusion of finals during the fall and spring academic terms.

The Office of Student Involvement and Development reserves the right to sanction any organization that does not submit its roster on time.

Membership

All new and active members must be WU students. Minimum academic requirements for membership are established by individual chapters and/or councils. Graduate students may be eligible for membership as determined by the chapter and/or inter/national policy.

Chapter Officers

Fraternity and sorority chapter officers are expected to participate in all conferences and meetings sponsored by the Office of Student Involvement and Development for the purpose of training student organization officers. Any fraternity or sorority officer that fails to meet this requirement may be referred to the Office of Student Life and the Dean of Students for adjudication.

New Member Education

Each chapter must submit an electronic copy of the chapter's new member education program and calendar one week prior to the start of the new member period each semester. If any changes are made to the new member education program, the chapter must notify the Assistant Director of Student Involvement and Development.

Community Service

Community service is defined as hands on labor for the benefit of a charitable cause. Chapter leadership is responsible for verifying that all community service hours are put into BodsConnect. If your chapter has any questions about determining what should be included as community service hours, a member of the chapter leadership team should reach out to the Assistant Director of Student Involvement and Development.

Advisors

University Advisors

Washburn University requires all student organizations have a faculty/staff advisor. This individual must be a full-time WU employee. This position is strictly voluntary. No compensation will be given to individuals that elect to serve as a university advisor. Chapter presidents are expected to meet with the chapter's university advisor to keep them up-to-date on the activities of the organization. Most university paperwork that requests an organization advisor's signature is requesting the signature of the university advisor, not the alumni advisor. In the event the alumni advisor signature is needed, the document will refer to the advisor as the alumni advisor.

Alumni Advisors

It is highly recommended that each fraternity and sorority have at least one alumni advisor that is recognized by the national headquarters. In most cases, the university does not need to approve the selection of alumni advisors. However, it is recommended that individuals who can establish and maintain a professional relationship with the university are selected to serve as the chapter advisor(s). Chapters will provide the Office of Student Involvement and Development with a list of advisors at the beginning of each academic year. Chapters are required to update the Office of Student Involvement and Development if there are any changes in alumni advisors throughout the year.

Expectations

Both university and alumni advisors should play an active part in the advisement of the chapter and are responsible for the academic and social behavior of the group and its members. Advisors should:

- Meet regularly with the chapter leadership
- Be familiar with university policies and student organization policies
- Regularly review the chapter's finances
- Work with chapter members who are academically deficient
- Assist in dealing with any problems or situations that involve the chapter

Student Involvement and Development Advisor

The Assistant Director of Student Involvement and Development will serve as a general advisor to all social fraternity and sorority organizations and councils. They are not eligible to serve as any recognized student organization's university advisor. They will provide the following to each chapter (this is not an exhaustive list):

- Access to University Alumni Relations to identify and communicate with alumni
- Training and support to alumni advisors on university policies, procedures, and fraternity and sorority life advisement
- Access to leadership training, educational programs, and participation in other leadership opportunities

- Assistance in communicating with inter/national organization and staff
- Personal support and advisement on chapter operations
- Aid in marketing fraternity and sorority life to prospective and incoming students
- Communicate with the inter/national organization sponsoring a fraternity or sorority and/or local sponsoring corporation regarding the status of the chapter
- Promote open communication among the University chapters, local alumni, and inter/national organizations

Academic Reporting and GPA

Potential New Members

Those interested in joining a Greek Letter Organization must have a cumulative GPA of at least a 2.5. If a potential new member is an incoming freshman, their high school cumulative GPA must be at least a 2.5 on a 4.0 scale. If the potential new member is a transfer student and has not completed a semester at Washburn University, the transfer GPA will only be used if the student completed 12 or more credit hours while attending their previous institution. If a student transfers in with more than 12 credit hours from more than one institution, the cumulative GPA's will be averaged. If a student transfers in with less than 12 credit hours, their high school GPA will be used. Potential new members must have their GPA verified by the Assistant Director of Student Involvement and Development before they can receive a bid. Individual chapters have the ability to require a higher GPA for membership.

Potential new member GPA's can only be released once the potential new member has signed a grade release. It is important that chapters comply with grade release procedures to ensure that the Federal Education Rights and Privacy Act (FERPA) is not violated.

