Policies and Procedures Handbook
Office of Sorority & Fraternity Life
University of South Dakota

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Notice

The Office of Sorority and Fraternity Life Policies and Procedures Handbook is designed as an informational and regulatory document and does not constitute or reflect a contract. The University of South Dakota Relationship Agreement for Recognition of Social Fraternities and Sororities serves as the contract for the policies and procedures outlined in this Handbook. Students and Recognized Fraternity/Sorority Organizations at the University of South Dakota are required to abide by the current version of this handbook and the USD Sorority/Fraternity Life Standards of Excellence as defined by the University of South Dakota President’s Initiatives to maintain recognition, which is always available by request. The information contained herein supersedes all previously published Policies and Procedures Handbook and is subject to change at the discretion of the University. University policies, practices, guidelines, and procedures, which may be updated and approved subsequent to the publication of this document, will in some instances take precedence over the contents of this handbook. To ensure that you have the most current information, you may contact the Office of Sorority and Fraternity Life at 605-677-5632.

This Handbook will be made available to all fraternity and sorority life students and organizations. The policies and procedures found in this document and the Student Code of Conduct, SDBOR Policy 3:4 mandate the expectations and policies for recognized non-honorary fraternities and sororities at the University of South Dakota. Violations of the policies in this document may be adjudicated through the Office of Student Rights and Responsibilities and/or the Office of Sorority and Fraternity Life; dependent on the violation.
Expectations for Fraternity and Sorority Membership

Students at the University of South Dakota are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Fraternity and sorority members are expected to:

1. Acknowledge that the primary purpose for being at the University of South Dakota is to pursue a higher education and to maintain high academic standards.

2. Know and understand the ideals and values of the chapter and incorporate them into daily life.

3. Not support or participate in any form of hazing as described in the anti-hazing policy, the Student Code of Conduct, SDBOR Policy 3:4.


5. Practice bystander intervention where at risk behavior is displayed.

Requirements for Organizational Recognition

Article I: Requirements for Recognition for Fraternities and Sororities (Non-Honorary)

A. The fraternity or sorority must have established a working relationship with the Office of Sorority and Fraternity Life.

B. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Division of Student Services and the Office of Sorority and Fraternity Life.

C. Chapters must be fully chartered and comply with the rules of their inter/national organizations. In the case of an expanding group, it must be under the supervision of the inter/national organization.

D. Chapter operations and activities must comply with all federal and state laws and local ordinances.

E. Chapter operations and activities must comply with all inter/national fraternity and sorority charters, constitutions, and by-laws.

F. Chapter operations and activities must comply with all University regulations and policies, specifically including those outlined in the Sorority and Fraternity Life Policies and Procedures handbook and the Student Code of Conduct, SDBOR Policy 3:4.

G. Chapter operations and activities must comply with policies determined by the governing council (Interfraternity Council and Panhellenic Council) of which they are a member.

H. Chapters must meet, at minimum, recognized status, as defined by the University of South Dakota Sorority/Fraternity Life Standards of Excellence.

The Office of Sorority and Fraternity Life may from time to time change existing or establish additional requirements for recognition beyond the requirements for registration and may approve exemptions to the requirements. Any changes will be published.
Article II: Requirements for Colonization

For colonization the interest group should consult the University of South Dakota Sorority/Fraternity Life Expansion Policy requirements for colonization. Due to inadequate resources to assist in the colonization process, the Sorority/Fraternity Life Office will allow Nationally Recognized Greek Letter Organizations to pursue expansion efforts by first becoming a Recognized Student Organization on campus and then petitioning to join either the pre-established USD Interfraternity Council or Panhellenic Council. Student organization seeking to join the Interfraternity Council or Panhellenic Council without national affiliation will not be considered.

Article III: Requirements for Reinstatement

A fraternity or sorority that receives a sanction of suspension or loss of recognition shall have the opportunity to seek reinstatement of that chapter to full recognition with all rights and responsibilities associated with such recognition. In order to seek reinstatement, a chapter must satisfy all requirements as outlined by the disciplinary sanctions and petition the Dean of Students/Vice President of Student Services and the Director of Sorority and Fraternity Life for reinstatement following the terms of Disciplinary Suspension.

Reinstatement will be based on the written responses contained in the petition, is subject to no further appeal, and is determined by the Vice President of Student Services/Dean of Students and the Director of Sorority/Fraternity Life.

Even where a chapter satisfies all requirements as outlined by the disciplinary sanctions, and submits the required Reinstatement Petition, the Vice President of Student Services/Dean of Students and the Director of Sorority/Fraternity Life retains the discretion to grant or deny the Petition.
University of South Dakota Sorority/Fraternity Life Standards of Excellence

Article I: Mandate
Items outlined in the *University of South Dakota’s Sorority/Fraternity Life Standards of Excellence* are achievements and requirements of successful chapters. Items listed as bold in the Standards of Excellence document (see Appendix B) are REQUIREMENTS of all USD sororities and fraternities to continue as a recognized Fraternal Organization on the USD Campus. Chapters that achieve more than the basic requirements, as outlined in the Standard of Excellence, will be endorsed by the Sorority/Fraternity Office. To be endorsed and/or recognized, chapters must have all requirements, along with the Sorority/Fraternity Life Standards of Excellence Chapter Report Form (found on usd.collegiatelink.edu) completed and submitted to the Sorority/Fraternity Life Office by January 1st each year.

Academic Performance Standards
It is imperative that fraternities and sororities never fail to remember that education is the primary purpose of attending the University of South Dakota. Fraternities and sororities who sustain this commitment do so through exemplifying high levels of collective academic attainment and dedication to helping each member reach their individual academic potential.

Article I: Academic Achievement via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition they must:

i. Fraternities and Sororities may initiate new members only if these new members have earned a cumulative GPA of 2.5, thus postponing their initiation until second semester.

For a chapter to receive recognition and be categorized as Endorsed, they must meet one of the following additional mandates:

i. The average GPA of the past three semesters show that all-chapter GPA is at or above the all men’s/women’s GPA or shows progress from the previous semester. If the GPA is not above all men’s/women’s GPA, chapter must submit a written academic program to the Office of Sorority/Fraternity Life

ii. Chapters recognize members for academic achievement (once per semester).

Article II: Grade Release Form
A. As a condition of membership in a recognized fraternity or sorority, each member is required to sign a grade release form authorizing the release of grades to the Office of Sorority and Fraternity Life for the purpose of monitoring the academic performance of chapters and members or other appropriate purpose. Grade reports are prepared to help chapters identify those members in need of academic assistance and to acknowledge those members doing well academically. This information may also be provided to chapter advisors, chapter presidents, chapter scholarship chairs and inter/national headquarters but may not be re-released by them. Unauthorized release of grade information may jeopardize the chapter’s recognized status.
B. The Office of Fraternity and Sorority Life will calculate the cumulative and term GPA for overall female/male, chapters, and councils, at the end of the fall and spring term; and releases this information along with Grade Reports to Chapter Presidents, as well as, post this information on the USD website.

Article III: Minimum GPA Standards
A. GPA Standard for Fraternities and Sororities
   i. As a minimum standard a fraternity or sorority must have a cumulative GPA of at least a 2.50. Those organizations that are below a 2.50 will be subject to loss of privileges, as determined by the Office of Fraternity & Sorority Life, until the GPA meets or exceeds the minimum standard.

Article IV: Minimum GPA for Elected Council Positions
A. Council (IFC, Order of Omega and Panhellenic) members must possess at the time of election and maintain a minimum 2.50 GPA for elected positions unless the council constitution states a higher GPA requirement.

Membership Education and Leadership Development
Article I: Membership Education and Leadership Development via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition they must:
   i. All new members must attend/complete Sorority/Fraternity Life New Member Education

For a chapter to receive recognition and be categorized as Endorsed, they must meet at least two of the following additional mandates:
   i. Chapter hosts a ritual/values retreat at least once per academic year
   ii. Chapter has an active standards board
   iii. Chapter must sponsor or attend one education/scholarship speaker per semester and a minimum of 10% of the chapter must attend. (How do record 10%)
   iv. Chapters must participate in leadership programs and opportunities

Article II: Sorority and Fraternity Life New Member Education
A. The Office of Sorority and Fraternity Life will conduct community wide New Member Education once a semester in collaboration with the Interfraternity Council and Panhellenic Council. All new members for a given semester are expected to be in attendance.
B. New Members not in attendance at the in person New Member Education session will be required to write a 1,000 word paper covering the topics discussed at the in person session following a rubric created by the SFL Office; and due to the office by the date set at the time of paper notification.
C. Should a new member choose not to attend the in person New Member Education Session, nor complete the alternative paper, then the chapter will not be eligible for good standing recognition until either the member is removed from the community or the requirement is met.
Article III: Sorority and Fraternity Life Leadership Retreat/Training
A. It is the expectation of the Office of Sorority and Fraternity Life that all new Chapter Leadership, Interfraternity Council and Panhellenic Council Leadership attend the Sorority and Fraternity Life Leadership Retreat/training, which takes place in January each year.
B. Should a Chapter President or Community Leader not be able to attend, they must notify the Office of Sorority/Fraternity Life immediately; and in the case of a Chapter President, a designee shall be selected to attend on their behalf.

Risk Management Expectations
Article I: Risk Management via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition they must:

i. 75% of active Chapter members and 100% of New Members participate in Acute Alcohol Intoxication Training in the fall semester.

v. 75% of the active Chapter members participate in Sexual Assault Prevention Training in the fall semester.

vi. Chapters have a fire inspection and meet all fire code requirements prior to December 31st (once per year)

vii. Chapter leadership must report all crisis situations, emergencies, accidents or incidents, including but not limited to fires, fire alarms, bias incidents/hate crimes, assault, hazing, vandalism, medical emergencies, or death of a member immediately to the Director of Sorority/Fraternity Life or appropriate on-call personnel. Should chapter leadership be made aware of dating/relationship violence or sexual assault, chapter leadership is highly encouraged to report to the Office of Sorority/Fraternity Life so resources can be provided to students.

For a chapter to receive recognition and be categorized as Endorsed, they must meet at all three of the following additional mandates:

i. Chapter has a risk manager and a list of members responsible in case of emergency

ii. Chapter conducts fire and evacuation drills once per semester

iii. Chapter conducts at least one alcohol free event per semester – excluding philanthropy and community service events

Article II: Acute Alcohol Intoxication Training
A. Active Member Acute Alcohol Intoxication Training will be conducted on a yearly basis, in collaboration with each chapter. A peer led workshop, facilitated by trained facilitators from the Sorority/Fraternity Life Office, must conduct by each chapter prior to Dakota Days. It is the responsibility of the Chapter to coordinate the date, location and time with their membership; as well as provide any technology needs the presenters may have. The Presenters will be responsible for taking attendance and gathering feedback from the presentation to be turned into the SFL Office immediately after the presentation.

a. Goals will be set at the end of the in chapter session, and must be submitted to the SFL Office within one week of the presentation.

B. Chapters that do not meet the 75% active member attendance requirement will be charged $10 per member not in attendance under their designated membership attendance.
C. New Member Alcohol Education will be conducted in the residence halls in the fall, in collaboration with the Student Counseling Center and University Housing. All new members are expected to attend one in hall session.

