

# A GUIDE FOR STUDENT ORGANIZATION SUCCESS



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## Preface

Hello from Student Involvement & Development! We hope that this manual will serve as a useful resource for you and your organization. While this manual is intended to be a summary of certain matters of interest to student organizations, please be aware that:

1. It is not a complete statement of all procedures, rules and regulations of Washburn University.
2. The University reserves the right to change, without notice, any procedures, policy and/or program which appears in this manual.
3. Divisions and departments may have their own procedures and policies which apply to student organizations.<sup>1</sup>
4. This manual is intended to be viewed in an electronic format.

## Office Information

### Mission Statement

The Office of Student Involvement & Development fosters opportunities for student success, supporting retention and persistence to graduation through co-curricular experiences that encourage; campus/community involvement, collaboration & belonging, and leadership development ensuring students are prepared to be productive global citizens.

### Student Involvement and Development Staff

- Director: Isaiah Bryant-Collier [ibc@washburn.edu](mailto:ibc@washburn.edu)
- Assistant Director, Student Belonging: Olivia Brice [olivia.brice@washburn.edu](mailto:olivia.brice@washburn.edu)
- Assistant Director, FSL Charles Dilliehunt III [charles.dilliehunt@washburn.edu](mailto:charles.dilliehunt@washburn.edu)

<sup>1</sup> Please note that not all campus policies pertaining to student organizations are contained in this guidebook. Hyperlinks exist throughout and it is the responsibility of the organization, its leadership, and all members to click these links to understand/abide by these campus policies.

## **Contact Information**

Washburn University Memorial Union – Main Level

1700 SW College Ave

Phone: 785-670-1723

Email: [student.involvement@washburn.edu](mailto:student.involvement@washburn.edu)

Website: <http://www.washburn.edu/studentinvolvement>

Facebook: <http://www.facebook.com/wuinvolved>

Twitter: <https://twitter.com/WUinvolved>

Instagram: <http://www.instagram.com/osidatwu>

## **Website**

The Student Involvement & Development website is a virtual office complete with resources to help student organization succeed. Some of the available resources are: news & events, announcements, organization resources, online organization registration ([BodsConnect](#)), Washburn Student Government Association (WSGA) resources, Campus Activities Board (CAB) resources, and Fraternity and Sorority Life (including recruitment registration, academic reports, and other vital resources). Our website also contains the most up to date version of this manual.

## **Resources**

Student Involvement and Development provides the following resources to student organizations. Please note that based upon the time of year and other circumstances, not all of these may be available at all times.

- Advisement to student organizations
- Advisor training and support
- BodsConnect
- Campus Activities Board (CAB) advisement
- Event and retreat consultation
- Fraternity and Sorority advisement
- Parliamentary procedure information
- Programming resources
- Student Organization Success Meetings (SOS)
- Student and student organization registration process (BodsConnect)

## **Supplies**

- Button maker (25 per academic year, per student organization)
  - You may purchase more than this if you wish.
- Laminating
- Printer Access- Each organization can print 50 free copies per academic year
- Student Organization Workroom

- Banner paper (multiple colors)
- Colored paper
- Paper cutter
- Die cut machine
- Speakers Rental

**Student Involvement and Development Programs**

- Weeks of Welcome
- Bow Tie Fair (spring)
- Campus Activities Board programs
- Family Day
- Homecoming registration and involvement
- Order of Omega Greek Honor Society
- Student Life Awards Ceremony
- Student organization event advertising
- Student Organization Success (SOS) Meetings
- WU's Who at Washburn University

## The Student Life Team

The mission of Washburn University Student Life is to educate students engage the community and enrich the Washburn Experience. We pursue our mission through educational programs, service, advocacy, and mentoring our students' potential. Through promoting belonging and health within the Washburn Community, we strive to empower student to navigate obstacles and strengthen their readiness to learn.