Chapter GPA

Chapters are required to maintain a cumulative GPA of 2.5 or higher. If a chapter does not achieve a cumulative GPA of 2.5 or higher, the chapter will be placed on academic probation. The roster that is approved each semester will be used to calculate the chapter average GPA. The Office of Student Involvement and Development will calculate chapter GPAs at the end of the fall and spring semester.

Grade Reports

The Office of Student Involvement and Development will obtain member's individual midterm and final grades for the fall and spring semesters. Grades will not be collected for summer courses. If the chapter would like to request individual member grades for these time periods, they must contact the Assistant Director of Student Involvement and Development. Individual member grades cannot be released to the chapter leadership until the member has signed a grade release (available in BodsConnect). Grade reports will only be released to chapter presidents and should only be shared with appropriate chapter leadership.

Academic Probation

If a chapter is placed on academic probation, the chapter will be required to create an academic plan. The academic plan will require approval by the Assistant Director of Student Involvement and Development. Any organization on academic probation will not be permitted to host any events with the exception of business meetings, academic workshops, or recruitment events. If the chapter wishes to hold a recruitment event while on academic probation, the Assistant Director of Student

Involvement and Development must approve the event prior to the event taking place. Any chapter found to be in violation of this may have further sanctions placed upon them up to and including dismissal from campus.

Mail and Package Process

Student Organizations can have their organization mail delivered to Washburn University. If a Fraternity and Sorority chapter elects to have mail or a package delivered to the university, they should use the address below.

Office of Student Involvement and Development
(Insert Chapter Name)
1700 SW College Ave
Topeka, KS 66621

Governing Councils

Membership

The Interfraternity Council, Multicultural Greek Council, and the Panhellenic Council support the efforts and mission of social fraternities and sororities at Washburn University. Academic, professional, and honorary Greek lettered organizations are not required to maintain membership in a recognized Washburn fraternity or sorority Council. The Office of Student Involvement and Development recognizes that some professional Greek lettered organizations can also be considered social organizations. These organizations are able to achieve appropriate council membership as long as they meet the requirements and follow the process outlined in the appropriate council's constitution/bylaws. If a Greek lettered organization that can be considered professional and social in nature decides to end its membership with the appropriate council, they will be considered a registered student organization and must comply with all policies thereof. Social Fraternity and Sorority organizations must maintain membership and actively participate in their respective council. In the event that there is confusion on the classification of a Greek lettered organization, the Assistant Director of Student Involvement and Development will provide clarification on the appropriate council.

Representation

Each fraternity or sorority that is a member organization of a governing council is required to have the appropriate number of representatives at all meetings as outlined by the council's constitution/bylaws. Councils provide the opportunity for communication within the entire fraternity and sorority community and representatives should use meetings as a time to discuss matters that involve the community.

Events and Event Registration

Definition

An event for the purpose of fraternities and sororities at Washburn University, is a gathering of people that includes any or all of the following elements:

1. Is sponsored, planned, or promoted by an organization;
2. Occurs on the organization property, on-campus and/or off-campus;
3. Has a significant number of the organization's members present;
4. Is funded in any way by the organization;
5. Is actively or passively endorsed by members of the organization;
6. Is discussed in any form at the organization's meeting, social media, and/or GroupMe.
7. Is publicized in written form, electronic form or word of mouth as the organization's event;

8. Could be construed as the organization's event by a reasonable person.

General Guidelines

Any event as identified must be registered through BodsConnect. Events should be approved by all parties (advisors, OSID, Scheduling, etc.) prior to the event taking place.

Scheduling

If your event is going to be larger than a standard chapter meeting or similar, it is recommended that you reach out to the Scheduling Office via email to ask for recommendations on how to proceed.

Fraternities and sororities that are supervised by the Office of Student Involvement and Development must work together to coordinate the scheduling of events. It is not wise to have two different large events on the same day. The Office of Student Involvement and Development reserves the right to request an event be moved to another date should it determine that this is the best course of action.

Fundraising and Sponsored Events

The Scheduling Office requires a Sponsorship Form be completed for partnerships with off campus organizations that occur on campus. Please work with the Office of Student Involvement and Development for the approval of these forms.

