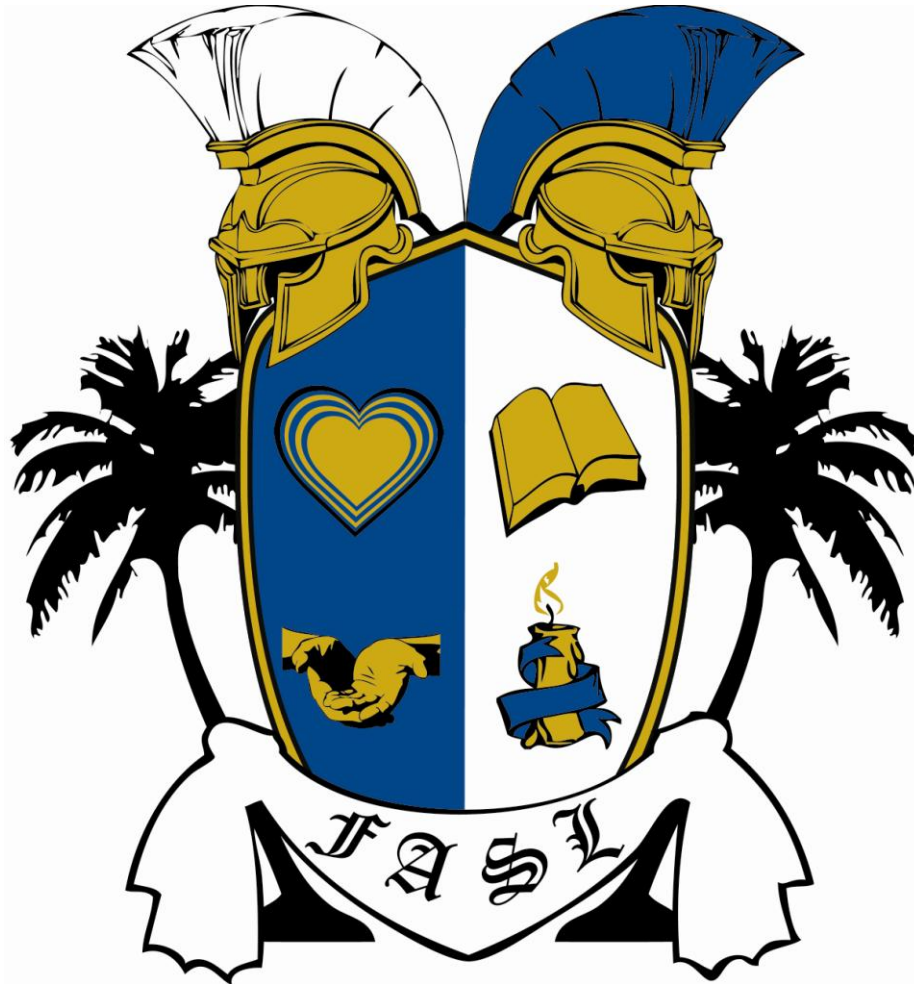


SAN JOSE STATE UNIVERSITY

STUDENT INVOLVEMENT



FRATERNITY AND SORORITY LIFE

STANDARDS OF EXCELLENCE

2010



STUDENT INVOLVEMENT
Fraternity and Sorority Life

SJSU Mission Statement

In collaboration with nearby industries and communities, SJSU faculty and staff are dedicated to achieving the university's mission as a responsive institution of the State of California. To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.

Student Involvement Mission Statement

To engage students in learning and personal development by fostering connections within our diverse university community, promoting campus citizenship, and preparing students for current and future leadership roles.

Greek Community Mission Statement

Our mission as members of Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council, United Sorority and Fraternity Council, and all Greek letter organizations is to stand for high scholastic achievement, maintenance of high moral standards, and to serve our college community. We strive to be better than we were yesterday and hopeful for what tomorrow can bring. It is our goal to portray San José State University in a proud and positive manner, and know that at all times that we not only represent ourselves, but also our chapters, and our university. We are here to enhance our collegiate experience and to grow as individuals. Together we serve and improve our campus and greater communities. We strive to be more than members of our organizations, but to take an active part.

At the 2003 California State University Greek Life/Affairs Summit, students, staff and administrators adopted the following “Shared Principles for Greek Life Organizations and the California State Universities”:

The individual universities that make up the collective body of the California State University (CSU) system view fraternities and sororities as invaluable partners in the educational mission of the university and the development of successful citizens. The CSU will support fraternities and sororities on their campuses in the promotion of:

- The academic success and retention of fraternity and sorority members from admission to graduation;
- The development of well-educated, well-rounded individuals who positively impact their campus and community through their personal integrity, social responsibility, community service, philanthropy, leadership and involvement in campus programs and activities;
- Peer education that stresses the values of integrity, respect, responsible use of alcohol, and responsibility for one’s actions, and concern for the welfare of others;
- Unity of purpose and collaboration among fraternities and sororities that contribute to a wider sense of community on campus, throughout the state of California and around the nation;
- On-going assessment and evaluation to promote open systems that support nondiscriminatory recruitment and diversity within membership; and
- Strong alliances with fraternity and sorority alumni that foster lifelong support of the university and its fraternity and sorority community.