D. New Members not in attendance at an in hall Alcohol Education session will be required to write a 1,000 word paper covering the topics discussed at the session following a rubric created by the SFL Office; and due to the office by the date set at the time of paper notification.

**Article III: Sexual Assault Prevention Education Training**

A. Sexual Assault Prevention Education Training will be conducted on a yearly bases, in collaboration with the Dean of Students Office; and must be completed prior to Dakota Days. It is the responsibility of the Chapter to coordinate the date, location and time with their membership.

B. Chapters that do not meet the 75% active member attendance requirement will be charged $10 per member not in attendance under their designated membership attendance.

**Article IV: Fire Inspections**

A. Fire safety inspections must be conducted by the Vermillion Fire Inspector by December 31st.

B. Should a chapter not pass a fire safety inspection, they will be given an extension for correction; as determined by the Fire Inspector.

C. Should a chapter continue to not pass their fires safety inspection, their facility could be subject to closure. This may or may not impact the recognition of the chapter, as determined by the Director of Sorority/Fraternity Life and the Dean of Students/VP of Student Services.

**Article V: Incident Reporting**

A. Chapter leadership must report all crisis situations, emergencies, accidents or incidents, including but not limited to fires, fire alarms, bias incidents/hate crimes, assault, hazing, vandalism, medical emergencies, or death of a member immediately to the Director of Sorority/Fraternity Life or appropriate on-call personnel. Should chapter leadership be made aware of dating/relationship violence or sexual assault, chapter leadership is highly encouraged to report to the Office of Sorority/Fraternity Life so resources can be provided to students.

B. Reporting procedures are outlined in the [Sorority/Fraternity Life Emergency Procedures](#).

**Article VI: National Risk Management Best Practices**

The Office of Sorority/Fraternity Life and the University of South Dakota expects that all Fraternal Organizations are in compliance with national risk management best practices, and in particular in alignment with the NIC Alcohol & Drug Guidelines.

**Article VII: Position Statement on Hazing**

Hazing at the University of South Dakota is considered a violation of the University's Student Code of Conduct, and is absolutely prohibited. Hazing may also be considered a criminal act in the City of Vermillion.

Hazing is defined at the University, as found in the [Student Code of Conduct, SDBOR Policy 3:4](#), as follows:

Hazing, which includes, but is not limited to, an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or as a condition for continued membership in a group or an Organization: a. Is likely to, or would be perceived by a Reasonable Person as likely to, endanger the
physical health of an individual or cause psychological discomfort or distress through treatment that a Reasonable Person would consider to be humiliating, intimidating, or demeaning; b. Destroys or removes public or private property; c. Involves the consumption of alcohol or other substances to excess; or d. Violates any Board Policy or Institutional Policy. The express or implied permission of the individual being hazed does not make the behavior acceptable. It is also a violation of this provision to solicit, aid, or attempt to aid another person in planning or committing Hazing.

Therefore, any student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution.

Students and others are encouraged to report incidents, and suspected incidents, of hazing. Reports may be made to the USD Police at 605-658-6199 or the Office of Student Rights and Responsibilities at 605-67-6030.

Article VIII: Position Statement on Discrimination and Retaliation
The University of South Dakota adheres to a strict anti-discrimination policy found in the Student Code of Conduct, SDBOR Policy 3:4. It reads as follows:

Discrimination is excluding from, or treating another person differently than others in, Institutional activities on the basis of sex, race, color, creed, religion, national origin, ancestry, gender, gender identity, transgender, sexual orientation, age, disability, genetic information, or veteran status. However, social fraternities and sororities that are exempt from taxation under federal law may maintain single-sex membership practices without violating antidiscrimination policies, as recognized by 20 U.S.C. 1681(a)(6), and the enforcement of such single-sex membership practices by Students does not violate this provision.

Retaliation is conduct that would make a Reasonable Person feel intimidated, or that interferes with, threatens, coaxes, or otherwise discriminates against any individual because that individual reports or files a complaint alleging a violation of law, Board Policy, or Institutional Policy, or participates in any process in which the individual has a right to participate.

Facility Management Expectations
Article I: Facility Management via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition they must:

i. Chapters with housing have a Live-in Graduate Assistant or House Director
   a. All Fraternity Chapters with housing must have a Graduate Assistant hired by the Office of Sorority/Fraternity Life
   b. All Sorority Chapters with housing must have a House Director or Live-in Graduate Assistant that reports regularly to the Office of Sorority/Fraternity Life

ii. If a fraternity chooses to host a social event with alcohol in their facility, the consumption of alcoholic beverages must be limited to fraternity common spaces for the duration of the event; alcohol will not be consumed in private residential spaces during organizational events or socials. Alcohol is allowed in private residential space, if all individuals occupying the room are of legal drinking age. Larger gatherings of individuals must be registered via USD Involved and should not take place in private residential space. Sororities are substance-free.
a. All chapters prohibit the possession, use or dispensing of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 and the provision of alcoholic beverages to persons under the age of 21, in compliance with local/national laws and the Student Code of Conduct.

iii. The University of South Dakota prohibits the presence of alcohol products above 15% ABV in any chapter facility or at any chapter event (as defined by their individual national organizations and the local Interfraternity and Panhellenic bylaws), except when served by a licensed third-party vendor or in cases where the University is the majority sponsor of the event.

iv. All chapters make available to members a meal plan

v. All chapters restrict the possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house.

For a chapter to receive recognition and be categorized as Endorsed, they must meet the following additional mandates:

i. Chapter has written code of conduct

Article II: Recognized Fraternity/Sorority Facilities
A. Fraternity and Sorority facilities formally recognized by the University of South Dakota must be in compliance with all applicable rules, regulations and policies of the University of South Dakota, as well as, the City of Vermillion. Chapters not in compliance with University and City regulations are not eligible for the amenities listed below, including but not limited to: a shared live-in Graduate Assistant or Greek Releases.

B. The University of South Dakota and the administrative staff for the Office of Sorority/Fraternity Life reserve the right to enter into any recognized Fraternity or Sorority facility at any time, as a condition of the facilities recognition status.

C. The Office of Sorority/Fraternity Life will work in collaboration with each fraternity and sorority to ensure the safety of those students living within the facility.

D. In line with risk management best practices, chapter facilities shall strive to meet the following:
   a. All chapter houses should meet all local fire and health codes and standards.
   b. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
   c. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
   d. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

E. Students who enter into contract or a lease with a Fraternity or Sorority, do so with the Fraternity or Sorority solely; and the University has no bearing over those individual contracts/leases.

Article III: Live-In Graduate Assistant or House Director
A. All Fraternity Chapters with housing must have a Graduate Assistant hired by the Office of Sorority/Fraternity Life
   a. The hiring process for Fraternity Graduate Assistants will be determined by the Sorority and Fraternity Life Office in consultation with the University of South Dakota Human Resources Department
b. Terms of employment for Fraternity Graduate Assistants will be as follows:
   i. Employment is a condition for receipt of a room and board provided by the Fraternity, 2/3 tuition reduction provided by the University and a stipend shared between the fraternity and the University. A private fraternity graduate assistant room and a meal plan equating to 9 meals per week should be provided by the fraternity.
   ii. Term dates are August through May. Rooms will be available for occupancy for the entirety of this term. Winter break is recognized leave time for this position.
   iii. No sick leave, annual leave or other University employee benefits are included.
   iv. Employment may be renewed through an annual reapplication process.

B. All Sorority Chapters with housing must have a House Director or Live-in Graduate Assistant that reports regularly to the Office of Sorority/Fraternity Life. Should a chapter choose to hire a University Graduate Assistant via the Office of Sorority/Fraternity Life, the Fraternity Graduate Assistant Terms of employment will apply.

Article IV: Alcohol and Substance Use
A. If a fraternity chooses to host a social event with alcohol in their facility, the consumption of alcoholic beverages must be limited to fraternity common spaces for the duration of the event; alcohol will not be consumed in private residential spaces during organizational events or socials. Alcohol is allowed in private residential space, if all individuals occupying the room are of legal drinking age. Larger gatherings of individuals must be registered via USD Involved and should not take place in private residential space. Sororities are substance-free.
   a. Fraternities and Sororities are expected to follow this, along with any national regulations regarding alcohol within their chapter facilities

B. All chapters prohibit the possession, use or dispensing of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 and the provision of alcoholic beverages to persons under the age of 21, in compliance with local/national laws and the Student Code of Conduct, SDBOR Policy 3:4.

C. The University of South Dakota prohibits the presence of alcohol products above 15% ABV in any chapter facility or at any chapter event (as defined by their individual national organizations and the local Interfraternity and Panhellenic bylaws), except when served by a licensed third-party vendor or in cases where the University is the majority sponsor of the event.

Article V: Meal Plans for Live-in Members
A. Chapters with facilities must make available a meal plan, equal to 9 meals per week, to those members who reside within the facility. This can be done through an in-house cook, catering or Coyote Cash.

Article VI: Firearms and/or Explosive Devices in Chapters
A. All chapters restrict the possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house. Should a student or guest wish to store firearms they may store their firearm at the University Police Department storage facility at no charge. For more information regarding Gun Storage on campus, please refer to: http://www.usd.edu/administration/university-police/gun-storage
Article VII: Sorority and Fraternity Residence Hall Exemptions (Greek Releases)

A. Second year fraternity/sorority members may be released from the Board of Regents’ two year on campus residence policy only if they are a member of their chapter, have completed 28 credit hours, and have a 2.5 cumulative grade point average. Summer classes do not count in the credit hours or GPA required for a Fall Greek Release.
   a. Second year status is determined by high school graduation date. Students less than one year out from high school graduation will not be considered regardless of GPA or credit hours.
   b. Remedial classes (English 095, Math 095) will count towards the 28 credit hour standard.

B. Fall Greek Release
   a. A Fall Greek Release is applied for during the Spring Semester of a student’s first year. Students may apply for a Fall Greek Release during the Housing Room Sign-Up process. Students must complete the sign-up process by the deadline, last day of each semester.
      i. Process:
         1. Students requesting a Greek Release must contact their chapter president to insure there is adequate room in the chapter house.
         2. If a student is uncertain if he/she will qualify for a Greek Release, the student may apply for a Greek Release at their own risk, and may want to sign up for housing to ensure they get a preferred space if not released.
         3. If a student is certain he/she will attain the required 2.5 cumulative GPA and 28 credit hours by the conclusion of the Spring Semester, he/she must complete a Greek Release with University Housing via the University Housing Website.
         4. The Director of Sorority/Fraternity Life will notify the students and their respective chapters in May, after final grades have been submitted, if they have met the requirements to attain a Fall Greek Release.
         5. If a student receives a Greek Release, the process is complete. Students who signed up for housing will be cancelled at approval.
         6. If a student does not receive a Fall Greek Release, he/she will be assigned a room in the USD residence halls. Students should complete an application to preference a room, but will be assigned regardless.

C. Spring Greek Release
   a. A Spring Greek Release is applied for during the Fall Semester of a student’s second year. The deadline for applying for a Spring Greek Release the end of the Fall Semester. *If a student applied for and successfully obtained a Fall Greek Release in their second year, they do not need to reapply for the spring semester.
      i. Process:
         1. Students requesting a Greek Release must contact their chapter president to insure there is adequate room in the chapter house.
         2. If a student is uncertain if he/she will qualify for a Greek Release, the student may apply for a Greek Release at their own risk. If the student does
not meet the 2.5 cumulative GPA and 28 credit hour requirement, he/she will remain assigned to residence hall room.