Recruitment Events

All recruitment events by any organization must be approved two weeks in advance. Chapters should refer to the appropriate recruitment guidelines from their respective council for more information.

Candles

Chapters are not allowed to use real candles for any rituals on campus. Chapters are allowed to use flameless or battery-operated candles for rituals if necessary.

Risk Management

Alcohol and Other Substances

The organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.

The organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.

No alcoholic beverages may be purchased through or with organization funds or funds pooled by members or guests (admission fees, cover fees, collecting funds through digital apps, etc.).

Common sources of alcohol, including bulk quantities and kegs, which are not being served by a licensed and insured third party vendor, are prohibited. Open parties are prohibited. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization

must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the host venue.

Any event or activity related to the new member joining process (e.g., recruitment, intake, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/ little” events or activities, “family” events or activities and any ritual or ceremony.

When alcohol is present at an organization event, non-alcoholic beverages and food must be provided to all guests for free.

Third Party Vendor Guidelines

The vendor must:

1. Be properly licensed by the appropriate local and state authority.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidence by a properly completed certificate of insurance prepared by the insurance provider including off premise liquor liability coverage and non-owned and hired coverage, insure the student organization hiring the vendor.
3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking identification card upon entry;
 - b. Not serving minors;
 - c. Not serving individuals who appear to be intoxicated;
 - d. Maintaining absolute control of all alcoholic containers present;
 - e. Collecting all remaining alcohol at the end of a function (no excess alcohol— opened or unopened—is to be given, sold or furnished to the organization);
 - f. Removing all alcohol from the premises.

Bring Your Own Beverage Guidelines

1. Individuals of legal drinking age may bring six individually, pre-packaged, standard drink size beverages for personal consumption. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited at any event.
2. Individuals of legal drinking age that choose to bring an alcoholic beverage for personal use must drop off their beverages upon entering the event. Their beverages shall be clearly marked with their name.
3. When alcohol is dropped off to the assigned distributors the individual’s identification must be checked for legal age to drink and then provided a non-adjustable wristband.
4. Alcohol must be contained in one central location and should only be accessed by assigned distributors. The alcohol should not be accessed by guests.
5. Distributors of the alcohol shall be of legal drinking age and sober during the entire event. Distributors must be trained and can not be sober monitors. There should be 1 trained distributor per 50 attendees that are of legal drinking age.
6. When individuals would like to consume one of the beverages they brought, they will need to visit the assigned distributor and show their wristband. The assigned distributor should mark their wristband with an X signifying the accumulated number of drinks provided.
7. Only one beverage may be acquired at a time.

8. Left-over alcohol can be picked up only by the individual that brought the alcohol at the end of the event.

Anti-Hazing

State of Kansas Statutes on Hazing

The State of Kansas' State Statutes (K.S.A. 21-5418), defines hazing as: “(a) Hazing is recklessly coercing, demanding or encouraging another person to perform, as a condition in a social or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement or death or which is done in a manner whereby great bodily harm, disfigurement or death could be inflicted. (b) Hazing is a class B misdemeanor.”

Washburn University Policy on Hazing

Washburn University defines hazing as “an act that endangers the mental or physical health or safety of a student, or destroy or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy.

Examples of hazing include, but are not limited to:

- (a) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or
- (b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or
- (c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.”

Reporting Hazing

Any individual that witnesses or is victim of a hazing incident must report it to the appropriate officials at Washburn University. Any report of hazing will be investigated by the Office of Student Life in conjunction with the appropriate governing council. The Fraternity and Sorority Advisor will act as the advocate for the organization and will not be part of the investigative process. If hazing is reported, the chapter may be suspended immediately pending the outcome of the investigation. Hazing reports may also be made through the Washburn University website [here](#).

Sexual Misconduct

Sexual misconduct includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation. Complaints alleging violation of this provision are to be made to the Equal Opportunity Director/Title IX Coordinator.

Insurance Coverage

Each organization must carry appropriate liability insurance coverage and be able to produce a copy of the policy upon request. The inter/national organization shall carry liability insurance coverage of no less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate face value with the insurance

carrier of its choosing. If this creates an undo financial burden for an organization, please contact the Assistant Director of Student Involvement and Development for assistance.