Standards of Excellence

- I. Opening Statement**
- II. University Recognition**
- III. San Jose State University's Promise**
- IV. Greek Standards at the San Jose State University**
 - 1. Section One: Membership Development**
 - a. Academic Achievement
 - b. Membership Development
 - c. Leadership Development
 - 2. Chapter Management**
 - a. Participation
 - b. Financial Management
 - c. Goals and Action Plans
 - d. Alumni/Advisor Guidance
 - e. Executive Board Training
 - f. Chapter Meetings
 - g. Administration
 - 3. External Relations**
 - a. Campus Involvement
 - b. Alumni and Family Relations
 - c. Community Service
 - d. Faculty/Staff Relations
 - e. Greek Relations
 - f. Inter/National Fraternity/Sorority Relations
 - g. Public Relations
 - 4. Policy Compliance**
 - a. Risk Management
 - b. Safe Social Events
 - c. Member Conduct
 - d. Compliance with Campus Policies
 - e. GREAT Attendance
 - 5. Presentation**
- V. Scoring Worksheets**
- VI. Incentives to Meet Minimum Standards and Achieve Standards of Excellence**
- VII. Failing to Meet Minimum Standards**
- VIII. Appendix: Event Confirmation for Standards of Excellence and Philanthropy/Service Confirmation for Standards of Excellence**

I. Opening Statement

San Jose State University (SJSU) seeks to recognize and foster relationships with those Greek-letter organizations that contribute positively to the community and the academic mission of SJSU.

The Standards of Excellence have been designed to indicate what San Jose State University expects from each chapter. In addition, the standards show what sets Greek organizations apart from other student organizations. It is required that each Greek chapter meets these minimum standards in order to be considered in good standing with the University.

The Standards of Excellence have been designed to recognize the strongest Greek Chapters at SJSU. Chapters that achieve the Silver Laurel or Gold Laurel have gone above and beyond what is expected of the Greek chapters at UF.

II. University Recognition

San Jose State University will only recognize those chapters that meet the Greek Minimum Standards. Failure to meet Greek Minimum Standards could result in a chapter losing its charter and recognition from SJSU.

III. The San Jose State University's Promise

The following are the rights and privileges given to all Greek-letter organizations:

1. Use of San Jose State University's name, insignia, and other trademarks in association with the fraternity/sorority/chapter name with approval from the Student Involvement office and/or University Bookstore.
2. Access to and use of University space and facilities.
3. Ability to be an active member of congruent Council and participate in all-Greek events.
4. Ability to promote the organization on University property.
5. Ability to actively recruit new members on University property.
6. Ability to participate in Greek-sponsored events and activities.
7. Eligibility to receive recognition and awards for achievement.
8. Access to the resources of the Student Involvement Office .
9. Access to academic student reports (these are given specifically to Presidents).
10. Ability to solicit funds for fundraising and philanthropic events on campus (in accordance with campus policies).
11. Access to participate in and be promoted at Greek-wide recruitment events, fairs, and opportunities with other campus departments and organizations.

IV. **Levels of recognition**

Gold Laurel, Silver Laurel, Bronze Laurel. A total of 1,400 points can be achieved. There are standards that must be met to be recognized. The point breakdown is as follows:

Gold Laurel: 90% of all points, 1,260-1,400 range

Silver Laurel: 80% of all points, 1,120 – 1,259 points

Bronze Laurel: 70% of all points, 1,119 points or more

The final Chapter Standards application packet should be submitted to Fraternity and Sorority Life. A hard copy is required but can also be submitted in electronic media. Expect that items submitted will not be returned.

V. SJSU Standards of Excellence

1. Membership Development

a. ACADEMIC ACHIEVEMENT

San José State University provides a range of academic programs and the opportunity for all students to prepare themselves to assume roles in society. The academic progress of all chapter members considered collectively indicates the relative strength and vitality of the chapter itself. Above average collective academic performance insures a chapter's relevance to the mission of San Jose State University. The standards outlined below have been shown to be standard practices that help fraternity and sorority chapters to perform well academically.

Chapter GPA - Maintain a chapter grade point average equal to or higher than the all undergraduate men's/women's semester average. Chapters below the all undergraduate men's/women's average must show improvement each semester to meet the all men's/women's average.

Documentation: Fraternity and Sorority Life provides the information for this section. Be certain chapter rosters are up to date to ensure it accurately reflects chapter performance.

GPA Category	Total Possible Points (Fall 09 and Spring 09 grade reports)
Chapter average is at or above the gender average	45 points per semester
Chapter average is within .05 points of the all men's/women's average	35 points per semester
Chapter average is within .10 points of the all men's/women's average	25 points per semester
Chapter average is within .15 points of the all men's/women's average	20 points per semester
Chapter average is within .20 points of the all men's/women's average	15 points per semester
Total Points for GPA₁: (possible)	90

GPA Improvement Category	Total Possible Points (Fall 09 and Spring 09 grade reports)
Chapter has increased their all member GPA by at least .10 in the Spring and/or Fall semester.	5 points per semester
Chapter has improved their initiated member GPA by at least .10 in the Spring and/or Fall semester.	5 points per semester
Chapter has increased their new member/pledge GPA by at least .10 in the Spring and/or Fall semester.	5 points per semester
Members are above a 3.0 GPA each semester.	1 point per person, up to 10 points
Total Points for GPA₂: (possible)	50

Academic Success Program - Submit a written academic success program for initiated and new members. Must include a minimum of date of review, GPA requirements, plan for those on scholarship probation, study hours, and individual standards (process of constructive activities to identify and help those members who are on academic probation. Members who fall below the chapter's standard should show documentation of progress report evaluations from their instructors.).