### Office for Student Life/Dean of Students Office

Morgan Hall, Room 240

- VP for Student Life, Eric Grospitch (2100)
- Assoc. VP for Student Life, Teresa Clouch, (2100)
- Office Coordinator, Kirsti Mzhickteno (2100)
- Military Transitions Coordinator, Chris Bowers (1983)

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### Student Accessibility Services

Plass LRC, Room 317

- Director, Heather Popejoy (1627)
- Assistant Director of Student Accommodations, MK Hunt (3364)
- Student Accommodations Specialist, Chris Pirtle (1622)

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### Residential Living Office

Living Learning Center (LLC), Main Level

- Director of Residential Living, Jay Pacha(1977)
- Assistant Director, Jarred Dechant (1766)
- Residence Hall Coordinator, Carolyn Jones (3901)
- Residential Community Coordinator, Harvey Flowers (2420)
- Phi Delta Theta House Director, Karen Meats (2257)
  - House Line (785) 670-2554
- Residential Living Coordinator, Kim Meehan (1069)

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### Student Involvement & Development- 1723

Memorial Union, Main Floor

- Director, Isaiah Bryant-Collier (1723)
- Assistant Director, Olivia Brice (2723)
- Assistant Director, Charles Dilliehunt (1727)

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### Student Health Center – 1470

Morgan Hall, Room 140

- Director, Dr. Tiffany McManis
- Clinic Nurse, Jess Johnston

- ARNP, Samantha Chitwood
- Admin Specialist, Kim Patty
- Admin Specialist, Isabelle Villines

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### **Student Recreation and Wellness Center- 1314**

#### **SRWC Building**

- Director, Whitney Slater (2849)
- Assistant Director Intramurals/ Club Sports, Dan Wrenholt (2847)
- Associate Director, Fitness & Wellness, James Thayer (2848)
- Wellness Coordinator, Evelyn Spangler (2853)

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### **Career Engagement Office**

#### **Plass LRC, Room 219**

- Director, James Barraclough (1938)
- Assistant Director, Sydney Steffen (1939)
- Assistant Director, Angela Valdivia (1936)
- CE Specialist, Tami Zeferjahn (1450)

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### **Counseling, Advocacy and Prevention-x 3100**

#### **Kuehne Hall, Suite, 200**

- Director, Counseling Services, Crystal Leming
- Counselor/Campus Advocate, Molly Steffes-Herman
- Counselor/ Campus Advocate, Johannah Smith
- Counselor/Campus Advocate, Dawnielle Newman-WU Tech (3348)

## **Program Planning**

### **Ticket Sales, Lottery and Raffles**

Washburn University and the State of Kansas provide resources on Ticket Sales and Raffles. Please go to: [WU Finance](#) and [State of Kansas](#) for more information.

### **Movies**

All movies must follow appropriate Copyright Laws. Washburn University partner with Swank Motion Pictures, Inc. for all movies. Please access the [Swank Brochure](#) before showing movies to ensure you are not in violation of any copyright laws.

### **Employing Speakers, Performers, and Contractual Arrangements**

This is a statement of procedures to be followed in obtaining goods or services for the student organization. Any questions regarding these procedures should be directed to the Purchasing Office in Morgan Hall.

The Purchasing Office must be notified in advance of the engagement or speakers or performers who are to be remunerated. The Director of Purchasing working with the person responsible for engaging the speaker or performer will determine the procedure to be followed in making payment. If the person engaged is an employee of the University, the person's social security number will be required. If the person engaged is an independent contractor, the person's social security number or the firm name and tax identification number will be required. If the engagement is with a corporation, the firm name and tax identification number of the corporation will be required. If there is any question about whether the person engaged is an employee of the University or an independent contractor, contact the Director of Finance. If a contract is to be signed, it is to be reviewed with the Director of Purchasing prior to the time a commitment is made. If the contract is as much as or exceeds \$50,000 and it is a Washburn Student Government Association or Washburn Student Bar Association contract, it also requires Board of Regents approval prior to the time a commitment is made.

### **Retail Sales and Serving**

University policy regulates business functions that occur at or on behalf of the University. The policy regulating how purchasing, cash handling, retails, and food services follows.

Approval for retail sales and food sales at or on behalf of the University by parties other than Business Services may be approved for special circumstances through Chartwells. Student Involvement and Development will assist student organizations through this process. The criteria for considering requests for these exceptions are as follows:

1. The appropriateness of the activity for the University, and whether or not the activity should properly be conducted by Business Services;
2. Whether risks and liabilities of the University are being properly managed;
3. Whether appropriate taxes will be remitted and/or license and permits secured;
4. Whether purchasing policies are being followed; and
5. Whether appropriate cash handling procedures are in place.

Approval requires a minimum of 10 business days advance notice of the activity for which approval is sought, however, practical consideration may require a longer approval period in order to allow for adequate planning for the retail or food sale activity. Other requirements are as follows:

1. Approval of your student organization advisor.
2. Approval of University Scheduling
3. Approval of Student Involvement and Development
4. An up-to-date university agency account
5. Other necessary approval (i.e. Bookstore, Chartwells, etc.)
  - Organizations requesting to sell food or beverages must require approval from Chartwells.