Expansion and Extension Process

Expansion opportunities may be made available to fraternities and sororities that are recognized as inter/national organizations by an umbrella council or conference. Organizations will follow the expansion policies established by the respective campus council. Organizations that do not affiliate with a national umbrella council must be approved by the Office of Student Involvement and Development and an appropriate governing council. Washburn University reserves the right to recognize any fraternity or sorority at any time and provide the organization with resources provided to any currently established fraternity and sorority.

Before this approval can occur, the organization that would like to be considered for expansion will have to submit an expansion plan to be reviewed by students and administration following the guidelines in the appendix of this document. Final approval for all expansion efforts will come from the Assistant Director of Student Involvement of Student Involvement and Development and the Director of Student Involvement and Development. Each establishing organization must sign the Washburn University Office of Student Involvement and Development Expansion and Extension Policy.

It is important to note that the approval process to become a recognized student organization is managed by the Office of Student Involvement and Development. The Office of Student Involvement and Development can choose to sponsor an establishing organization (commonly referred to as a “colony”) should the situation deem it necessary. All Greek lettered organizations are required to maintain recognized student organization status after achieving chapter status. Please refer to the Expansion Guidelines for more details.

Re-Chartering

Any organization that has been removed from campus for any reason and would like to re-charter will also have to receive approval from the Assistant Director of Student Involvement and Development and the Vice-President of Student Life, as well as submit a written plan on how the organization will reestablish the chapter on campus. This organization must follow the same establishment procedures as if it were a newly forming chapter.

Auxiliary Groups

Washburn University prohibits the creation of any auxiliary group affiliated with a campus chapter of a fraternity or sorority. Such groups are prohibited to all organizations that are members of the National Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), and the majority of member organizations in the National Pan-Hellenic Conference (NPHC) and are actively discouraged. Members of any such auxiliary groups have no standing as recognized student organizations, and may not act as agents of the fraternity/sorority chapter in any official capacity.

Federal Law (Title IX) allows social fraternities and sororities to restrict membership to one gender. A fraternity that is gender restrictive may not sponsor an auxiliary organization for the opposite gender which in any way connotes membership of any kind in that organization, and may risk their national organization’s single sex standing.

Appendix C – Fraternity and Sorority Expansion and Extension Policy

Policies

1. Prior to any establishment of any organization, the interest group members must meet with the Assistant Director of Student Involvement and Development. This meeting can be set up by contacting the Office of Student Involvement and Development.
2. The chapter establishment¹ process will last no more than two academic years (four semesters). An establishing organization may request an extension of one semester from the governing council with which it is affiliated. This must be done in writing and should provide reasons for the request, an action plan to complete the chartering requirements, and a letter of support from the inter/national headquarters.
3. All members must have 2.5 grade point average at the time membership is granted into the establishing organization and/or established organization. Should a student fall below the 2.5 during the establishment phase, it will be the responsibility of the organization to work with said student to bring them into compliance with this grade requirement.
4. An establishing chapter must maintain five (5) members at all times. Should the establishing chapter fall below this required number, they may be dismissed from campus. An establishing chapter that falls below this minimum will be placed on an action plan to assist in becoming compliant with the above requirement. Exceptions to this policy may be granted by the Office of Student Involvement and Development at their discretion, but this exception is not guaranteed.
5. All organizations must be registered with the Office of Student Involvement and Development at the time of recognition is granted.
6. An establishing organization must abide by all rules and regulations set forth by the Office of Student Involvement and Development.
7. Each establishing organization will be required to have a Washburn University faculty/staff advisor that is separate from the Assistant Director of Student Involvement and Development. This advisor will need to be secured before the new organization receives Registered Student Organization status.
8. Each establishing organization wishing to form should be prepared to meet with the individual council to which they wish to join (IFC/MGC/Panhellenic).
9. Organizations not affiliated with: NALFO, NAPA, NIC, NPC, NMGC, NPC or NPHC² must meet with the Assistant Director of Student Involvement and Development prior to proceeding with any council recognition process to review the procedures for recognition and determine which governing council will be the most appropriate for said establishing organization.
10. Rosters must be kept updated at all times. All changes to the roster should be made within five (5) calendar days of a member's status change. These days are inclusive of any University closures or breaks.