Documentation: Provide a copy of written academic success program. This may be the inter/national program, however it must demonstrate localization to SJSU and the local chapter.

_____ 40 points/year

Academic Success Presentations – Points will be awarded for academic related presentations hosted with at least 50% attendance of the entire chapter, up to a maximum of 10 points per year. Presentations should be conducted by a trained presenter.

Documentation: Submit completed Event Confirmation Form for each event (see appendix).

_____ 20 points Fall Event

_____ 20 points Spring Event

Academic Recognition Programs – Use a process of recognition activities to identify and honor those members who have excelled academically. Examples of recognition activities include, but are not limited to, recognition dinners or ceremonies, certificates or awards to members for academic performance, advertisements in the *Spartan Daily* congratulating members for their academic achievements, and incentives and rewards for

members who excel academically. (Note: This is for recognition activities *in addition to* certificates provided by the Greek councils, the Greek Council honor roll, etc.)

Documentation. Brief description of your chapter's method of recognizing members for their academic achievements.

_____25 points/year

b. MEMBERSHIP DEVELOPMENT

The strength of any Greek-letter organization is its membership. The skills, experience, personalities, and attitudes of each member defines the levels of attainment possible for the chapter in leadership, scholarship, social awareness, involvement, and career preparation. These qualities are also indicative of the way the chapter maintains its traditions and imparts them to future generations. Maintenance of the basic principles of Greek-letter organizations is influenced by the ability of the Greek community as a whole, and each of its member chapters in particular, to anticipate and address relevant issues. The standards of this section provide focus for a chapter's processes for inducting new members into the organization, and its programs for developing the full potential of each member. All of the chapter's efforts must be in compliance with state and university policies against hazing.

Membership Development Program – The chapter has a well-designed and well- rounded continuing education program for all initiated members.

The chapter has a written membership development program including the areas of chapter membership, continual member education and standards.

_____ 40 points

The chapter holds at least one brotherhood/sisterhood retreat (or equivalent bonding/planning event) per year.

_____ 30 points

Documentation (submit all of the following): (1) copy of the chapter's written plan for the continuing education of all members of the chapter (this may include GREAT participation and/or a national program localized for SJSU), (2) Submit completed Event Confirmation Form (see appendix).

Chapter Educational Programs – Host, co-host, sponsor or co-sponsor a minimum of two personal development educational programs per year, with attendance by a minimum of 50% of the chapter membership at each program. Acceptable programs include but are not limited to: social responsibility, leadership development, personal financial management, service learning, time management, health issues, career development, campus involvement, social etiquette, values and ethics, gender issues, sexual responsibility, diversity issues, cultural issues, and current events. (Do *not* include GREAT sessions, academic skills workshops, risk management workshops, alcohol and other substance abuse workshops, external

leadership programs since those are included in other categories.) Programs should be conducted by trained presenters. **No more than two should be on the same topic.**

Documentation: Submit completed Event Confirmation Form for each event (see appendix).

_____30 points	Fall Event
_____30 points	Spring Event
_____10 points	Additional Event #1
_____10 points	Additional Event #2 (80 points/year maximum)

New Member Education Program - It is the expectation of SJSU that the new member education program is essential to the positive development of chapter members.

The chapter adheres to a written new member education program that promotes scholarship and academic achievement, offers leadership opportunities, encourages campus involvement, clearly expresses values and expectations for conduct, and provides opportunities for personal development. New members are given a copy of the chapter's bylaws.

_____65 points

A minimum of 80% of the new member class attended New Member Experience.

_____50 points

Documentation (submit all of the following): (1) copy of the chapter's written new member education program (this may include the national program but must be localized for SJSU), (2) schedule and description of all new member activities excluding bona fide esoteric ritual ceremonies of the inter/national organization, and (3) copy of the chapter's written plan for the continuing education of all members of the chapter.

Fraternity and Sorority Life will verify participation.

c. LEADERSHIP DEVELOPMENT

Membership in Greek organizations offers students many opportunities to develop their leadership potential. Greek organizations not only provide training in the principles of leadership, they are laboratories in which these principles can be tested. Each member should be actively involved in decision-making processes, teaching and encouraging students to utilize their leadership talents in the chapters and on the San Jose State University campus.

External Leadership Programs - 25% of the chapter participates in at least one external leadership program per year. Examples of programs include but are not limited (Leadership Today, Nuts and Bolts, etc.), leadership conferences offered by international or national organizations (national/regional fraternity leadership conferences and conventions, Undergraduate Interfraternity Institute, Western Regional Greek Leadership Association Conference, etc.) and leadership programs offered by other colleges and universities.

Updated 01/10

Documentation: List of members with the name of the conference(s)/workshop(s) attended with verification of attendance (agenda, schedule, letter from the sponsoring organization, etc.)

_____ 100 points/year

Additional Participation in External Leadership Programs – One point, up to a maximum of 10 points, will be awarded for each member who attends an external leadership program.

Documentation: Same as above.

