

University of Southern Indiana  
Office of Student Development Programs  
Procedures and Requirements for the Establishment  
of Social Fraternities and Sororities

**I. Introduction**

- a. In order to allow for an environment in which all Greek organizations at the University of Southern Indiana can thrive and grow and one in which students can affiliate with a group that best fits their needs; the following policy regarding the establishment of social fraternities and sororities has been established.
- b. The University understands and recognizes the right of students to freely affiliate with organizations of their choice, however, the University also understands the importance of a strong, unified, stable Greek community.

**II. Steps for Recognition**

**a. Letter of request**

- A letter of request to establish a chapter at the University of Southern Indiana must be provided to the Office of Student Development Programs. This letter of request must come from the National organization or their designee.
- The following documents must be included with the letter of request:
  - National policies and procedures for recruitment/intake, new member education, risk management, and any other relevant documents including the national constitution and bylaws.
  - Proof of insurance.
  - An up to date list with contact information (address, phone, email) for all alumni currently residing in the tri-state area.
  - A letter from each alumni/ae in the area who will be serving on an alumni advisory board stating their commitment to the group.
  - Detailed plan for recruiting members and establishing a chapter.
  - National standards for chartering a chapter on a university campus.
- This letter of request will be valid for two years, provided no information has changed.

**b. Recruiting of interested students**

- Once the letter of request and the appropriate documents have been received, the National organization (or their designee) will be approved to come on campus to recruit a group of interested students.
- The following guidelines have been established for recruiting members:
  - The organization must contact the Student Scheduler to reserve locations on campus to hold interest meetings.
  - Any flyers or advertisements for the organization should be approved through the Student Scheduler and the Program Advisor for Greek Life and Leadership.
  - The organization must collect names and university identification numbers for all interested students using the *Potential New Member Grade Release* form from the Office of Student Development Programs.
  - The organization must have the Office of Student Development Programs verify all grades prior to offering membership to any student.

- All students must meet the university, appropriate governing board, and national organizations' academic standard for membership. (USI uses the recalculated core 40 GPA.)

**c. Intent to Organize process**

- It is the responsibility of the interest group, with assistance from the National organization, to complete the *Intent to Organize* form from the Office of Student Development Programs.
- Once the form has been completed, the interest group must meet with the Program Advisor for Greek Life to review the form and the steps for completing the *Intent to Organize* process.
- Once an interest group has been identified and completed the *Intent to Organize* form, they will be given the privilege of reserving rooms to conduct business.
- The Intent to Organize process must be completed within 90 days.
  - If the process is not completed within 90 days, the organization will lose all privileges associated with a new organization.
  - If the group foresees an issue with completing the process within the 90 day time frame, an extension may be requested through the Office of Student Development Programs.
- The following is a list of necessary items needed to complete the packet.
  - Completed *Advisor Agreement* proving the group has secured a member of the university faculty or staff to serve as an advisor.
  - Local constitution and bylaws created by the interest group.
  - A list of officers.

**d. Membership in appropriate governing body**

- The University of Southern Indiana requires all social fraternities and sororities to have membership in a Greek governing body (i.e. Interfraternity Council, Panhellenic Council) as well as regular interaction and participation with other Greek organizations on campus.
- Upon establishment of the interest group, that group will be given associate membership status within their appropriate governing body.
- Once the interest group receives charter status from the National organization, the group will then receive regular membership status within the council.

**III. Expectations**

- a. Any social fraternity or sorority at the University of Southern Indiana must be affiliated with a National organization.
- b. It is expected that there will be local alumni and advisors to work with the group.
- c. It is also expected that a representative from the Inter/National organization will be actively involved with the colonization and chartering of the chapter. The following guidelines for chapter visits have been established. The Inter/National organization will supply the following:
  - one person or a team of people from the Inter/National organization to work with the group
  - The "team" may include, but is not limited to national headquarters staff, leadership consultants, and regional and district representatives

- A minimum of five visits from a member of the above mentioned team during the colonization process. (If the colonization process takes longer than 1 year, a minimum of 5 visits per year.)
  - A minimum of 3 visits per year from the above mentioned team during the first year after chartering.
  - A minimum of 1 visit per semester by the above mentioned team every year thereafter.
- d. All members and the chapter must meet the academic standards set by the University and the appropriate governing council.
  - e. The chapter must file appropriate paperwork with the Office of Student Development Programs each semester in order to be included in the Greek membership and academic reports. These documents include the *Non-Hazing/Grade Release* form, the *Chapter Officer Roster*, the *Student Organization Renewal* form and any other paperwork deemed necessary by the office.
  - f. If a chapter is established as a city-wide chapter, there must be representation by University of Southern Indiana students on the executive board. The University will only recognize USI students as being members of the organization.
  - g. The chapter will be expected to have regular interaction with the Office of Student Development Programs and the Program Advisor for Leadership and Greek Life/
  - h. The chapter will have proof of insurance and will supply the Office of Student Development with a copy of their policy.
  - i. The chapter will follow all university policies and procedures.
  - j. The chapter will understand and support the University of Southern Indiana Greek Relationship Statement.

#### **IV. University Chartering Requirements**

- a. Before a colony may apply for a charter from their Inter/National organization, the following requirements must be met:
  - The colony must maintain a semester grade point average that is at or above the all-men's average or the requirement set by the appropriate governing council, whichever is higher, for at least 2 consecutive semesters.
  - The colony's total membership must be no smaller than 85% of the largest similar chapter's membership (for example, NPC chapters will be compared to other NPC chapters and NPHC, NALFO, and other minority Greek organizations will be compared to others of the same type).
  - The colony must show proof membership retention within the chapter.
  - The colony must be actively involved with their respective governing council and have a regular representative present at all meetings.
  - The colony members must contribute to the life of the campus through involvement in activities outside of fraternity and sorority life. Each member must be active in one other club or organization on campus.
  - The colony must give back to the community through service and philanthropy projects. The colony must plan and execute one service project or one philanthropy project each semester during their colony status.

- The colony must be financial stable. Financial stability is defined as all members up to date with payments, a working chapter treasury, and no outstanding chapter debts.
- b. When the chapter is ready to apply for their charter, documentation of the above requirements must be submitted to the Office of Student Development Programs.
- c. Upon approval, the Office of Student Development Programs will submit a letter of support to be submitted to the International/National organization.