¹ Throughout this document, verbiage similar to this may be used. Establishing organizations may be known as “colonies”, but for the purpose this document, “Colony” will not be used based on negative, historical usage and context.

² NALFO (National Association of Latino Fraternal Organizations), NAPA (National APIA Panhellenic Association), NIC (North American Interfraternity Conference), NMGC (National Multicultural Greek Council), NPHC (National Pan-Hellenic Council), and NPC (National Panhellenic Conference).

11. All students shall sign a membership acceptance form once they have been granted membership in any form. To obtain grades, interested students must also sign a grade release form. These forms can be accessed on BodsConnect.
12. Establishing chapter Presidents must meet with the Assistant Director of Student Involvement and Development at least every other week during the establishing phase and then once per month after a charter is granted.
13. The establishing organization agrees to attend all meetings of their respective governing council. Establishing organizations will be considered associate members and shall voice, but not vote in council activities.
14. The University agrees to provide the following resources to a new organization prior to receiving a charter:
 - a. Use of campus facilities for events
 - b. Use of campus promotional opportunities (print, electronic, etc.)
 - c. Space on the University website under the Fraternity and Sorority Life page to have organizational information displayed
 - d. Participation in respective council recruitment and pre-recruitment activities

Intent to Establish Packets

In order to be considered for establishment at Washburn University, an organization must be an inter/national Greek Lettered Organization. Further, establishing organizations must belong to one of the following umbrella organizations: NALFO, NAPA, NIC, NPC, NMGC, NPC or NPHC. Organizations that do not belong to one of these umbrella organizations may be considered for recognition upon written request by the organization and/or interest members, but agree to abide by the policies of the local council with which they are affiliated.

If a group of students wishes to establish a fraternity or sorority on campus, they must first meet with the Office of Student Involvement and Development. During this meeting, the Assistant Director of Student Involvement and Development will outline the process for establishing a chapter.

Proposals for establishment should include, but is not limited to, the following:

- History and statistics of the organization
 - Brief historical narrative of the organization.
 - How many active chapters and establishing organizations exist?
 - How many chapters and establishing organizations are within 200 miles of Washburn University?
 - How many alumni reside in the Topeka region? This is defined as alumni living within 100 miles of Washburn University
- Organizational information, objectives and support
 - What are the objectives of your organization with regards to membership?
 - What is your organization's commitment to Leadership?
 - What is your organization's commitment to Scholarship? What is your organization's commitment to Community Service/Philanthropy? What is your organization's commitment to social activities? Please include your position on commitment to a Fraternity and Sorority Community.
 - What is your organization's commitment to member development and programming? Please provide examples of membership development and/or programming that you are able.

- What is the location of your headquarters and who will be the main contact for this establishing organization?
- What are your policies related to Diversity and Inclusion?
 - Specifically, what is your policy on a Transgender and Gender non-conforming students as well as your commitment to creating a diverse organization?
- What are your organizational policies related to:
 - Hazing
 - Alcohol use
 - Sexual Assault
 - Academic integrity and achievement
 - Membership standards
- What support is provided to establishing organization and new chapters? Specifically:
- Will someone be assigned to support the establishing organization?
 - If so, who will be assigned to assist the establishing organization? Please provide names and contact information if available.
 - Will this person live within a short distance (less than 100 miles) of Washburn University?
 - How long will an establishing chapter have support from the headquarters?
 - How often will the new establishing organization and new chapter be visited by someone at headquarters?
- What are the financial obligations of members?
- Please provide an establishment timeline inclusive of:
 - What is the length of this process?
 - What requirements are necessary to receive a charter?
 - At what point does the headquarters cease the establishing process if the organization is not meeting requirements?

Sanctions

Violations of any form of campus policy may result in one or more of the following sanctions:

- Loss of campus privileges with regards to promotional opportunities, campus facility/event space, and loss of other privileges.
- Referral to the judicial process of the chapter's respective governing council.
- Referral to the Office of Student Life and/or the Dean of Students for disciplinary action.
- Organizational dismissal from campus.