_____ 20 points/year

Individual Leadership Positions, Non-Greek – Two points for each one percent of the membership who holds a volunteer *executive* office (on the organization’s executive board) in a campus organization or community organization (excluding Greek-related organizations), serves as an SJSU Ambassador, Orientation Staff, peer academic mentor, or serves on Associated Students or academic senate, up to a maximum of 10 points.

Documentation – List of members, organization and office held, and term of office.

_____ 45 points/year

Individual Leadership Positions, Greek-Related – Five points for each one percent of the membership who holds an executive office in a Greek-related organization (other than the chapter), up to a maximum of 10 points. This includes the four Greek governing councils, Order of Omega, GAMMAH, etc.

Documentation – List of members, organization and office held, and term of office.

_____ 45 points / year

2. Chapter Management

a. PARTICIPATION

Chapters are successful when they collaborate with other chapters and fully participate in the activities of their respective Greek governing Council (Interfraternity Council, Panhellenic Association, United Sorority and Fraternity Council, National Pan-Hellenic Council).

Documentation for this category will be maintained by the Fraternity and Sorority Life.

Attendance at Council Meetings – Chapter delegate is present at a minimum of 80% of the Greek Council meetings.

_____ 25 points

PACE Meetings – Presidents (or same representative) are present at a minimum of 80% of the Presidents and Council Executives meetings.

_____ 25 points

Chapter President Monthly Meetings- All chapter presidents are required to attend a monthly meeting with their primary advisor

_____ 25 points

PRIDE – President or other executive officer is present at the PRIDE retreat (during Winter break).

_____ 25 points

All Greek Events (Greek Awards, Winter Mixer, etc) - At least 80% chapter attendance over the course of the above events.

_____ 25 points

Greek Week – At least 70% chapter attendance over the course of the week.

_____ 15 points

Student Organization Leadership Conference – The required number of members, as determined by Student Involvement, attend the annual Student Organization Leadership Conference.

_____ 5 points

b. FINANCIAL MANAGEMENT

Sound financial management is essential to the successful operation of a chapter. Through discipline, consistent bookkeeping, proper budgeting, qualified supervision, and fiscal control, the chapter will build an atmosphere of fiscal responsibility and security.

Checking Account – The chapter has its own checking account with double signatures required for checks written beyond a specific monetary limit specified in the chapter's bylaws or (inter)national policy.

Documentation: Pay council dues with a chapter check and a copy and identification of the section of the bylaws or (inter)national policy regarding signature authority.

_____ 15 points

Bookkeeping – An adequate bookkeeping system is maintained with monthly reporting to the chapter.

Documentation: Description of the accounting procedures of the chapter including types of records maintained and types of financial reports produced (include sample), signed by the treasurer and the advisor. The sample report does not need to include actual figures.

_____ 15 points

Budget – The chapter has a budget, approved by the chapter.

Documentation: Copy of the budget (a one page summary sheet broken down by expense categories is sufficient), signed by the chapter treasurer and advisor OR a statement from the(inter) national office of the fraternity/sorority that a copy of the budget has been filed with that (inter)national office (if applicable).

_____ 10 points fall semester

_____ 10 points spring semester

Financial Policies – The chapter strictly enforces a financial discipline (financial requirements for a member to remain in good standing) as prescribed by the chapter's bylaws or (inter)national fraternity/sorority policy.

Documentation: Copy of the financial discipline policy, with a statement by the treasurer and chapter advisor that they are strictly enforced.

_____ 20 points

Council and University Debts – The chapter has paid all dues, fees and assessments to their Council, the University, and the Associated Students on time.

Documentation: Maintained by Fraternity and Sorority Life.

_____ 10 points

c. Goals and Action Plans

Successful organizations regularly establish goals and objectives and develop strategies and action plans to achieve those goals.

Goal Setting – The chapter conducts at least one goal setting session each semester and establishes specific written goals and objectives, approved by the membership. A chapter that only conducts an annual goal setting session can obtain full credit by conducting a review of goal progress each semester.

Documentation: Brief description of (1) the chapter's goal setting process including dates and locations of goal setting/review sessions; (2) process for goal selection, approval and review; and (3) list at least three significant goals for each semester and progress made toward goal attainment.

_____ 40 points/fall semester

_____ 40 points/spring semester

d. ALUMNI AND/OR ADVISOR GUIDANCE

Successful student organizations have active advisors to assist with organizational development, provide continuity, and ensure compliance with University and (inter)national fraternity/sorority policies (if applicable).

Chapter Advisor - The chapter has an advisor (alumni/graduate) who attends at least two chapter or executive board meeting per semester, attends FASL advisor meetings, and maintains regular communication with the chapter.

Documentation: Letter verifying advisor relationship signed by chapter advisor and chapter president.

_____ 20 points/year

Faculty Advisor - The chapter has an advisor (faculty/staff) who attends at least two chapter or executive board meeting per semester, attends FASL advisor meetings, and maintains regular communication with the chapter.

Documentation: Letter verifying advisor relationship signed by faculty advisor and chapter president.

_____ 20 points/year

e. EXECUTIVE BOARD TRAINING AND TRANSITION

Officer Notebooks - Each chapter officer has a notebook, handbook or manual.

Documentation: Statement from chapter president and table of contents for each manual. A copy of the title page of an officer notebook provided by an (inter)national organization is sufficient.

_____ 15 points/year

Transitional Meeting – A transitional meeting with incoming/outgoing officers (held each semester, unless officers are elected annually).