3. The Director of Sorority/Fraternity Life will notify the students and their respective chapters in early January, once final grades have been submitted, if they have met the requirements to attain a Spring Greek Release.

4. If a student receives a Greek Release, the process is complete and their residence hall space will be cancelled as soon as they move out and surrender keys.

5. If a student does not receive a Spring Greek Release, he/she will be reassigned a room in the USD residence halls.

D. Greek Release Exemption Appeals
   a. Students who are not granted a Greek Release can apply for an exemption appeal. Appeals should be turned into the Office of Sorority/Fraternity Life using the Greek Release Exemption Appeals form, which can be obtained by contacting the Sorority/Fraternity Life Office by emailing greek@usd.edu or calling 605-658-3585. All submitted appeals will be reviewed by the Greek Release Appeals Committee, which includes the Director of Sorority/Fraternity Life, the Director of University Housing and the Vice President of Student Services/Dean of Students. Decisions made by this committee are final, and this committee reserves the right to add additional contingencies for the receipt of a release. Appeals for the fall semester must be received by June 15th. Appeals for the spring semester must be received 7 days after notification has been received. Appeals for under 24 credits and/or under a 2.0 GPA will not be heard.

Organizational Conduct and Judicial Process

Article I: SDBOR Student Code of Conduct

All Fraternity and Sorority chapters are subject to the Student Code of Conduct, SDBOR Policy 3:4 and the Organizational Conduct requirements state within, which include:

Conduct by Organizations

1. Organizations that, formally or informally through repeated practice, initiate, encourage, support, or tolerate conduct by members, associates, or invitees that violates the provisions of this Student Code shall be subject to conduct sanctions.

2. The privileges of official recognition by an Institution may be extended to Organizations, including those that maintain residences for their members, only if such Organizations agree to adopt and to enforce policies that, at minimum:
   a. Prohibit the manufacture, possession, use, dispensing, or provisions of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21;
   b. Prohibit the manufacture, possession, use, or dispensing of marijuana or unauthorized controlled substances at organizational functions or in the organizational residence;
   c. Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana, or controlled substances;
   d. Prohibit the informal collection of monies from members, associates, or invitees to be spent on alcoholic beverages, marijuana, or controlled substances;
e. Prohibit the possession, use, or distribution of alcohol, marijuana, or controlled substances on premises controlled by the Board of Regents, except as explicitly permitted by Section 3.G.1 of this Student Code;

f. Establish conduct policies and sanctions regarding violations by individual members no less stringent than those set forth under Board Policies, except that limited use of alcoholic beverages is permissible as set out above; and

g. Require that a report be filed with the Senior Student Affairs Officer each semester identifying all actions taken pursuant to the Student conduct policies required in this Student Code;

3. Institutions may impose additional or more restrictive conditions on official recognition.

4. Organizations are also subject to the Board of Regents’ antidiscrimination policies set forth in Board Policy 1:18. However, social fraternities and sororities that are exempt from taxation under federal law may maintain single-sex membership practices without violating antidiscrimination policies, as recognized by 20 U.S.C. 1681(a)(6).

Article II: Organizational Conduct Process

The full Organizational Conduct Process is outlined in SDBOR 3:4. The following process is applicable to Fraternities and Sororities in the case of organizational conduct:

A. If a report of potential organizational misconduct is reported to the Office of Student Rights and Responsibilities, the Director of Sorority/Fraternity Life will notify chapter leadership and set up an informational/advising session with chapter leadership prior to a meeting the Director of Student Rights and Responsibilities.

a. If a report of potential organizational misconduct is reported to the Office of Sorority/Fraternity Life, the Director of Sorority/Fraternity Life will work with the Office of Student Rights and Responsibilities and the offending chapter to determine if a referral should be made.

B. After the initial informational and advising session, the Office of Sorority/Fraternity Life will work with the chapter and the Office of Student Rights and Responsibilities to set a meeting to review any pertinent reports in hopes of conducting a developmental dialogue. If this is the first developmental dialogue with the chapter in an academic year, at the discretion of the Director of Student Rights and Responsibilities, the chapter could be issued a warning at this time without further resolution required.

C. If the Director of Student Rights and Responsibilities finds that a developmental dialogue is not sufficient, or the chapter has already had a developmental dialogue in the academic year; the organization will be subject to the organizational conduct process as outlined in SDBOR 3:4.

D. In Sorority/Fraternity Life organizational misconduct or conduct processes, the Director of Sorority and Fraternity life shall act as an advisor to the chapter; and should at no time act or be asked to act as the Campus Conduct Officer.
External Relations Expectations

Article I: Alumni and Family Relations via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition and be categorized as Endorsed, they must meet 3 of the 4 following additional mandates:

i. Chapter supported by alumni advisory board and housing corporation board (if applicable)
ii. Regular newsletters to alumni and new member parents and/or post online (once per semester)
iii. Sponsor alumni events (once per year):
iv. Sponsor events for parents and families (once per year)

Article II: Philanthropy/Community Service via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition and be categorized as Endorsed, they must meet 1 of the 3 following mandates:

i. Sponsor at least one major direct community service/philanthropy project per semester
ii. Conducts additional community service activities at least once per semester (i.e. highway clean-up, fundraisers, hosting charity tournament)
iii. Each member completes at least 5 hours of community service per semester

Article III: Faculty/Staff and Public Relations via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition and be categorized as Endorsed, they must meet 2 of the 3 following mandates:

i. Conducts at least one annual program to recognize or interact with faculty and staff
ii. Chapter has a public relations chairperson
iii. Chapter provides neighbors with contact information for President and Vice President each semester

Chapter Management Expectations

Article I: Reporting and Communication Expectations via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition they must meet the following:

i. Billing reports are completed on-time for the business office each semester
ii. Chapter completes yearend report
iii. Presidents educate and help enforce 100% compliance with 2 semester live in Greek exemption policy
iv. Chapter is in good standing with The University of South Dakota

For a chapter to receive recognition and be categorized as Endorsed, they must meet 1 of the 3 following additional mandates:
i. Chapter completes officer database each year
ii. Chapter presidents must meet with a Sorority/Fraternity Life Advisor at least once per semester
iii. Chapter is supported by an active chapter advisor

Article II: Roster Guidelines and Updates
A. Each organization must submit the names and student ID numbers of all chapter members, to the Sorority/Fraternity Life Office at the beginning and end of each semester; and/or upon request.

B. Chapters must maintain up to date information for all chapter members and advisors with the Office of Sorority/Fraternity Life. Should a member withdrawal or be removed from your chapter, the Office of Sorority/Fraternity Life should be notified within 48 hours.

C. Any time elections are held, contact information for new officers should be provided to the Sorority/Fraternity Life office within one (1) week of elections.

Article III: Sorority/Fraternity Life Billing Reports
A. Charges for chapter members for the semester must be submitted by July 1st for Fall semester and November 10th for Spring semester to the Business Office via Matt.Beach@usd.edu. The charges each house submits should be in excel spreadsheet format and include member name, student ID#, room & board charges, or chapter dues. The charges should not include any past dues or old fees for the member, only the charges for the current semester. The format for this document will be emailed to the presidents from each Sorority/Fraternity Chapter.

B. Once these charges are applied to the member’s student account, an updated list will be emailed around August 1st to the chapter president for approval. At this time any changes can be emailed by the president back to the Business Office for adjustment. Around August 15th a final list will be emailed to the president for approval. This process will alleviate the need for changes after the student has paid their bill.

C. Changes
   a. If a chapter needs to make a change, addition or removal of a house fee, a detailed explanation including chapter member’s name, student ID# and amount of charges to be adjusted must be emailed to Matt Beach. (Matt.Beach@usd.edu) Changes to charges that are in the routine administration of a Sorority/Fraternity Chapter will not be subject to a charge, but excessive changes in charges for members within each chapter will result in the house being charged to re-bill those members. The charge will be $5 per re-bill per member. The chapter will be notified and invoiced for these charges.
   b. Corrections that would increase the billing amount to a student’s account are allowed up to three weeks after the start of the semester; with the exception of first time new member charges which can be added at any time. Corrections where students have been overbilled should be made when identified and verified.
   c. If a student is not enrolled by the add/drop date any Greek charges will be removed from their account.
   d. It is very important the charges for the semester are accurate. If a charge is paid to the chapter in error, the chapter must make reimbursement for these charges to the University immediately. The chapter will be notified if this occurs.

D. Payment
a. During the first two weeks of the semester an advance of the billed charges will be mailed to each Sorority/Fraternity Chapter. If the chapter has over $80,000 in charges the University will disburse $40,000. If under $80,000 the University will disburse $30,000. During the semester, a report can be requested noting the students who have not paid their bills in full. Subsequent to Final Fee Payment the remainder of the paid charges will be authorized for disbursement. After this point, the information will be updated on the 15th of each month and a check mailed to the chapter for any paid charges during that time and a list of the members who have outstanding A/R balances. NOTE: Sorority/Fraternity Chapters will not be paid for outstanding student balances until the accounts are paid in full.

b. Sorority/Fraternity Presidents should also realize that any member utilizing the University’s online payment plan for their student bill will not have their Sorority/Fraternity charges paid until they have satisfied the terms of the payment plan.

c. If the university has exhausted all internal collections efforts on a student’s semester charges then the chapter charges will be removed from the student’s university bill, the chapter will be notified and further collection of the Greek charges from said student will become the responsibility of the chapter. Typically this internal collection efforts timeline will occur within 2 months after the end of term where charges where applied.

E. Authorization to use Federal Student Aid funds to pay all educationally related expenses that are billed to your account.

a. It is recommended that all Sorority/Fraternity chapters on the USD campus have each member sign an Authorization to use Federal Student Aid funds to pay all educationally related expenses that are billed to their student account. Federal student aid regulations allow USD to credit federal aid to the student’s USD account to pay tuition, fees, and other direct educational expenses. However, the regulations require the completion of a written authorization form to approve federal student aid credit balances to pay other institutional charges. By signing “yes” to this form, the University may use the student’s federal aid to pay Sorority/Fraternity charges which appear on the students USD account. This form is the “Authorization Form” and is completed during the attendance confirmation prior to the Fall and Spring terms. For more information on use of Federal Student Aid, please contact the Business Office.

F. Contact at Sorority/Fraternity Chapter

a. It is the responsibility of each Sorority/Fraternity Chapter to notify the Business Office Contact of the current semesters list of members, charges and any billing changes that may occur during the semester to the Business Office. The treasurer or president must also be asked to attend any training provided by the Business Office in reference to Sorority/Fraternity Billing.

Article IV: Year End Reports

A. Chapters are expected to complete year end reports in January and May via USD Involved (usdinvolved.usd.edu). The January report is a component of re-registration and endorsement submissions on USD Involved; and the May report is a component of re-registration for Sororities and Fraternities only.

Article V: Greek Release Education and Enforcement

A. It is the responsibility of chapter leadership to work in collaboration with the Office of Sorority/Fraternity Life to educate its membership on all aspects of the Greek Release process (see
Facility Management Expectations Article VII: Sorority and Fraternity Residence Hall Exemptions

and any chapter contracts or leases that the organization intends membership to sign.