Approval for Conducting Retail Sales, Serving, or Selling Food is available through the Student Involvement and Development.

### **Facility Reservations**

Student Organizations registered with the Office of Student Involvement and Development are eligible to use University facilities in accordance with the [Facilities Use Policy](#). Rooms can be reserved through the use of the BodsConnect platform. To do this, please follow the below steps:

1. Navigate your web browser to: [www.washburn.edu/bodsconnect](http://www.washburn.edu/bodsconnect)
2. Login to BodsConnect using your Washburn single sign-on
3. Click on the “Forms” tab on the top right of the page
4. Click on the “Event Registration” form
5. Fill out the form
6. Once the form is complete, scroll back to the top of the page and hit “Submit”

A few pieces of advice:

If you are hosting a large event, it is recommended that you contact the Scheduling Office first to discuss your needs. If you are unsure what to do, please contact the Office of Student Involvement and Development for advice.

1. Space on campus is a privilege for Student Organizations. Individual students may request space on campus, but must follow Scheduling policies for those requesting space from off campus. These policies can be found by [here](#)
2. Student Organization, and specifically the officers of the organizations, are responsible for use of the facilities and for the behavior of participants. Individual officers are advised that the group will be charged for any damages incurred during the course of facility use. In case the group refuses or is unable to make restitution, the individual officers will be charged for the damages and a hold will be placed on their records until such time as the bill is paid. Individual officers will also be held responsible for any bills for services not paid in a timely manner.

University facilities cannot be contracted out by student organizations for another organization’s use. Organizations wishing to host events for the benefit of another organization may do so as an event

open to the public. More information on this process can be found by accessing the [Washburn University Policies, Regulations, and Procedures Manual](#) and reviewing Section AA of the Regulations and Procedures section.

Student organizations cannot enter contract that commit any University resources, including facilities, without approval from the Purchasing Office.

No advertising or ticket sales for an event may occur until a confirmation for the facilities use has been received. The University maintains agency accounts in the University Restricted and Agency Fund.

### **Organization Account Procedures**

For the convenience of recognized University organizations, including student organizations, and to help give sound accounting and fiscal controls Agency Accounts continue from year to year. Your advisor may have your agency account number. If the number is not known, contact the University Accounting Office, Morgan Hall, ext. 2031. Requests for new agency accounts are to be made to the University Finance Office. The Finance Office will need to know:

1. The name of the student organization;
2. The requested name for the account;
3. The name of the organization advisor;
4. The names of the of the organization officers who will be authorized to request payments from the account.
5. The signature of the advisor and the officers will be required on an "Application for Agency Account -Student Organization form" which will be provided by the Finance Office. The Finance Office will assign an account number, and that number will be noted on the signature form.

All Washburn Student Government Association and Washburn Student Bar Association Agency Accounts are to follow the purchasing procedure, as set forth in the [Washburn University Policies, Regulations, and Procedures Manual](#).

Any organization that has deposited funds with Washburn University must have on file with the Finance Office a signature form prior to the time a check will be drawn by the Finance Office. In most instances, two or more signatures are required to draw funds from an agency account. The campus advisor and at least one officer of the organization, normally the president and/or treasurer, must sign the signature form. The signatures appearing on the signature form are the only ones that will be recognized by the Finance Office in drawing checks for commitments assumed by the organization or agency. Reimbursements to officers or student organizations must be signed by two other people other officers and the organization advisor.

Any receipts for dues, etc. must be deposited with the Business Office, Morgan Hall and placed in the appropriate agency fund account. Receipts from such sales should be deposited regularly (daily deposits are strongly recommended) with the Business Office for safe keeping. All transactions involving the agency account, both receipts and expenditures, must be processed through the Finance Office to maintain the integrity and accountability of the fund<sup>2</sup>.

The advisor and authorized officers of the organization are responsible for having adequate funds deposited in the agency account to cover any financial commitment made by the organization. Any

<sup>2</sup> This is different from a bank account. You may not take out cash money.

financial commitment made by any member of the organization which is not approved for payment by the officer and advisor or for which the funds available are inadequate will be the personal responsibility of the person who created the obligation. This includes reimbursing the University in event the funds are inadvertently overdrawn. Therefore, the membership of the organization should be informed that all financial commitments must be approved in advance by the advisor and the organization's designated officer.