Documentation: Date, location and agenda for the transition meeting(s). Specify terms of office.

_____ 15 points/year

Officer List – A full and functioning executive and general board is necessary for the chapter to function.

Documentation: List of all executive board officers and committee chairs with contact information.

_____ 10 points/year

f. CHAPTER MEETINGS

Attendance – Number of active members who attend regular chapter meetings.

Documentation: List of chapter meetings and number of members present at each, signed by the secretary or president.

_____ 10 points/year for 80% attendance

Minutes – Minutes recorded and distributed or made available to members and advisors.

Documentation: Statement signed by the chapter advisor indicating that minutes are recorded and explaining how they are distributed or made available.

_____ 10 points/year

g. ADMINISTRATION

Student Organization Recognition Process – Chapter submits registration materials to maintain recognition on campus, on-time and complete. Officer changes are also reported as soon as they occur.

Documentation provided by Fraternity and Sorority Life.

_____ 10 points/year

Chapter Bylaws – Chapter maintains up-to-date bylaws (reviewed annually by the chapter) and provides copies to all members.

Documentation: A brief statement providing the date and process for the annual review of the bylaws.

_____ 10 points/year

3. External Relations

a. CAMPUS INVOLVEMENT

Greek organizations are structured as small communities within the larger campus community. Involvement in campus life outside of the Greek community is highly encouraged for all chapter members. Extracurricular involvement of chapter members, chapter participation in campus events enhances the campus image of Greeks and enriches the collegiate experience of chapter members.

Clubs and Organizations – membership has joined at least one other non-Greek-related campus or community organization. This can include on-campus organizations at SJSU and community organizations (religious organizations, service and civic organizations, political organizations, Associated Students boards and committees, academic honoraries, inter-collegiate sports clubs/teams, non-Greek intramural sports leagues, pre-professional organizations, academic honoraries, residence hall councils, etc.).

Documentation: List of chapter members and the organizations to which they belong.

_____ **10** points 40% of membership is active in outside organizations

Campus Activities – There are a variety of ways that chapters can support campus events. Accordingly, for this component chapters can accumulate up to 50 points for participation, at various levels, of campus events:

- Having at least 20% of the chapter attend an event of a non-Greek campus organization (5 points)
- Submit applications for AS 55 Awards (1 point)
- Submit a nomination for Homecoming King or Queen (1 point)
- Participation in a campus-wide event by tabling, being on panel presentations, hosting receptions, or planning events to promote assist with such events as Welcome Convocation, Commencement, etc.
- Collaborating with other student organizations to co-sponsor an event or speaker. Co-sponsorship includes a financial contribution (at least 10% of the event budget), promotion of the event, attendance by least 25% of the chapter members at the event, and assisting with on-site management. (20 points)
- Participation in peer education programs that make presentations to classes, leadership conferences, and organizations dealing with social issues, health issues, etc. (e.g., sexual assault, alcohol and substance abuse, etc.) (5 points per member involved as a peer educator, speaker, panelist, etc.)
- Participation in an academic peer mentoring program (5 points per member)

Documentation: For any programs attended, submit completed Event Confirmation Form (see appendix). List of activities with brief descriptions, date, location, and attendance and a letter or other written verification from the sponsoring organization/department.

_____ 10 maximum points/year

b. ALUMNI AND FAMILY RELATIONS

Alumni and parents can assist a chapter in a variety of ways including advising, financial support, and networking. Successful chapters, therefore, nurture their parents and alumni by maintaining frequent communication and hosting activities.

Newsletters / Routine Communication – The chapter sends at least one newsletter per semester to *both* alumni and parents. This can either be the same newsletter distributed to both groups, or separate newsletters for each. The newsletters can be mailed, sent as an email, or presented at an alumni chapter meeting. Each chapter can decide which alumni are included. For example it might include just alumni who were initiated at SJSU or it might include all alumni of the (inter)national organization residing in San Jose. (*New organizations without local alumni can receive full credit by mailing newsletters to parents only.*)

Documentation: Copy of the newsletters / presentation.

_____ 5 points Newsletter #1
 _____ 5 points Newsletter #2

Alumni Events – The chapter sponsors at least two events per year for alumni (e.g., Founder’s Day dinner, Homecoming tailgate, BBQ’s, Holiday Parties etc.). (*This section is not applicable to new organizations without local alumni.*)

Documentation: Submit completed Event Confirmation Forms (see appendix).

_____ 5 points Event #1
 _____ 5 points Event #2

Family Events – The chapter sponsors at least one event per year for family members (Mom or Dad’s Day, Family Weekend, etc.).

Documentation: Submit completed Event Confirmation Form (see appendix).

_____ 10 points/year

Other Parent and/or Alumni Involvement Activities – The chapter can accumulate up to 15 additional points per year through the following activities:

- Additional parent or alumni events (5 points per event)
- Have a parent or alumnus/alumna speak to the chapter on career development, leadership, etc. (5 points)
- Involve parents and/or alumni (other than chapter advisors) in community service projects (1 point for each parent and/or alumnus/alumnae who participates, up to 10 points total)
- Present an award to an outstanding parent or alumnus/alumna (5 points)
- Have an Alumni Big Brother/Sister program, where new members are paired up with alumni for activities (10 points)
- Have a Parents Advisory Board or Parents Club for your chapter (10 points)

Documentation: Submit completed Event Confirmation Form (see appendix).