B. The Office of Sorority/Fraternity Life will conduct a Greek Release Audit once a semester to ensure that all chapters are in compliance with the Sorority and Fraternity Residence Hall Exemptions. Individuals not in compliance will be charged with University Housing accommodations, and/or could face University Judicial processes. Chapters not in compliance could face the loss of recognition for housing purposes.

Article VI: Good Standing

A. In order to remain in Good Standing and be permitted to engage in campus activities, all chapters must be in full compliance with the USD Sorority/Fraternity Life Standards of Excellence, all SDBOR policies, and all Recognition Student Organization policies.

B. Fraternities and/or Sororities who are not in Good Standing will be formally notified, along with their National/International organization, and will have thirty (30) days to rectify. After thirty (30) days the organization will be referred for an Organizational Charge to the Office of Student Rights and Responsibility for failure to comply with an institutional official.

Article VII: Chapter Advisor

Each fraternity and sorority must have a chapter advisor, who is to be selected by the inter/national headquarters or chapter. The chapter advisor serves as a liaison to the University and inter/national headquarters.

Chapters are required to submit any contact information changes for the chapter advisor to the Office of Sorority and Fraternity Life.

Chapters must submit written notification to the Office of Fraternity and Sorority Life when a chapter advisor changes.

Article VIII: Event Reporting

All University of South Dakota fraternity/sorority functions, on and off campus, must be approved by the Office of Sorority/Fraternity Life no fewer than ten (10) business days prior to the event. Sorority/Fraternity Life event registrations should be submitted via USD Involved, and should be noted as a Sorority/Fraternity Life Event.

All events at which alcohol is permitted must be in compliance with South Dakota Board of Regents Policies: SDBOR 4:27 and SDBOR 3:4 including but not limited to:

1. If the function includes the sale of alcoholic beverages, appropriate permits must be obtained in compliance with all of the requirements of SDBOR Policy 6:14.

2. The organization sponsoring the event should implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.

3. Persons of legal age must be designated as servers. They must be trained to monitor alcohol consumption, and they alone may have direct access to alcoholic beverages.

4. Attractive nonalcoholic beverages must be equally available and on display.
5. The consumption of alcoholic beverages must be limited to the area designated for the event.

6. A reasonable portion of the budget for the event must be designated for the purchase of food items, and food must be available throughout the event.

7. Officially recognized student organizations remain subject to the additional restrictions set forth in SDBOR Policy 3.4 that prohibit expenditure of organizational funds for alcoholic beverages.
   - Prohibit the manufacture, possession, use, dispensing, or provisions of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21;
   - Prohibit the manufacture, possession, use, or dispensing of marijuana or unauthorized controlled substances at organizational functions or in the organizational residence;
   - Prohibit the expenditure of organizational funds on alcoholic beverages, marijuana, or controlled substances;
   - Prohibit the informal collection of monies from members, associates, or invitees to be spent on alcoholic beverages, marijuana, or controlled substances;
   - Prohibit the possession, use, or distribution of alcohol, marijuana, or controlled substances on premises controlled by the Board of Regents, except as explicitly permitted by Section 3.G.1 of the Student Code.

8. Alcohol service must be discontinued well before the event is expected to end.

9. Alcohol use should never be the primary focus of the event. Drinking contests and other activities that encourage consumption of alcohol are strictly prohibited.

10. Advertising may not mention the availability of alcohol in a prominent way, nor may advertising mention the amount of alcoholic beverages available. If mention is made, equal attention must be given to the availability of nonalcoholic beverages.

11. Officially recognized organizations will have the responsibility to provide those persons conducting the event with copies of these guidelines. They will also be responsible for implementing these guidelines.

12. Officially recognized organizations must agree to abide by the foregoing guidelines as a condition of continued recognition.

Events with Alcohol are not permitted on University Property unless prior approval has been granted from the University President. If the anticipated function includes the sale of alcoholic beverages on institutional property, appropriate permits must be obtained in compliance with all requirements of SDBOR Policy 6:14; which are granted on a very limited basis. If this is your intent, please notify the Dean of Students (605-677-5666) for additional guidance.

In compliance with SDBOR Policy 4:27, the organization sponsoring the event should implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated. In compliance with this policy, organizations should use “Bring Your Own Beverage” or Third Party Vendor Guidelines.
BYOB is defined as one (1) six-pack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage. Organizations should provide entrance management by requiring members and guests with alcohol to show proof of legal drinking age by way of a valid picture ID; limit the number of guests in compliance with fire code; and ensure that exits are available to meet fire code, but are not used as entrances.

Article IX: SFL Card Reader Checkout
Members of the Fraternity/Sorority Community are welcome to check out the SFL Card Reader and Ipad for Fraternity/Sorority events. To reserve the system, students should use the USD Involved Sorority/Fraternity Life Event Reader Check Out Form. This form must be completed and turned into the Sorority/Fraternity Life office a minimum of five (5) business days prior to your event.

Article X: Member Initiation
All new members of must meet all requirements of the USD Standards of Excellence (President’s Initiatives), prior to being initiated into a chapter including but not limited to:

- Verified participation in Acute Alcohol Intoxication Training
- Verified attendance or completion of the Sorority/Fraternity Life New Member Education requirement
- Earned a verified institutional cumulative GPA of 2.5, thus postponing initiation of fall recruits until second semester.

Community-wide Participation and Engagement

Article I: Participation via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition and be categorized as Endorsed, they must meet 3 of the 4 following additional mandates:

i. Attendance (75%) at Panhellenic/Interfraternity Council meetings
ii. Attendance (75%) at presidents council
iii. Attendance (75%) at PHC/IFC roundtables
iv. Chapter participates in some or the entire Greek Awards program

Article II: Recruitment Expectations via the USD Sorority/Fraternity Life Standards of Excellence
For a chapter to receive recognition they must meet the following:

i. Compliance with IFC/PHC recruitment policies

For a chapter to receive recognition and be categorized as Endorsed, they must meet 1 of the 3 following additional mandates:

i. Chapter conducts informal recruitment at least once per semester unless already at total or quota.
Article III: Recruitment Guidelines
Chapter members must realize that bringing new members into an organization is based upon the potential new member’s possession of specific qualifications. Individual chapters must be guided by selection standards which will promote the building of a strong and effective chapter.

Chapter members, potential new members, and advisors are expected to adhere to the following guidelines regarding Recruitment at the University of South Dakota:

A. In conjunction with the Panhellenic Council and the Interfraternity Council (IFC), the Office of Sorority/Fraternity Life will determine a Formal or Semi-Formal Recruitment Week during the fall and spring semesters.

B. Alcoholic beverages may not be available or consumed at any type of recruitment event for any reason in any form by a recruitment participant. This includes PNMs, initiated chapter members (active or inactive), disaffiliated Gamma Chis, Interfraternity/Panhellenic Executive members, visiting chapter members, or any other representative of the chapter.

C. To be eligible for membership in a fraternity or sorority, a student must be a regularly enrolled, full-time student in good standing with the University of South Dakota with a minimum High School or College 2.50 cumulative GPA.

D. University/IFC/PHC bid cards must be provided to the Office of Sorority/Fraternity Life within 48 hours (or two business days) of a bid being given to a Potential New Member. Potential New Members are not considered a new member of an organization until this bid is on file with the Office of Sorority/Fraternity Life.

E. No new member education activities can take place between the hours of 12:00am and 8:00am each day.
Appendixes

Appendix A- Relationship Agreement for Recognition of Social Fraternities and Sororities

The University of South Dakota Relationship Agreement for Recognition of Social Fraternities and Sororities

Revision Date: January 1, 2020

Purpose
Fraternities and sororities have played an important role at the University of South Dakota since the founding of the first national organization in 1897. In the past century, both The University of South Dakota and fraternities and sororities have benefited from the mutual relationship. Fraternities and sororities provide a valuable component of the undergraduate experience and complement the curricular and co-curricular aims of the University. Fraternities and sororities recognized by The University of South Dakota are expected to maintain this history of positive contribution by conducting themselves in accordance with the shared values and expectations of their affiliate inter/national organizations and the University.

This Relationship Statement between The University of South Dakota, its fraternities and sororities, and their respective inter/national organizations, formalizes those shared values and expectations that are instrumental in ensuring a mutually beneficial relationship between all of the parties.

Annual Registration and Evaluation Process
To ensure all parties included in this Relationship Statement are in compliance with all standards and shared expectations, fraternities and sororities must register annually with the Office for Sorority and Fraternity Life for University recognition as a student organization. Re-registration will take place on an annual basis via the Office for Sorority and Fraternity Life and will include the completion of this yearly Relationship Statement.

Chapters are required to complete all expectations for annual recognition established by the University of South Dakota and the Office of Sorority/Fraternity Life, including but not limited to all aspects for recognition listed in the University of South Dakota Sorority/Fraternity Life Standards of Excellence as defined by the University of South Dakota President’s Initiatives. Additional reviews may be conducted on an as-needed basis at the request of the fraternity or sorority chapter, their inter/national organization, the Office of Sorority/Fraternity Life, or the Vice President of Student Services. Fraternity and sorority chapters that violate USD standards and shared expectations (including violations by their alumni advisor teams and/or inter/national organizations) risk losing their status as recognized student organizations at the University of South Dakota.

Criteria for Recognition & Evaluation
Fraternities and sororities at the University of South Dakota will be annually evaluated according to the criteria listed in the University of South Dakota Sorority/Fraternity Life Standards of Excellence; please refer to that document for more details.
Standards for Recognition:
1. The fraternity or sorority must have established a working relationship with the Office of Sorority and Fraternity Life.
2. The purpose and activities of the fraternity or sorority must be compatible with the mission of the Division of Student Services and the Office of Sorority and Fraternity Life.
3. Chapters must be fully chartered and comply with the rules of their inter/national organizations. In the case of an expanding group, it must be under the supervision of the inter/national organization.
4. Chapter operations and activities must comply with all federal and state laws and local ordinances.
5. Chapter operations and activities must comply with all intern/national fraternity and sorority charters, constitutions, and by-laws.
6. Chapter operations and activities must comply with all University regulations and policies, specifically including those outlined in the Sorority and Fraternity Life Policies and Procedures handbook and the Student Code of Conduct, SDBOR Policy 3:4.
7. Chapter operations and activities must comply with policies determined by the governing council (Interfraternity Council and Panhellenic Council) of which they are a member.
8. Chapters must meet, at minimum, recognized status, as defined by the University of South Dakota Sorority/Fraternity Life Standards of Excellence.

Privileges of All Recognized Fraternities & Sororities:
1. Recognized Student Organization (RSO) status recognized by the University and all privileges afforded to RSOs.
2. Use of the University’s name when identifying the fraternity or sorority as RSOs may list their name as (name of group) at the University of South Dakota in print and other media.
3. Access to professional staff members in the Office of Sorority/Fraternity Life who serve as liaisons between fraternity and sorority chapters, governing council officers, and faculty and staff of the University.
5. Use of the reservations system for on-campus meeting space.
6. A listing of the fraternity or sorority name in University publications and student directories including the online index for student organizations.
7. The opportunity to fundraise and allocate endowed scholarship funds through the University of South Dakota Foundation.
8. Representation in University recruiting events and welcome events for new students.
9. Live-in graduate assistant for fraternity chapters.
10. The use of the University billing system for the billing of member house payments, meals, dues and fees.
11. Fraternity/Sorority Exemptions from the Residence Halls for second year members who are in good standing, have completed 28 credit hours and have a minimum 2.5 cumulative grade point average by the conclusion of the spring semester of their first year of school at the University of South Dakota (available to chapters with recognized housing).
12. Compilation of chapter grade reports each term.
13. Access to University-sponsored leadership and development opportunities.