The organization's treasurer is responsible for keeping the financial records of the organization in a businesslike manner. Monthly agency activity statements will be sent to the organization's advisor. The campus advisor is responsible for forwarding this statement, or a copy of the statement, to the student organization's responsible officer. Any commitment made by the organization should be processed for payment through the Finance Office with a payment voucher when paying for an invoice, promptly after the obligation is created and within the payment terms of the vendor.

Under normal conditions, the Finance Office will require five working days to process a check after the proper forms and documents have been received by Accounts Payable and approved for payment. When Student Organization accounts receiving funds directly or indirectly from the student activity fee or any University sponsored activity in the Agency Fund are used for travel, the activity is subject to all regulations contained in Section J, under Section 1-4 of the [Washburn University Policies, Regulations, and Procedures Manual](#).

If your student organization is to be billed by an outside vendor, be sure the outside vendor addresses the bill to the name of your student organization. If the outside vendor is sending payment to your student organization, the check needs to be made payable to the name of your student organization.

It is recommended that any long-term arrangements or requests involving large sums of funds be processed through the purchasing office in advance of a commitment. Any contracts signed must also be approved by the Direction of Purchasing.

### **Finance Policy**

The Washburn Student Government Association (WSGA) provides funding to student organizations in a variety of cases. For more information, please access the [Student Organization Funding Request Process](#) under the WSGA website.

### **Student Travel**

Student travelers are subject to the same requirements as Employees. Students who may be driving on a trip shall be listed on the "Out-of-Town Travel form"- form. Include student's birth date and driver's license information more regulations listed in the [Washburn University Policies, Regulations, and Procedures Manual. Travel Guidelines](#)

### **Poster Policy**

Posters will be date stamped in the Office of Student Involvement and Development, Memorial Union Main floor, according to the following:

- Two weeks or through the end date of the event for University academic or administrative departments, student organizations, and all approved Non-University groups or individuals

- The maximum size poster allowed on a bulletin board is 11x17 inches
- Posters must be placed on bulletin boards and be attached with thumbtacks (staples are not permitted)
- Postings are limited to one item per bulletin board
- Posters taped to walls are only allowed in Garvey Fine Arts Center and must be attached with painter's tape

Posting is not allowed in the following locations:

- In stair enclosures or on stair railings;
- On doors or windows, including translucent glass block windows;
- On lights or heaters;
- In or on elevators;
- On floor;
- On furniture;
- Attached to or covering fire extinguishers, hose cabinets, exit markers, or any other safety equipment;
- In any other location where it might constitute a safety hazard.

Custodial staff will remove postings on as timely a basis as possible, consistent with their other duties.

### **Washburn University Phone Listings**

The University website provides a searchable directory for all campus offices. You can access the directory by [clicking here](#).

## **Student Organizations Resources**

### **Registering your Student Organization**

To be a recognized student organization on campus each organization must have a total of 5 members with at least a President, Vice President, Secretary, and Treasurer and the 5 members cannot include your advisor. All members have to be currently enrolled students.

Whether you are forming a new organization or re-registering your current organization, BodsConnect is the platform with which to do this. Below are the steps to follow:

- Navigate your web browser to: [www.washburn.edu/bodsconnect](http://www.washburn.edu/bodsconnect)
- Login to BodsConnect using your Washburn username and password.
- Once logged in, you will see the form called “organization registration, this is the same process for everyone whether registering organization or renewing the organization.
- Basic information will be asked of you such as organization name and organization nickname
- Fill out the “About” tab by providing information that would be beneficial for someone new who is looking to be involved on campus
- Fill out the rest of the form
- Lastly, your campus advisor and roster of members is needed, to add members you will need to invite them by clicking “add member” right next to “Roster”
- Once finished, click “Submit” on the top of the page

### **Roles and Responsibilities of an Executive Board**

When creating your organization, it is important to outline the specific roles each officer will play. The following roles can include but are not limited to include the following:

#### **President**

- Preside at organization meetings
- Facilitate executive board meetings
- Be aware of all money matters
- Assist all executive officers
- Provide motivation for the organization
- Prepare for all meetings
- Serve on various committees or task forces
- Be open to all opinions and input
- Provide follow-up to organizational task
- Inform the executive board of other meeting information
- Coordinate the executive board transition Vice President
- Preside at organization meetings in the absence of the president
- Serve as parliamentarian
- Direct constitutional updating and revision
- Serve as liaison to committees