_____ 20 points maximum/year

c. COMMUNITY SERVICE

Greek organization mission statements reflect a commitment to the service of others. Community service has been shown to provide value-added educational experiences. To assist chapters in fulfilling their mission and providing members an opportunity to learn from helping others, the following standards were developed. While raising money for charitable organizations clearly provides a valuable service to the community, the emphasis on these standards is more direct means of serving the community (such as tutoring children, volunteering at a homeless shelter, building a home with Habitat for Humanity, beach clean-ups, etc.).

Direct Community Service – The chapter sponsors at least one **direct** community service project (not a fundraiser) per semester with the participation of at least 60% of the chapter membership for at a minimum of three hours. This can include Greek philanthropy tournaments sponsored by the chapter that include a direct service component. Do **not** include community service performed as part of a judicial sanction.

Documentation: Submit completed Philanthropy/Service Event Confirmation Form (see appendix).

_____ 25 points/fall semester

_____ 25 points/spring semester

Philanthropy Project – The chapter sponsors at least one philanthropy project each semester (i.e raising money for a specific cause or entity). This can include Greek philanthropy tournaments sponsored by the chapter that include a direct service component.

Documentation: Submit completed Philanthropy/Service Event Confirmation Form (see appendix).

_____ 25 points/fall semester

_____ 25 points/spring semester

d. FACULTY/STAFF RELATIONS

Recognizing that chapters would not exist without the university, chapters should take action to educate the University's faculty and staff about chapter life and events.

Faculty/Staff Programs – The chapter conducts a minimum of one annual program to recognize or interact with faculty/staff (independent of the All-Greek Faculty Appreciation awards). This might include a Faculty Appreciation Dinner, recognition of outstanding faculty and staff, inviting faculty and staff to speak to the chapter, distributing a newsletter to key faculty/staff, sponsoring an appreciation day for a university department, etc.

Documentation: Submit completed Event Confirmation Form (see appendix).

_____ 20 points/year

e. GREEK RELATIONS

In addition to participation in Council and All-Greek activities, effective community building occurs when chapters do activities with one another.

Inter-Chapter Activity – Chapter conducts one joint alcohol-free non-social activity with another Greek chapter each semester. Activities can be, but are not limited to, community service projects, educational programs, and cultural events. At least one of the two events must be between a chapter in a general fraternity/sorority council (IFC or Panhellenic) and a chapter from a culturally based council (USFC or NPHC). (Note: Educational programs and community service projects included in other categories can also be included in this section for additional points if the program is done with another Greek chapter.)

Documentation: Submit completed Event Confirmation Forms (see appendix). A representative from both organizations must sign the Event Verification Form.

_____ 40 points for an event with a general Greek chapter and a culturally based Greek chapter

_____ 25 points for the second event (can be done with a chapter from any council)

f. (INTER)NATIONAL FRATERNITY/SORORITY RELATIONS

Chapters that are affiliated with an (inter)national organization benefit from utilizing the services and programs of the organization and networking with other chapters.

Attendance at (Inter)national Organization Events – The chapter has the required attendance at mandatory programs and events of the (inter)national organization (national or regional leadership conferences, conventions, etc.)

Documentation: Submit completed Event Confirmation Forms (see appendix).

_____ 10 points/year

Magazine/Newsletter Articles – The chapter submits articles and photographs to that (inter)national magazine or newsletter. *[This section is not applicable if there is no (inter)national publication.]*

Documentation: Copy of at least one article or photograph published in the (inter)national magazine or newsletter or confirmation that at least one article was submitted.

_____ 5 points/year

Interaction with Other Chapters – Chapter conducts at least one joint activity (social or non-social) with another chapter of the same affiliation. This can include Founders Day events that involve two or more chapters. (*Chapters with no chapters within 250 miles are exempt from this standard.*)

Documentation: Submit completed Event Confirmation Forms (see appendix). A representative from both organizations must sign the Event Verification Form.

_____ 5 points/year

g. PUBLIC RELATIONS

A positive public image is important to a successful Greek community, and chapters need to take pro-active steps to disseminate positive information about the SJSU Greek experience.

Press Releases – Public relations officer sends a minimum of two press releases per year to the campus and/or local media.

Documentation: Copy of press releases and copies of any published stories.

_____ 5 points/year

Local Web Site – Chapter maintains and updates its own local web site, linked to the SJSU Fraternity and Sorority Life website and their (inter)national organization web site (if applicable).

Documentation: Printout of the pages on the current website

_____ 10 points/year

4. Policy Compliance

a. RISK MANAGEMENT

An excellent Greek chapter places a strong emphasis on risk management, risk reduction, adherence to Greek and University policies, and encouraging responsible social events. It is the obligation of each chapter to provide a safe environment and to respect the rights of others.

Risk Management Educational Sessions. The chapter sponsors/attends one risk management related program each semester with at least 80% attendance at each program. (Examples of such programs include: alcohol/drug issues, hazing issues, fire safety, crisis management, rape/sexual assault awareness, etc.). **At least one program per year must focus on alcohol and drug issues.** Fraternity and Sorority Life will make every effort to inform chapters of the availability of such programs on campus throughout the year. Programs conducted as part of a judicial sanction are excluded. Programs should be conducted by a trained presenter.

Documentation: Submit completed Event Confirmation Form (see appendix).