Signature Page

Washburn University and the Office of Student Involvement and Development (hereafter: OSID) have officially invited <insert organization name here> (hereafter: organization) to expand to the Washburn University under the following conditions:

1. _____ **Right of Recognition**: Washburn University recognizes social fraternities and sororities that are affiliated with a National, International, or local Headquarters. An organization must be affiliated with a national governing council to be recognized by Washburn University unless an exemption is granted, in writing, by the OSID.
2. _____ **Timeline**: The official expansion process will begin in <insert term and year here> with the start of classes. Any preparations (scheduling, registration, information meetings, etc.) may occur during <insert term and year here> .
3. _____ **Chartering**: Chartering will occur within 4 semesters from the date of establishment. If, at the end of 4 semesters, the organization has not received a charter, an extension may be requested. This request shall be made to the respective governing council and copied to OSID. If granted, the organization will have a one additional semester to complete their chartering requirements. If, after that time, the requirements are not fulfilled, the establishing organization will be disbanded and will not receive recognition from Washburn University, OSID, and/or the appropriate governing council(s).
4. _____ **Academics**: In order to be eligible for chartering, the organization must maintain an all-organization/all-chapter grade point average (GPA) at or above the Washburn University all undergraduate grade point average at the time of chartering. Initiated status will not be offered, at any time, to any prospective member with a cumulative GPA below a 2.5 on a 4.0 scale.
5. _____ **Recruitment**: Recruitment events shall be conducted in accordance with the rules and standards of the appropriate governing council at Washburn University. Washburn University maintains an open recruitment period and shall allow for members to be recruited during any point of the academic year provided they meet all requirements for new member status.
6. _____ **Alcohol Policy**: Greek Letter Organizations agree to abide by all alcohol and substance use policies as outlined in the Washburn University Student Conduct Code.
7. _____ **Hazing Policy**: Washburn University has a zero-tolerance policy with regards to hazing. Violation of this policy will result in immediate suspension of the organization and referral to the Dean of Students for potential disciplinary action. Sanctions may include up to dismissal from campus.
8. _____ **Alumni Involvement**: The Inter/National Organization shall provide no less than two organizational alumni to act as advisors for the organization. Washburn University requires that a faculty or staff member also act as an advisor to the organization once a charter is granted.
9. _____ **Liability Coverage**: The Inter/National organization shall purchase liability insurance coverage in the amounts appropriate to protect the organization and Washburn University should an incident occur. The recommended levels are \$1,000,000.00 per occurrence/\$2,000,000.00 aggregate.
10. _____ **Inter/National Organization Support**: The Inter/National Organization shall provide a team to complete the initial expansion procedure/membership intake process. This team will conduct frequent visits up to and immediately after chartering has occurred.
11. _____ **Publicity**: Any and all organization publicity must be approved by the OSID prior to distribution. OSID agrees to provide the organization with all publicity related resources

provided to other recognized campus organizations. The Inter/National organization agrees to provide publicity for the organization at Washburn University on their official publicity outlets (website, social media, etc.).

12. _____ Advisement: Washburn University and the Assistant Director of Student Involvement and Development agree to meet with the Inter/National Headquarters team and the organization members as necessary to advise and assist the members to become active members of the Washburn University fraternity and sorority community. Members of the organization agree to meet with the Assistant Director of Student Involvement and Development at least once every other week until they are full established.
13. _____ Resources: Washburn University and the Inter/National Headquarters agree to provide the organization with all of the resources afforded each of the current fraternity and sorority organizations at Washburn University.
14. _____ Minimum Membership Requirements: Washburn University requires membership of student organizations be open to all enrolled Washburn University students and will maintain a minimum of five (5) members at all times. Should the organization fall below this number, the organization will be placed into an action plan to bring it back into compliance with university policy on membership. Exceptions may be granted, in writing, by the OSID at their discretion. Exceptions are not guaranteed.
15. _____ Policies: The organization has received and obtained a copy of all OSID and Washburn University polices and agrees to abide by them.

By signing this agreement, all parties hereby agree to the above. Any violation of this agreement by the organization can result in immediate dismissal of the organization from Washburn University. Agreed to this the _____ day of _____, 20____ by the undersigned:

<council> Council President

<organization>President (if applicable)

<organization> National Representative

Assistant Director, OSID

Director, OSID

Vice-President for Student Life