Agreement and Revisions
This Relationship Statement serves as the basis for ensuring the positive presence and continued contributions of fraternities and sororities at the University of South Dakota, and that each party to this
document is working collaboratively to enable each other to meet and exceed their individual missions
and goals. Any new developments and enhancements of policy and guidelines will be discussed prior to
implementation.

In signing this document, the University of South Dakota and __________________ agree to
continue our beneficial relationship building on our shared values and expectations.

Signature: _____________________________ Date: ________________
Chapter President

Signature: _____________________________ Date: ________________
Chapter Advisor

Signature: _____________________________ Date: ________________
Director of Sorority/Fraternity Life
Appendix B- USD Sorority/Fraternity Life Standards of Excellence

USD Sorority/Fraternity Life Standards of Excellence

Items listed in bold are REQUIREMENTS of all USD sororities and fraternities to continue as a recognized Fraternal Organization on the USD Campus. Chapters that achieve more than the basic requirements, as indicated below, will be endorsed by the Sorority/Fraternity Office. To be endorsed and/or recognized, chapters must have all requirements, along with the Sorority/Fraternity Life Standards of Excellence Chapter Report Form (found on usd.collegiatelink.edu) completed and submitted to the Sorority/Fraternity Life Office by January 1st.

1. **Membership Development**
   a. **Academic Achievement** (1 out of 3 is required; 2 out of 3 for endorsement)
      i. The average GPA of the past three semesters show that all-chapter GPA is at or above the all men’s/women’s GPA or shows progress from the previous semester. If the GPA is not above all men’s/women’s GPA, chapter must submit a written academic program.
      ii. Chapters recognize members for academic achievement (once per semester).
      iii. Fraternities and Sororities may initiate new members only if these new members have earned a cumulative GPA of 2.5, thus postponing their initiation until second semester.

   b. **Membership Education and Leadership Development** (1 out of 5 is required; 3 out of 5 to be endorsed)
      i. Chapter hosts a ritual/values retreat at least once per academic year
      ii. Chapter has an active standards board
      iii. Chapter must sponsor or attend one education/scholarship speaker per semester and a minimum of 10% of the chapter must attend. (How do record 10%)
      iv. All new members must attend/complete Sorority/Fraternity Life New Member Education
      v. Chapters must participate in leadership programs and opportunities

2. **Policy Compliance “Healthy Living”**
   a. **Risk Management** (4 out of the 7 are required; 7 of the 7 for endorsement)
      i. 75% of active Chapter members and 100% of New Members participate in Acute Alcohol Intoxication Training in the fall semester.
      ii. 75% of the active Chapter members participate in Sexual Assault Prevention Training in the fall semester.
      iii. Chapter has a risk manager and a list of members responsible in case of emergency
      iv. Chapters have a fire inspection and meet all fire code requirements prior to December 31st (once per year)
      v. Chapter conducts fire and evacuation drills once per semester
      vi. Chapter conducts at least one alcohol free event per semester – excluding philanthropy and community service events
      vii. Chapter leadership must report all crisis situations, emergencies, accidents or incidents, including but not limited to fires, fire alarms, bias incidents/hate crimes,
assault, hazing, vandalism, medical emergencies, or death of a member immediately to the Director of Sorority/Fraternity Life or appropriate on-call personnel. Should chapter leadership be made aware of dating/relationship violence or sexual assault, chapter leadership is highly encouraged to report to the Office of Sorority/Fraternity Life so resources can be provided to students.

b. **Facility Management** (4 of the 5 required; 5 of the 5 to be endorsed)
   i. Chapter has written code of conduct
   ii. **Chapters with housing have a Live-in Graduate Assistant or House Director**
      1. All Fraternity Chapters with housing must have a Graduate Assistant hired by the Office of Sorority/Fraternity Life
      2. All Sorority Chapters with housing must have a House Director or Live-in Graduate Assistant that reports regularly to the Office of Sorority/Fraternity Life
   iii. **If a fraternity chooses to host a social event with alcohol in their facility, the consumption of alcoholic beverages must be limited to fraternity common spaces for the duration of the event; alcohol will not be consumed in private residential spaces during organizational events or socials. Alcohol is allowed in private residential space, if all individuals occupying the room are of legal drinking age. Larger gatherings of individuals must be registered via USD Involved and should not take place in private residential space. Sororities are substance-free.**
      a. All chapters prohibit the possession, use or dispensing of alcoholic beverages at organizational functions or in the organizational residence by persons under the age of 21 and the provision of alcoholic beverages to persons under the age of 21, in compliance with local/national laws and the Student Code of Conduct.
   iv. **The University of South Dakota prohibits the presence of alcohol products above 15% ABV in any chapter facility or at any chapter event (as defined by their individual national organizations and the local Interfraternity and Panhellenic bylaws), except when served by a licensed third-party vendor or in cases where the University is the majority sponsor of the event.**
   iii. **All chapters make available to members a meal plan**
   iv. **ALL CHAPTERS RESTRICT THE POSSESSION AND/OR USE OF FIREARMS OR EXPLOSIVE DEVICES OF ANY KIND WITHIN THE CONFINES AND PREMISES OF THE CHAPTER HOUSE.**

3. **External Relations**
   a. **Alumni and Family Relations** (0 of the 4 required, 3 of the 4 for endorsement)
      i. Chapter supported by alumni advisory board and housing corporation board (if applicable)
      ii. Regular newsletters to alumni and new member parents and/or post online (once per semester)
      iii. Sponsor alumni events (once per year):
      iv. Sponsor events for parents and families (once per year)
b. **Philanthropy/Community Service** (0 of 3 required; 1 of 3 for endorsement)
   i. Sponsor at least one major direct community service/philanthropy project per semester
   ii. Conducts additional community service activities at least once per semester (i.e. highway clean-up, fundraisers, hosting charity tournament)
   iii. Each member completes at least 5 hours of community service per semester

c. **Faculty/Staff and Public Relations** (0 of 3 required; 2 of 3 for endorsement)
   i. Conducts at least one annual program to recognize or interact with faculty and staff
   ii. Chapter has a public relations chairperson
   iii. Chapter provides neighbors with contact information for President and Vice President each semester

4. **Chapter Management**
   a. **Communication** (4 of 7 required; 5 of 7 for endorsement)
      i. Billing reports are completed on-time for the business office
      ii. Chapter completes yearend report
      iii. Chapter completes officer database each year
      iv. Presidents educate and help enforce 100% compliance with 2 semester live in Greek exemption policy
      v. Chapter presidents must meet with a Sorority/Fraternity Life Advisor at least once per semester
      vi. Chapter is supported by an active chapter advisor
      vii. **Chapter is in good standing with The University of South Dakota**

   b. **Participation** (0 of 4 required; 3 of 4 for endorsement)
      i. Attendance (75%) at Panhellenic/Interfraternity Council meetings
      ii. Attendance (75%) at presidents council
      iii. Attendance (75%) at PHC/IFC roundtables
      iv. Chapter participates in some or the entire Greek Awards program

   c. **Recruitment** (1 of 2 required; 1 of 2 for endorsement)
      i. Compliance with IFC/PHC recruitment policies
      ii. Chapter conducts informal recruitment at least once per semester unless already at total or quota.

## How is this recorded?

Some items are monitored by the Sorority/Fraternity Life Advisor, others are monitored by IFC/PHC council members, and the remainder is documented by the chapter officers.

### Kept Track by Sorority/Fraternity Life Advisor:
- Chapters with houses have a live in GA or house director
- Billing reports are completed on time for the business office
- Chapter completes yearend report
- Chapter presidents meet with their Sorority/Fraternity Life Office Advisor at least once per semester
- Chapter in good standing with the University
- Chapter completes officer database each year
- GPA in comparison with all men’s and women’s
- Chapter attendance at the Acute Alcohol Intoxication Training

**Kept Track by Secretaries:**
- Attendance

**Kept Track by IFC/PHC council officer and turned into IFC/PHC secretaries and SFL Office:**
- New members must attend Sorority/Fraternity New Member Education – VP Education
- Attendance at IFC/PHC Council meetings – Secretaries
- Attendance at PHC/IFC roundtables – officer hosting roundtables
- Compliance with IFC/PHC recruitment policies – Recruitment Chairs

**Documentation turned in by chapter presidents and/or chapter advisors:**
*please be sure to have your supplemental documents in this order; those that are in bold are required.
- Academic Achievement Plan (if necessary)
- Ritual/Values Retreat (submit proof)
- Chapters have an active standards board (submit names)
- Educational Speaker/Program (submit proof)
- Leadership Program (submit proof)
- Chapter has a risk manager and a list of members responsible in case of emergency (submit names)
- **Fire Inspection Report (must be city report-submit proof)**
- Alcohol Free Event (submit proof)
- Written code of conduct (submit code)
- **All chapters make available a meal plan to members (submit plan)**
- Chapter supported by alumni advisory/housing corporation board (submit list of these members and proof of last meeting)
- Regular newsletters to alumni and new member parents and or post online (submit newsletter)
- Alumni Events (submit proof)
- Parent and Family Events (submit proof)
- Community Service/Philanthropy Project (submit proof)
- Community Service Activity (submit proof)
- Member Community Service Hours (submit member names and hours completed)
- Program to recognize faculty/staff (submit proof)
- Chapter has public relations chairperson (submit name and position description)
- Rational for not being in Good Standing (if applicable)
- Infraction resolution/rectification (if applicable)
- Informal recruitment events (submit date, time, location and nature of event)

**Accountability:**
- The chapter must be endorsed to be considered for the Order of Omega Outstanding Chapter of the Year Award
- List Standards of Excellence and chapter statuses on usd.edu/greek
Appendix C-President’s Initiatives

University of South Dakota
Fraternity/Sorority Life President's Initiatives

Live-in Advisors

Chapters with housing facilities will be required to have a live-in advisor or housemother. Chapters will provide room and board for the graduate assistant/housemother. If chapters choose to hire a GA, the University and chapters will split the cost of the graduate assistant stipend.

Alcohol within the Facilities

If a fraternity chooses to host a social event with alcohol in their facility, the consumption of alcoholic beverages must be limited to fraternity common spaces for the duration of the event; alcohol will not be consumed in private residential spaces during organizational events or socials. Alcohol is allowed in private residential space, if all individuals occupying the room are of legal drinking age. Larger gatherings of individuals must be registered via USD Involved and should not take place in private residential space. Sororities are substance-free.

The University of South Dakota prohibits the presence of alcohol products above 15% ABV in any chapter facility or at any chapter event (as defined by their individual national organizations and the local Interfraternity and Panhellenic bylaws), except when served by a licensed third-party vendor or in cases where the University is the majority sponsor of the event.

Initiation

Fraternities and sororities may initiate members only if these new members have earned a cumulative university grade point average of 2.5, thus effectively postponing initiation until second semester.

Billing

All chapters will be required to use the University for the billing of member house payments, and meals (dues and fees are optional).