_____ 25 points/fall semester

_____ 25 points/spring semester

Additional Risk Management Educational Sessions - 5 points will be awarded for each additional risk management-related program sponsored/attended with at least 50% attendance of the entire chapter, up to a maximum of 10 points per year. Programs conducted as part of a judicial sanction are excluded.

Documentation: Same as above

_____ 10 points Additional Event #1

_____ 10 points Additional Event #2 (10 points maximum/year)

b. SAFE SOCIAL EVENTS

Dry Events - The chapter co-hosts, with at least one other Greek organization, at least one alcohol-free social function/exchange each semester with at least 50% attendance from each chapter involved. (Examples of such functions include: movies, ice cream socials, game nights, sporting events, etc.).

Documentation: Submit completed Event Confirmation Form (see appendix). Form must be signed by representatives of both organizations co-hosting the event.

_____ 50 points/fall semester

_____ 50 points/spring semester

Additional Dry Events – 5 points will be awarded for each additional alcohol-free social function exchange co-hosted with at least 50% attendance of the entire chapter, up to a maximum of 10 points per year.

Documentation: Same as above.

_____ 10 points Additional Event #1
 _____ 10 points Additional Event #2

Event Notification Forms. The chapter files the required Social Event Registration Form for all events that need to be registered (See Greek Management Manual) (at least 72 hours in advance.) Each form must be approved by FASL staff in a meeting and all guidelines must be properly followed.

Documentation: Fraternity and Sorority Life will keep registration forms on file, with the date received, along with a list of any events for which the required form was not submitted.

_____ 20 points/fall semester (all forms complete and on time)
 _____ 20 points/spring semester (all forms complete and on time)

c. MEMBER CONDUCT

Chapter Code of Conduct – Chapter has a written Code of Conduct or membership contract which includes member expectations regarding alcohol and drugs, hazing, fighting, and other risk management issues. The Code must be signed by every member each semester and a copy of the University’s policies on Alcohol and Other Drugs and Hazing shall be attached to each member’s copy. It is also recommended that copies of the (inter)national organizations risk management policies also be attached, if applicable.

Documentation required – copy of the Code of Conduct with attachments and an affidavit signed by all members indicating that they received and signed the Code of Conduct form. (In lieu of submitting the signatures of members, the advisor can submit a letter verifying that an affidavit has been signed by all members.)

_____ 50 points/year

Chapter Judicial/Standards Board - The chapter has an internal discipline board or process that handles violations of the chapter’s Code of Conduct. It is strongly recommended that an advisor be part of the process. It is also strongly recommended that the chapter utilize the intervention programs offered by the SJSU Counseling Services regarding alcohol/drug abuse, anger management, and civility.

*Documentation required – Copy of the chapter’s judicial procedures and sanctioning guidelines or brief description of the chapter’s process for internal discipline. Note: Records of chapter judicial actions shall **not** be required.*

_____ 50 points/year

d. COMPLIANCE WITH CAMPUS POLICIES

Incentive for Compliance - Chapters shall comply with the SJSU Relationship Statement, Student Organization Code of Conduct, and Greek Management Manual. Each chapter shall receive 100 points, and 30 points shall be deducted for each major violation (hazing, alcohol at recruitment, new member or philanthropy events, widespread underage drinking at an event, drug sales or use at a chapter event or in a chapter facility, common source of alcohol at a chapter event, and having hard alcohol at a chapter event that is not held at a licensed establishment). 10 points shall be deducted for all other violations. (Note: The maximum total deductions for violations is 50).

Documentation required – Copies of administrative sanction letters or judicial board decisions.

_____ 10 points/year

e. GREAT ATTENDANCE

Chapters are expected to participate in 80% of mandatory GREAT session attendance. *Every member is individually responsible to attend two sessions per semester.*

Documentation required – FASL provides documentation

_____ 50 points/semester

5. Presentation of Materials

This section refers to the presentation of material included in the standards packet.

All Packets MUST:

- Be in a 3 ring soft sided binder
- Include a 1 page executive summary signed by BOTH the president and chapter advisor
- Be neat and easy to read
- Include all appendices and necessary documentation (event forms, philanthropy forms)
- Clearly labeled

_____ 100 points

Incentives to Meet Minimum Standards and Achieve Standards of Excellence

1. The following rewards will be given to chapters that meet the Bronze Level:
 - a. All items mentioned in section III as the University's promise.
 - b. Recognition on the San Jose State University website.
 - c. Recognition at the Greek Awards Banquet.
 - d. An official letter from the Assistant Director for Fraternity and Sorority Life to give to your inter/national, regional headquarters informing them of your compliance with the standards.

2. The following rewards will be given to the chapters that achieve Silver Level:
 - a. All items mentioned in section III as the University's promise.
 - b. Recognition on the San Jose State University website.
 - c. Recognition at the Greek Awards Banquet.
 - d. An official letter from the Assistant Director for Fraternity and Sorority Life to give to your inter/national, regional headquarters informing them of your compliance with the standards.
 - a. An official letter from the Assistant Director for Fraternity and Sorority Life to give to your inter/national, regional headquarters commending your excellent work with standards compliance
 - b. Recognition in the Monthly Greek newsletter.
 - c. Opportunity to send one extra member of the chapter's choosing to the annual PRIDE retreat.