- Perform other duties as directed by the President

### **Secretary**

- Record and maintain minute of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the President for all meetings
- Maintain attendance at all meetings
- Keep the organization informed
- Maintain a calendar of events
- Maintain a phone and e-mail directory of all members
- Reserve meeting rooms for the year
- Perform other duties as directed by the President Treasurer
- Prepare organizational budget
- Prepare purchase orders, requisition forms
- Audit books twice per term with advisor
- Maintain a financial history for the organization
- Maintain a working relationship with institutional accounting
- Inform executive board of all financial matters
- Coordinate solicitations
- Make monthly reports of all receipts and disbursements
- Perform other duties as directed by the President

### **What is a constitution?**

A constitution is a document that describes the organization and how it operates. An organization has the right to adopt a constitution and by-laws as members may agree upon, so long as they are not contrary to university policy or local, state or federal law. With a little time and attention, you can write a constitution that will help prevent and/or minimize future problems within the organization.

### **What are by-laws?**

These are the permanent body of legislative rules by which the organization operates. There is seldom very little difference between the constitution and by-laws. Most organizations combine the two.

### **What is a quorum?**

A quorum is the minimum number of members who have to be present at a meeting in order for business to be conducted. A quorum for most clubs or social organizations usually consists of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the by-laws for the protection of the group as a whole. Robert Rules of Order recommend that quorum be set at 2/3 of your organization membership.

### **Electing Officers**

There are many ways to hold officer elections, remember to conduct business that meets the needs of your student organization. There is nothing quite as discouraging as holding an election and having no one interested in running for office. The best way to handle this situation is with some advance planning. Create an application for open positions, select a nominating committee (your executive board will do) to recruit a slate of officers, and remember to recommend running for a position to your membership; this encourages your members to participate in the election process. This preparation will ensure that you will have at least one willing candidate for each office. Nominations can also be taken from the floor during the normal business of your organizational meeting.

### **Officer Transition**

Officers should be elected in the spring semester for the following fall. A spring election will allow time for a very important orientation to take place —officer transition. By holding a spring election, the former officers will still be around to train the new officers. Do not pick the last week of school for elections. Allow several weeks before the end of the semester. Elections should take place earlier and the actual officer installation could take place later in the semester. If your group is not on such a schedule, you should actively consider the benefits of changing to a spring election.

### **Removal of Officers**

Although you might think, “It can never happen to our organization,” it can. Officers were elected last semester and have yet to call a meeting, or officers have misspent the group’s funds, or officers have not attended a semester’s worth of meetings, etc. Whatever the case, a group needs to have a way to remove incompetent officers from office and to elect new ones when necessary. This is not a provision to be taken lightly or ignored. Ask other organizations what their procedure is for such an occurrence. This process should also be included in your constitution.

### **Advisor**

Don’t forget your organization needs an advisor. Each Washburn University student organization must have a full-time Washburn University faculty or staff member who works with the group. Include them as much as possible. They are eager to assist you and they want to feel a part of your efforts. Remember, without an advisor, your organization could lose University recognition.

### **Running your Student Organization**

Student organizations, like all organizations, involve people getting together to accomplish a task or goal. Getting people to work together in an organized manner is not an easy task, but it is essential for the success of your organization. The following are a few basic principles which may assist you in organizing your organization:

- An organization needs to have a reason for existing.
  - There needs to be a unity of purpose which the membership understands and can support.
  - The mission and vision of your organization should be included in your organization’s constitution.
  - Take time to include all membership in establishing the goals each year for the organization. This participation creates a sense of belonging.
  - Both short-range and long-range goals should be planned a month or two in advance. Long-range goals would give the members a chance to look at the overall

goals for the year. Establishing clear-cut goals helps to avoid mediocre involvement and accomplishment.

- Effective leadership is essential to any organization.
  - The officers should meet together between meetings to organize the next meeting's agenda and to brainstorm ideas.
  - A printed agenda distributed to members at each meeting helps to keep your members informed. It also saves time in meetings.
- Officers should not make decisions for the group.
  - Their job is to do the legwork, find the information, and report it to the group.
  - The group should make the decisions. Persons involved in the decision-making process are more likely to be committed to the decision.
- Appoint members to committees.
  - This helps to make members feel a part of the organization and also gain valuable experience for future leadership roles.
- Make it a point to welcome any guests at the beginning of a meeting.
  - Friendliness and openness will encourage people to join and to help you accomplish your task(s).
- Enthusiasm is a must.
  - Officers set the tone. Enthusiasm is contagious (so is apathy).
  - Do not be an officer if you don't believe in your group and what it aims to accomplish.
  - Encourage a "doing" atmosphere.
- Regularity of meeting times and places is critical to the success of your organization.
- Cooperate with other organizations and campus officers.
- Collaborate with other student organizations or campus departments.
  - This creates a stronger campus community and may allow your organization to increase the resources available to you to achieve your goals.