Meal Plans

Chapters must provide meal plans to all members in residence.

Fraternity/Sorority Exemption from the Residence Halls

Second year fraternity/sorority members can be released from the Board of Regents two (2) year on-campus live-in policy only if they are a member in good standing of one of our fraternities or sororities, have completed 28 credit hours and have a 2.5 cumulative grade point average by the conclusion of the spring semester of their first year of school at USD. Students who are not granted a Greek Release for the fall of their second year of residence for failure to meet the
minimum requirements are welcome to reapply the following semester, for a spring release. Please note, summer credits and winter credits are not taken into consideration for the following semester's release.

Students, once exempt to live in a fraternity/sorority house, are obligated to live in the chapter house for two semesters minimum, regardless of age or academic standing. Any student moving from a Greek house prior to completing the two semester residency requirement shall move back into a residence hall in order to fulfill the Board of Regents two year live-in policy.

Students who have signed a voluntary contract with University Housing (students who are at least two years post high school graduation) also are eligible for a Greek Exemption without financial penalty as long as the application is received by the deadline. These students are obligated to live in the chapter house for one semester, regardless of age or academic standing.
Appendix D-Expansion Policy

University of South Dakota
Sorority/Fraternity Life
Expansion Policy

Preamble
The University of South Dakota recognizes that a strong Sorority/Fraternity community is a constructive element of campus life. In overseeing the process of orderly expansion, there must be substantial evidence of the ability of the proposed organization to positively contribute to the USD Sorority/Fraternity community, and to conduct itself in a manner consistent with University, Council, and Sorority/Fraternity Life policies and procedures.

ARTICLE I
Recognized Student Organizations

SECTION 1
Due to inadequate resources to assist in the colonization process, the Sorority/Fraternity Life Office will allow Nationally Recognized Greek Letter Organizations to pursue expansion efforts by first becoming a Recognized Student Organization on campus and then petitioning to join either the pre-established USD Interfraternity Council or Panhellenic Council. Student organization seeking to join the Interfraternity Council or Panhellenic Council without national affiliation will not be considered.

SECTION 2
Greek Letter Organizations may pursue expansion at the University of South Dakota as Recognized Student Organizations by following these guidelines:
A. Apply to the Office of Sorority/Fraternity Life to investigate colonization by becoming a Recognized Student Organization.
   1. The purpose of this request is to inform the Office of Sorority/Fraternity Life and Campus Professionals of the Greek Letter Organizations intent to expand on campus.
   2. Organizations interested in joining the Interfraternity or Panhellenic Council must submit an Application Packet to the Office of Sorority/Fraternity Life, who will share this application with the Dean of Student Office, which should include:
      i. Letter of intent on how the organization would benefit from participation in the USD Sorority/Fraternity Life Community, and likewise how the USD Sorority/Fraternity Life Community and the Campus Community would benefit from the formation of the Greek Letter Organization investigating colonization
      ii. Information regarding the National Organization the interest group wishes to affiliate with.
      iii. Relationship Statement from the National Organization for which the interest group wishes to affiliate with.
      iv. Purpose and goals of the organization
      v. Roster of current interests of the organization
         1. Newly formed fraternity and sorority interest groups must have at least five (5) full-time, active, undergraduate members to begin a registered student organization. Following the first year, all registered fraternity and sorority interest groups must have at

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1 The 26 recognized National Panhellenic Conference organizations are exempt from this outlined process with the expectation that to extend they will utilize the NPC Extension Process outlined in the Manual of Information.

2 All Greek Letter Organizations will need to join the pre-established councils, until the time when an additional national council affiliations can be sustained (NPHC, MGC, NAFLO, etc.) by a minimum of 2 chapters (or the minimum number required by the national council) of that designation recognized on campus.
least five (5) full-time, active, undergraduate members
(initiates/new members) on the roster at all times.
vi. Intended membership demographics and campus statistics
vii. Available Alumni/Advisory Support
B. File all of the necessary and requisite paper work to become a Recognized Student Organization at the University of South Dakota (see Student Organization Handbook) and provide a copy of the paperwork to the Office of Sorority/Fraternity Life.
C. Continue to provide subsequent paperwork (e.g. Constitution & By-Laws) required for recognition as a Recognized Student Organization.
D. The formed student organization will operate as an interest group until formally recognized as a colony by the affiliate National or International Fraternity. During this time, the organization is able to host information sessions and/or interest meetings to continue to recruit potential members and educate the campus community on their organization. Interest groups will have 6 months from the time of student organization recognition to become a recognized colony. If an interest group has not been able to achieve colony status within the 6 months’ timeline they will be officially unrecognized by the university.
E. Once the national organization has recognized the student interest group as a colony, the group will be able to request the Office of Sorority/Fraternity Life recognize them as well.
   1. This formal written request for colony recognition should be submitted to the Office of Sorority/Fraternity Life and must include the following aspects:
      i. Declaration of Intent: Submit a written letter from the Inter/national President or Executive Director expressing a desire to form an undergraduate chapter at USD.
      ii. Constitution and By-laws of the organization.
      iii. The organization must show proof of General Liability insurance for bodily injury and property damage with a minimum of $1,000,000 in Combined Single Limit. The General Liability insurance must include Host Liquor Liability.
      iv. Organization Contact Information. Provide the following:
         1. Primary Inter/national Fraternity or Sorority Contact mailing address
         2. Primary Inter/national Fraternity or Sorority Contact phone number
         3. Primary Inter/national Fraternity or Sorority email address
      v. Indicate the category of registration desired/and or appropriate:
         1. Interfraternity Council
         2. Panhellenic Council
      vi. Colonization Coordinator (if different than primary contact). Provide the name, email and phone of the alumni/ae that will coordinate the colonization effort.
      vii. Chapter Advisor. Provide the name, email and phone of the alumni/ae who will serve as the primary chapter advisor
      viii. Describe the Advisory Board set-up and expectations of the volunteer advisors (chapter meeting attendance, convention attendance, advisor training attendance, etc.)
      ix. Outline the requirements that must be met before the colony will be chartered.
      x. Provide copies of the following organization policies, procedures and programs:
         1. Academic Policy (GPA, programming and study requirements)
2. Financial Policies (Dues, New Member Fees, Initiation fees, Chapter Budget)
3. Hazing Policy
4. Judicial Policies and Procedures or Chapter Member Accountability Processes
5. Leadership Development Programming
6. Membership Contracts (if applicable)
7. New Member Education Program
8. Intake Process/Recruitment Program, or commitment to future growth initiatives
9. Officer Training Program
10. Risk Management Policy and Procedures

xi. Interest Group Roster. Roster should include the following information:
   1. Student Name
   2. Student Id Number

xii. SFL Scholarship Information Releases for each member on the roster, to verify GPA’s over 2.5

2. All efforts to colonize must be in harmony with the Governing By-Laws of the University of South Dakota Student Code of Conduct & the University of South Dakota Office of Sorority/Fraternity Life policies and procedures.

3. After a completed colony packet has been accepted and approved for recognition by the Office of Sorority/Fraternity Life, the members of the potential organization will be invited to an Interfraternity or Panhellenic Council meeting to present why they are interested in joining the council and answer any questions from the Interfraternity or Panhellenic Council delegates and executive board members.

4. At the next Council Meeting, the current Interfraternity or Panhellenic Council delegates will vote on the council membership status of the organization presented.

5. Recognition for council membership by the Interfraternity or Panhellenic Council will require a vote of 2/3.

F. Once colony status has been granted and the organization has gained membership in either the Interfraternity or Panhellenic Council the interest group will be subject to abide by all standards established by their governing council (IFC or PHC) and the Regulations Governing Colonization (Article II)

ARTICLE II
Regulations Governing Colonization

SECTION 1 Permission to Apply for Colonization
A. The organization must submit and have approved the documents outlined in Article I.
B. The organization must gain approval from the Office of Sorority/Fraternity Life to apply for colonization.

SECTION 2 Colony Membership
A. The organization must have, at the time of colonization, a minimum of five (5) members each with a cumulative GPA at or above a 2.5.
B. The organization must establish an average GPA above the All Student Average.

3 Please note that the Office of Sorority/Fraternity Life has the right at any time to ask for interests or new member/pledge rosters from all Greek Letter Organizations and will require this list be submitted confidentially to the office prior to any intake or new member education activities take place in any given year. The Sorority/Fraternity Life Advisors should be made aware of date/time of all probates or initiations. Organizations that cross or initiate members that have not been appropriately filed with the Sorority/Fraternity Life office will be in direct violation of the Sorority/Fraternity Life policies and procedures.
C. Once Colony status has been extended, the organization should have its entire members fill out membership cards in the Sorority/Fraternity Life Office and the following semester should pay the fees for Interfraternity or Panhellenic Council membership.

SECTION 3  Continued Recognition
A. The colony must meet the standards set forth in Article I & Article II Section 2.
B. Failure to meet the standards can delay the colony’s ability to become fully recognized by the Office of Sorority/Fraternity Life.

SECTION 4  Organization
A. The colony must have an Alumni Advisor and advisory board, both of whom have contact information on file in the Office of Sorority/Fraternity Life.

SECTION 5  Status of the Colony
A. The colony shall have representation but not vote in Interfraternity or Panhellenic Council.
B. The colony shall submit an annual progress report to the Sorority/Fraternity Life Advisors.
C. If the colony or any of its membership are found to be in violation of Sorority/Fraternity Life policies, University of South Dakota policies, Student Government Association of South Dakota’s policies or Student Code of Conduct policies the status of their organization will be evaluated by the Sorority/Fraternity Advisors, Dean of Students and President of their representative council; this committee will have the authority to discontinue a colony if necessary.

ARTICLE III
Recognition & National Activation

SECTION 1  Upon completion of met all requirements set forth in the “Regulations Governing Colonization,” the national/international fraternity or sorority may petition for recognition.

SECTION 2  The petition for recognition must be reviewed by the Office of Sorority and Fraternity Life and the Dean of Students.

SECTION 3  If the colony has met the requirements of all regulations governing colonization then full Greek Letter Organization Recognition will be granted by the Office of Sorority and Fraternity Life.

SECTION 4  Upon receiving recognition the Greek Letter Organization shall be considered a full voting member of the Interfraternity or Panhellenic Council and shall be granted all rights, privileges and responsibilities a functioning fraternity or sorority maintains at the University of South Dakota.4

4 Dual charters, city-wide charters, regional charters or other multiple group charters are not allowed. Each organization must obtain a local charter from their national organization specific to the University of South Dakota.
Appendix E - New Member Education Rubric

In no less than 1,000 words please describe the value of the Fraternal Experience at the University of South Dakota. The below matrix should be used to guide your response.