3. The following rewards will be given to the chapters that achieve Gold Level:
 - a. All items mentioned in section III as the University's promise.
 - b. Recognition on the San Jose State University website.
 - c. Recognition at the Greek Awards Banquet.
 - d. An official letter from the Assistant Director for Fraternity and Sorority Life to give to your inter/national, regional headquarters informing them of your compliance with the standards.
 - e. An official letter from the Assistant Director for Fraternity and Sorority Life to give to your inter/national, regional headquarters commending your excellent work with standards compliance
 - f. Recognition in the Monthly Greek newsletter.
 - g. Opportunity to send one extra member of the chapter's choosing to the annual PRIDE retreat.
 - h. One paid registration for one member from each Gold chapter to attend the Western Regional Greek Leadership Conference

VI. Failure to Meet Bronze Level Standards

1. The goal for each chapter is to meet the Bronze Level and achieve Gold Standards. These standards have been established to help all chapters meet that goal. Understand that the plan may be adapted by SJSU at any time to reflect the areas in which a chapter is not meeting minimum standards (e.g. the response for chapters having policy violations would be greater than response for chapters not turning in paperwork by a deadline).
2. The first year a chapter is unable to meet the minimum standards (which is 70% of possible points); the chapter will be given an official warning. During this time, the FASL team will work with the chapter to make any needed changes.
3. The second year a chapter is unable to meet the Bronze Level, that chapter will be put on probation. Probation procedures will involve a committee of 3-5 members who will help the chapter make necessary changes in order for the chapter to meet the minimum standards.
4. If a chapter is unable to meet the Bronze Level for a third year in a row, the chapter's charter and recognition will be reviewed by a committee that is established by the Office of Student Involvement at SJSU. That committee will decide if the chapter will retain their charter and recognition and will assign further sanctions.
5. In addition to the process listed above, below are additional sanctions for failing to meet Bronze Level:
 - a. Loss of charter
 - b. Loss of chapter house
 - c. Greek Week probation (not being able to participate in Greek Week)
 - d. Recruitment suspension (not being able to recruit new members for a semester)
 - e. Educational requirements
 - f. Social probation (not being able to participate in any social functions)

APPENDIX

EVENT CONFIRMATION FOR
 SJSU STANDARDS OF EXCELLENCE
 Please hand in the *original* form with your Standards packet.
 Keep a copy for your records.



Chapter/Organization: _____

Chapter/Organization contact for this specific event:

Name: _____ Email: _____

Phone Number: _____

Event Name: _____

Date of activity or event: _____ **Length of Time:** _____

Location: _____

Number of members in attendance: _____

Purpose and description of activity or event:

Resource(s) utilized in activity or event:

STANDARD BEING FULFILLED (section and sub-section title):

I verify that the chapter, with the number of members in attendance, as stated above was present for the entirety of the event/workshop/activity/conference.

Authorized Signature (Presenter/Organizer): _____

Printed Name: _____

Representation (campus resource title, agency title, etc.): _____

Phone Number: _____ **Email:** _____

Date: _____

SJSU Fraternity and Sorority Life ~ One Washington Square, Clark Hall, Suite 140 ~ San Jose, CA ~ 95192 ~ (408) 924-5950

PHILANTHROPY/SERVICE CONFIRMATION FOR
SJSU STANDARDS OF EXCELLENCE



Sorority/Fraternity: _____ Contact Person: _____

Phone: _____ Email: _____

Event Name: _____ Date(s): _____

Number of Events: ___ Philanthropy (Fundraising) *Document **planning** hours only*
 ___ Community Service (Direct) *Document service hours*
 ___ Indirect Service (food drives, etc.) *Document service hours*

General Information (fill out one per event):

Benefiting Organization(s): _____ Contact: _____
Purpose: _____
Sponsors: _____

Benefiting Organization(s): _____ Contact: _____
Purpose: _____
Sponsors: _____

Benefiting Organization(s): _____ Contact: _____
Purpose: _____
Sponsors: _____

Benefiting Organization(s): _____ Contact: _____
Purpose: _____
Sponsors: _____

Benefiting Organization(s): _____ Contact: _____
Purpose: _____
Sponsors: _____

Benefiting Organization(s): _____ Contact: _____
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Sponsors: _____

Benefiting Organization(s): _____ Contact: _____
Purpose: _____
Sponsors: _____

Benefiting Organization(s): _____ Contact: _____
Purpose: _____
Sponsors: _____

Benefiting Organization(s): _____ Contact: _____
Purpose: _____
Sponsors: _____

Benefiting Organization(s): _____ Contact: _____
Purpose: _____
Sponsors: _____

Staffing: The number of participating members multiplied by the number of hours each member worked **for the year**

Example: 50 Members x 3 Hours Each = 150 Hours
 30 Members x 2 Hours Each = 60 Hours
 TOTAL = 210 Hours
 _____ Members x _____ Hours Each = _____ Hours

Amount of Money Raised for the year:

YEAR TO DATE AMOUNT DONATED: \$ _____

***** Please provide advertising material used to promote the event *****

Verification: Please attach verification of hours and money donated. A letter from the benefiting organization will suffice.

Signature of Philanthropy/Community Service Chair _____ **Date:** _____

—

DO NOT WRITE BELOW THIS LINE

Received on (date) _____ by Student Involvement

AUTHORIZED SIGNATURE: _____

DATE: _____