<table>
<thead>
<tr>
<th></th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Below Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFL History</td>
<td>Member shows an understanding of the history of the University of South Dakota Sorority/Fraternity Life and their individual Organization</td>
<td>Member shows an understanding of the history of their organization.</td>
<td>Member cannot articulate any knowledge of any history of sorority/fraternity life on this campus or within their organization.</td>
</tr>
<tr>
<td>Leadership</td>
<td>Member articulates a strong definition of leadership that incorporates lived experiences and chapter values. Members should also be able to demonstrate awareness of their own leadership strengths/ weaknesses and identify how they plan to be a leader in the Fraternity/Sorority Community.</td>
<td>Members can articulate a definition of leadership that incorporates chapter values.</td>
<td>Members cannot articulate a definition of leadership, nor do they know their chapter’s values.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Member can articulate the importance of strong scholarship, identify strategies for obtaining high levels of scholarship, and can link the value of scholarship to their organizational values.</td>
<td>Members can articulate an importance in scholarship and indicates that scholarship is a value hold by their chapter.</td>
<td>Members cannot articulate a value in scholarship, nor do they indicate that it is important to their chapter.</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Members demonstrate a strong understanding of Citizenship, its importance and their personal role in making a difference and promoting the quality of life in the community they are placed and the world as a whole. Chapter values are highly enveloped in their understanding of their duty to contribute.</td>
<td>Members demonstrate an understanding of Citizenship and its importance in a community with some link to the value their chapter places on the matter.</td>
<td>Members cannot demonstrate an understanding of Citizenship, nor its importance. Chapter values are not addressed.</td>
</tr>
<tr>
<td>Brotherhood/Sisterhood</td>
<td>Members can articulate the importance of brotherhood/sisterhood in fraternity/sorority life and the lasting impact that fraternal relationships can have on one’s life. Their organizations ideals and beliefs about the importance of fraternal relationships is clearly demonstrated.</td>
<td>Member can demonstrate an understanding of brotherhood/sisterhood within their organization and acknowledge its value in our organizations.</td>
<td>Member cannot demonstrate the positive contributions of brotherhood/sisterhood and do not articulate a values congruent fraternal experience.</td>
</tr>
<tr>
<td>SFL Community</td>
<td>Members articulate a strong understanding of community unity and can describe the importance of cross affiliation relationships in relationship to the life and vitality of a fraternity and sorority community. Members describe a strong sense of shared values and purpose with the community.</td>
<td>Members can demonstrate an understanding of the need for positive cross affiliation relationships.</td>
<td>Members cannot describe a need for cross affiliation unity or positive community relationships.</td>
</tr>
</tbody>
</table>
Appendix F-New Member Alcohol Education Rubric

In no less than 1,000 words please describe the dangers and effects of Acute Alcohol Intoxication. The below matrix should be used to guide your response.

<table>
<thead>
<tr>
<th>Standard Measurements</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Below Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member shows an understanding of the standard drink measurements and how to practically apply the measurements.</td>
<td>Member shows an understanding of standard drink measurements</td>
<td>Member cannot articulate any knowledge standard drink measurements or how to apply this knowledge</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Blood Alcohol Content Calculations (BAC) &amp; Effects</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Below Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member articulates a strong understanding of BAC calculations, effects and their personal BAC measurements in relationship to consumption.</td>
<td>Members can articulate BAC calculations and effects.</td>
<td>Members cannot articulate how to do BAC calculations nor the effects.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dangers of Over Consuming</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Below Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member can articulate the dangers of over consuming and the steps to prevent such actions.</td>
<td>Member articulates an understanding of the dangers of over consuming.</td>
<td>Member cannot articulate the dangers of over consuming.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bystander Intervention</th>
<th>Exceeds Standards</th>
<th>Meets Standards</th>
<th>Below Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members demonstrate a strong understanding of bystander intervention and the steps to successfully help those in need.</td>
<td>Members demonstrate an understanding of bystander intervention.</td>
<td>Members cannot demonstrate an understanding of bystander intervention.</td>
<td></td>
</tr>
</tbody>
</table>
Sorority/Fraternity Life Emergency Procedures

The following procedures indicate how to respond to crisis situations. Each national organization also produces a comprehensive risk management plan. We suggest that chapter advisors and leadership are also familiar with the expectations of action during an emergency situation from both the University protocol and procedures standpoint and your national organizations standpoint. Nothing below should conflict with your national rules and procedures.

EMERGENCY TELEPHONE NUMBERS

Always call up when you have questions or are in need of support.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Anderton, Director of Sorority/Fraternity Life</td>
<td>402-669-6644</td>
</tr>
<tr>
<td>Taylor Janicek, Coordinator of Sorority/Fraternity Life</td>
<td>308-279-3084</td>
</tr>
<tr>
<td>VPD</td>
<td>605-677-7070 or 911</td>
</tr>
<tr>
<td>UPD</td>
<td>605-658-6199</td>
</tr>
<tr>
<td>USD Student Counseling Center</td>
<td>605-658-3580</td>
</tr>
<tr>
<td>Chapter Advisor</td>
<td></td>
</tr>
<tr>
<td>Regional or District Officer</td>
<td></td>
</tr>
</tbody>
</table>

Directions to Sanford Health
Sanford Health is located at the corner of East Main Street and South Plum Street

EXPECTATIONS
Strong preventive measures will prevent most losses. Safety inspections, fire drills, the elimination of improper and illegal activities, and liability and risk management seminars are all essential to control risk.

Should any event of a disastrous nature occur, however, the chapter must be prepared to respond quickly and appropriately.

There are several recommended steps to follow in the event of a tragedy, with some additional steps to follow in the event of a death of one of your members or associate members.

1. **WHO IS IN CHARGE DURING AN EMERGENCY/CRISIS?** Be certain that each person in your chapter knows that:
• You, as president, are in command of every emergency situation and will be the primary contact unless otherwise indicated.
• In your absences, have a ranking order or officers established.
• Copies of these procedures should be given to each chapter officer to keep in their notebook.
• A copy should be kept next to the chapter telephone, on a bulletin board, by mailboxes, or other easily accessible place.
• You should arrange and communicate with your chapter advisor and housing corporation president as to how they are to be notified.
• Be sure that your house director, live in advisor or fraternity graduate assistant are aware of these procedures.
• You should also work closely if not hand in hand with your house manager.

2. IF A TRAGEDY OCCURS steps to follow:
   • Close the house/apartment/chapter space only to members and University Officials
   • Before making announcements call all members and tell them to get to the house/apartment/chapter space immediately make announcement at once
   • Only permit your members, alumnae and appropriate officials to answer.
   • Make sure someone is at the front door to meet campus police, SFL advisors, chapter advisors, chapter members and to watch for media.
   • In the event of death or suicide do not tell people over the phone. If the suicide has happened in the house/apartment/chapter space chapter members will be most likely find another meeting space.

3. EMERGENCY PHONE CALLS TO MAKE: You need to make several phone calls immediately.
   • First call 911
     o If the emergency is a fire, your alarms may or may not automatically bring a fire truck. Regardless, Call 911.
     o Do not hesitate to call UPD regardless of the situation.
   • Second, call the Director of Sorority/Fraternity Life.
     o We are here to discuss the situation, help you manage it, help you to make calls and to be with you. We will arrive at the house/apartment/chapter space or hospital. Always call day or night. If you are in doubt whether a situation is serious or not call. Better to be safe than sorry and have someone to assist you.
     o If the Director of Sorority/Fraternity Life is not available you should call the Coordinator; if the Coordinator is not available please call the FGA On-Call phone.
   • Third, call your national fraternity administrative office and the following people
     o Call your chapter advisor
     o Call your house corporation president
     o Call your risk management/social advisor
   • It is important that you do not call the parents. Leave that phone call up to the University, Official Campus Liaison, Chapter Advisor or National Headquarters.
   • The Director of Sorority/Fraternity Life will notify IFC President and other campus offices of the situation. You work to maintain order with your members.
MAINTAINING CONTROL

Be certain that everyone in your chapter knows the president is in command of every emergency situation. In the absence of the president, you should have a rank ordering of officers (chain of command):

1. President
2. 
3. 

If a crisis has occurred at the chapter house, close the house at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only members and appropriate officials to enter. Halt all incoming and outgoing telephone calls, except those of an emergency nature.

In most crisis situations, you will want to call a mandatory chapter meeting, for actives and pledges/associates, as soon as possible. Make sure your chapter advisor, Sorority/Fraternity Life Advisor or other member of your alumni advisory board is present.

At this meeting:

• Explain the situation and gather facts.
• Project a strong leadership image to let your members know everything is under control so they will remain calm.
• Clarify who is the spokesman (normally the chapter president). No one else should make statements or answer questions about the situation.
• Instruct members not to discuss the incident with anyone, including boy/girlfriends and family members, until the situation has been resolved. In the event of a fire or accident, members should, of course, be encouraged to notify their parents to let them know they are okay.
• Detail the plan for the next several days.
• Instruct your members to cooperate with campus or law enforcement officials investigating an incident.
• You will need to stay in contact with multiple people. It is okay for you to delegate to your executive board duties to help you.
• Your Sorority/Fraternity Life Advisors are your best allies. They have been through this before and will assist you and step in when needed.
• You will get asked a lot of questions and will have to explain yourselves many times to different people.
• Remember to take time for yourself to process - the days and maybe weeks ahead might be tough.

MEDIA RELATIONS

• It is critical that the officially designated University spokesperson be the only person to speak with the media. No exceptions!
• Consult with your chapter advisor, the Sorority/Fraternity Life Advisor, and the University Media Relations designee so that they can help you prepare for any media contact.
• Never make "off the record" comments.
• Consider your appearance. Dress neatly (semi-formal). Your members should also dress neatly even if they are casual (no beer T-shirts, etc.). Clean up your house, being careful to remove trash, beer bottles, and anything else that may not look favorable in a photograph or on TV. Consider holding a press briefing away from the chapter house, perhaps at a location on-campus. Caution your members not to grandstand in the background during TV interviews.
• Don't discuss the personal life of your members with reporters.
• Keep your house locked. Do not let television cameras or photographers into your house (unless you specifically want to invite them in for a press conference).
**Individual Situation Guide**

**FIRES**
- In case of a fire, remain calm. Panic only causes confusion.
- Set off the alarm.
- Call 911, no matter how minor you consider the fire to be. Don't take a lot of time looking for the fire beforehand.
- Call the Director of Sorority/Fraternity Life immediately after calling 911.
- Use an extinguisher if possible.
- Check as many rooms on the way out to see if everyone is alerted to the fire. Shut the doors to all rooms on the way out.
- When you are in a room when the alarm goes off, feel the doorknob to see if the heat is intense. If it is hot, do not open it. If you think it's safe, then open the door slowly with your shoulder against it to see if the fire is in the hallway. Because toxic fumes and high temperatures usually fill the highest levels of the air, it is best to crawl out of a burning building. Cover your face with a cloth, preferably damp. If the fire is in the hallway, exit through a window, but be sure to crack the top of the window first to let the smoke draft out. Most people are killed by smoke before they have a chance to jump.
- Have a plan to account for members. A roommate check system may work best. Have a pre-determined spot where members are to congregate in the event of a fire. Take a head count to make sure everyone is out of the house. NEVER go back into the house to attempt to rescue anyone.
- Turn off electricity and gas if there is time.
- Move cars out of the way for fire engines to get in.

**ACTIVE SHOOTER IN/AROUND CHAPTER**
- If active shooter is in your building call UPD or 911 immediately.
- If possible, safely evacuate.
- If not possible, barricade or lock doors to room in which you are located.
- Turn off lights and close window blinds. Silence cell phones.
- Get down on floor, spread out from others, and stay away from windows.
- Be prepared to counter, or distract the shooter should they enter your location.
- If possible, call the Director of Sorority/Fraternity Life.
- Wait for an “all clear” signal from UPD/VPD

**ACTIVE SHOOTER ON CAMPUS**
- If active shooter is on campus, be sure to alert all members as quickly as possible.
- If possible, account for all members via phone tree or roster checks.
- Call/text the Director of Sorority/Fraternity Life to report membership statuses.
- Wait for an “all clear” signal from UPD/VPD

**CONTAGIOUS DISEASE**
- Call Director of Sorority/Fraternity Life, who will contact necessary individuals.
- Do not put yourself in harm’s way.
- Cooperate with VPD and other emergency personnel, who may need access to room/area.
• Wait for instructions from appropriate authorities.

BIAS INCIDENT/HATE CRIME
• Notify VPD and serve as primary liaison with VPD Officers (if applicable).
• Call the Director of Sorority/Fraternity Life about the situation.
• Respond to the scene of an alleged bias incident/hate crime and obtain basic information.
• Speak with affected resident(s) to gather facts; take pictures if there is damage to the facility.
• Take notes of the situation. If visible (i.e., vandalism or written), cover up or work with chapter officers to clean up the area as needed.
• Contact the counselor on-call if needed or requested by the involved students

DATING/RELATIONSHIP VIOLENCE
If you witness an incident in progress:
1. Call VPD immediately.
   • Do not put yourself in harm’s way.
2. Call the Director of Sorority/Fraternity Life. S/he will help you work through the rest of the situation and continue to pass the information up the chain of command as appropriate.
   • Let the complainant know that you will have to let others know about this situation. You will be discrete and tell only USD employees that need to know in order to support the complainant. USD has a duty to investigate serious situations like this in order to protect all students.
   • Make sure the student is aware s/he has the right to report what happened, the decision is the complainant’s, and that you will provide support whatever s/he decides.
3. Discuss with the Director what immediate steps need to be taken (e.g., the resident may need to be temporarily moved to another location if s/he feels unsafe in their current space, contacting Counseling Services).
4. Offer continued support and care to the student and/or concerned others.

If you learn of violence after it has occurred (if the student that reports the assault is also the complainant):
1. Gather and share information.
   • Are there injuries that might require medical attention?
   • Determine the wellbeing of the individual.
     i. How is s/he feeling?
     ii. Does s/he feel safe?
   • Has there been an escalation of the violent behavior?
   • Let the complainant know that you will have to let others know about this situation. You will be discrete and tell only USD employees that need to know in order to support the complainant. USD has a duty to investigate serious situations like this in order to protect all students.
   • Make sure the student is aware s/he has the right to file a police report and that you provide support in whatever s/he decides.
2. Call Student Counseling Services with student permission.
3. Call the Director of Sorority/Fraternity Life. S/he will help you work through the rest of the situation and continue to pass the information up the chain of command as appropriate.
   • Discuss what immediate steps need to be taken (e.g., the resident may need to be temporarily moved to another location if s/he feels unsafe in their current space).
   • If the resident needs immediate medical attention, help him/her find a way to get to a hospital or other emergency care facility. Staff members are not permitted to transport resident in any circumstance for a medical emergency!
4. Offer continued support and care to the reporting student and/or concerned others.

**SEXUAL ASSAULT AND ASSAULT**
If the student that reports the assault is also the Complainant:
1. Be conscious of the language you use with the individual.
   - Be careful that your questions are not accusatory/judgmental.
2. Be aware of your presence and the complainant’s personal space. Ask permission (to come into the room, to sit, etc.).
3. Let the complainant know that you should let others know about this situation. You will be discrete and tell only USD employees that need to know in order to support the complainant. USD has a duty to investigate serious situations like this in order to protect all students.
4. Call the Director of Sorority/Fraternity Life. S/he will help you work through the rest of the situation and continue to pass the information up the chain of command as appropriate.
   - Make sure the student is aware s/he has the right to talk with the Student Counseling Center, to file a police report, and that you will support them in whatever s/he decides.

If the student that reports the assault is not Complainant:
1. Let the complainant know that you should let others know about this situation. You will be discrete and tell only USD employees that need to know in order to support the complainant. USD has a duty to investigate serious situations like this in order to protect all students.
   - The reporter may have feelings of guilt if s/he is breaching a confidence, (i.e., a friend asked him/her not to tell). Reassure the student that our concern is for the wellbeing of the complainant and concerned others. Encourage student to talk with the Student Counseling Center. Let the student know that you will be discrete, but you cannot promise confidentiality.
2. Call the Director of Sorority/Fraternity Life. S/he will help you work through the rest of the situation and continue to pass the information up the chain of command as appropriate.

**HAZING**
1. Call the Director of Sorority/Fraternity Life immediately.
2. Provide resources to the student(s) (emotional support, etc.). The student(s) should be told that you have a duty to report this information.

If allegations of hazing are brought to you or a chapter member’s attention after the incident:
1. Provide resources to the student reporting the incident (emotional support, etc.). The student should be told that you have a duty to report this information.
2. That incident report should be immediately forwarded to Director of Sorority/Fraternity Life.

**VANDALISM**
1. If there is physical damage, take photographs and notify VPD.
2. Email Director and Coordinator.
3. If emergency maintenance is needed work with chapter officers/HCB.
4. Clean up any damage and/or enter a work order for the following day.

**MEDICAL EMERGENCIES**
Be sure your chapter has a complete first aid kit in an accessible place in your chapter room. Take the kit with you at chapter retreats and other out-of-town functions.

Call the paramedics and give necessary information regarding the sickness/accident.

In the event of a serious illness or injury, do not notify the parents immediately. The medical officials will notify parents and advise them of their physical situation.

**MENTAL HEALTH CRISIS**

In the event of a mental health crisis, for example a suicide threat or attempt, call emergency services as appropriate. If time permits, arrange for a professional counselor to provide you with assistance. While awaiting the counselor's arrival, talk with the member involved and provide him reassurance. Don't play psychologist—just be a friend and make the person comfortable.

In the event of a mental health crisis, do not assemble your members. Discuss with campus officials steps you should take to handle the situation. Campus officials will determine if the parents need to be contacted.

**Suicide Attempt or Threat/Ideation**

**Attempt**

1. If not already done, call UPD and the Student Counseling Center immediately and provide as much information as possible, including the following:
   - Name and ID Number of resident
   - Exact location of resident (i.e., building and room number)
   - Method used: If pills, what kind and/or how many? If possible, obtain the bottle of pills.
   - Time frame: Is it happening now, or how long ago did it happen?

2. Remain with the person until UPD and/or a counselor arrives.
3. Call the Director of Sorority/Fraternity Life, who will contact necessary individuals.
4. Follow-up with roommate(s), and chapter members to assess emotional state and well-being. Utilize services of the Student Counseling Center, as appropriate.
5. Refer all questions from the media or public to Media Relations at 605-677-6258.

**Threat/Ideation**

1. Remain calm.
2. Obtain as much information as possible from person reporting threat.
3. Talk to member to assess situation. Ask, "Are you thinking of hurting or killing yourself?"
   Avoid euphemisms like “doing something foolish to yourself.”
4. Call the Director of Sorority/Fraternity Life.
5. During business hours, escort the resident to the Student Counseling Center. After hours, call UPD to request the counselor on call.

**DEATH**

In the event of a death, do not notify the parents; this will be done by emergency or campus officials. Do not announce the death until your chapter advisor has arrived to help. You may also want to have a campus counselor present when you make the announcement to help your members deal with the shock. Be very careful that the death is not announced until all members of the immediate family have been notified.
If the member lived in the house, do not remove any of the deceased student's personal possessions. If the member had a roommate, the roommate should be moved temporarily to another room. You should call the family to offer sympathy on behalf of the chapter, and ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves. Before they arrive, be sure all borrowed items are returned to the deceased's room and if possible, lock it. When they do arrive, you may want to have empty boxes available and offer to help. This is an emotional trauma for parents and they may not want privacy.

It is of course proper to send sympathy cards and notes, flowers, etc. If the funeral is nearby, it will mean a great deal to the parents for members to attend. Offer to make a statement on behalf of the fraternity at the memorial service.

If the funeral will be out-of-town, you probably will want to arrange a local memorial service. The Sorority/Fraternity Life Director can help you make these arrangements on campus if appropriate. Check to see if your ritual contains a ceremony for memorial services.

For some of your members, this may be their first experience in dealing with the death of someone close to them. Keep an eye out for members who appear to be having difficulty coping with the situation and encourage them to talk with a counselor.

Student affairs officials will take care of notifying the deceased student's instructors and other campus offices of the death.

When someone close to you dies, it is difficult to accept the loss. You and your members may find yourselves consumed by pain, fear, and grief. Grief is a normal response to losing someone who was important to you. Grief hurts, but it is necessary. When a death tears your world apart, grieving is the process that puts it back together.

Grief runs thorough stages, although not everyone experiences every stage, and your members will pass through the stages at their own rate. That is why it is important to understand the stages of grief:

- **Denial** - This response is nature’s way of protecting you and insulating you from what happened.
- **Anger** - You may feel angry toward the doctors and nurses who couldn’t save the life of the deceased. You might even feel angry at the deceased for leaving you. These feelings of anger may lead you to feel guilty.
- **Guilt** - You may feel guilty for simply being alive when someone else has died. You might feel guilty about not saying goodbye, or you may remember a fight you had with the deceased.
- **Depression** - Even you are normally a committed, caring person, you may find that you don’t care about anything or anyone. This is a common feeling as are the others.
- **Acceptance** - Hopefully, the grieving process will accept the death eventually. That does not mean you have to forget the deceased. It just means it is time to go on living.

One of the best ways to begin working through grief is to attend the funeral or memorial service. A funeral confirms the reality of death and serves as a focus for expressing feelings of loss. You begin to help the family of the deceased, and yourself, by attending the funeral. Being there demonstrates that although someone has died, friends like you remain, and it demonstrates that you care. Both before and after the funeral, it is important that you express your feelings. Crying is both healthy and normal. It may also help to hold a discussion to help members with accepting the loss.

All of this, no doubt, seems grim and harsh. Everyone hopes that no chapter president will ever have to use these procedures. But sadly, that hope is not realistic. Tragedies do occur. Usually they are
unpredicted. You can ease the situation for all by being prepared to follow these procedures and guidelines.

**INVESTIGATIONS**

Make written notes of all details relating to any incident. It will be especially important to get the names of all members present, the names and telephone numbers of any witnesses (in some cases you may want to get signed statements from the witnesses), and the names and telephone numbers of anyone injured (however slightly). Some incidents may result in lawsuits, and if you are called to testify in court months after the incident, the notes will be invaluable. Share the information you collect with your chapter advisor and any campus or law enforcement officials conducting an investigation. Itemize any property losses, and keep records of any expenses related to the situation.
Appendix H- Emergency Contacts Quick Reference

Emergency Contacts

**Emergency:** 911

**USD Campus Escort:** 605-658-6199

**Police non-emergency:** 605-658-6199

**Student legal aid:** 605-763-5024

**Student counselor center:** 605-658-3580

**Emergency On-Call counselor:** 605-658-6199

Nationals Point of Contact: ________________________________

Chapter Advisor: ________________________________

House Corporation President: ________________________________

**Director of Sorority/Fraternity Life & Leadership**

Laura Anderton: (402) 669-6644

**Coordinator of Sorority/Fraternity Life & Leadership**

Taylor Janicek: 308-279-3084
Appendix I- References