### **Responsibilities of an Advisor**

As a registered student organization, you are required to have a campus advisor. This individual must be employed by Washburn University in a full-time capacity. Below you will find a list of responsibilities for your campus Advisor. Please note that this is not an exhaustive list and Advisors may play a larger role in your organization if you and/or they choose to do so. The Office of Student Involvement and Development is available to assist you in securing an Advisor should you need assistance.

- Have a concern for the ongoing function and success of the organization
- Attend executive board meetings regularly, thus establishing continuity from year to year
- Aid in the development of leadership skills of the members, particularly the executive board
- Assist the organization in accomplishing their goals through evaluation
- Ensure the organization's officers understand University policies and procedures in the areas of scheduling, purchasing, organizing public events/broadcasts, etc.
- Advise the organization officers regarding the operation of the organization
- Certify academic eligibility of all officers(if needed)
- Advise the members on financial matters and work with the treasurer to assure that all organization monies are spent appropriately

- Stress the importance of delegating authority
- Teach students to use their judgment in decision-making
- Be fair, consistent, honest, willing to admit mistakes and be even tempered
- Listen to student's issues concerning working conditions, personal treatment, etc.
- Be sure to praise students for a job well done
- Attend events your organization is having
- Address students who are not doing the job, and develop a plan of action to correct this

## *Appendix B – Fraternity and Sorority Life Policies*

### **Relationship Statement**

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

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

### **Mission and Vision**

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

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

# Policies

## **Student Organization Registration**

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

## **Rosters**

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

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

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

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

## **Membership**

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

## **Chapter Officers**

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

## **New Member Education**

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

## **Community Service**

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

## **Advisors**

### **University Advisors**

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

### **Alumni Advisors**

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

### **Expectations**

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

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

### **Student Involvement and Development Advisor**

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

- Access to University Alumni Relations to identify and communicate with alumni
- Training and support to alumni advisors on university policies, procedures, and fraternity and sorority life advisement
- Access to leadership training, educational programs, and participation in other leadership opportunities
- Assistance in communicating with inter/national organization and staff
- Personal support and advisement on chapter operations
- Aid in marketing fraternity and sorority life to prospective and incoming students
- Communicate with the inter/national organization sponsoring a fraternity or sorority and/or local sponsoring corporation regarding the status of the chapter
- Promote open communication among the University chapters, local alumni, and inter/national organizations

## **Academic Reporting and GPA**

### **Potential New Members**

Those interested in joining a Greek Letter Organization are strongly encouraged to have a 2.5 GPA on a 4.0 scale, but it is not required. Individual membership GPA requirements will be set by individual chapter organizations. Potential new member GPA's can only be released once the potential new member has signed a grade release. It is important that chapters comply with grade release procedures to ensure that the Federal Education Rights and Privacy Act (FERPA) is not violated. Please note that chapters have the ability to require a higher GPA for membership.

### **Chapter GPA**

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

### **Grade Reports**

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

### **Academic Probation**

If a chapter is placed on academic probation, the chapter will be required to create an academic plan. The academic plan will require approval by the Assistant Director of Student Involvement and Development. Any organization on academic probation will not be permitted to host any events with the exception of business meetings, academic workshops, or recruitment events. If the chapter wishes to hold a recruitment event while on academic probation, the Assistant Director of Student Involvement and Development must approve the event prior to the event taking place. Any chapter found to be in violation of this may have further sanctions placed upon them up to and including dismissal from campus.

### **Mail and Package Process**

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

Office of Student Involvement and Development

(Insert Chapter Name)

1700 SW College Ave

Topeka, KS 66621

### **Governing Councils**

#### **Membership**

The Interfraternity Council, Multicultural Greek Council, and the Panhellenic Council support the efforts and mission of social fraternities and sororities at Washburn University. Academic, professional, and honorary Greek-lettered organizations are not required to maintain membership in a recognized Washburn fraternity or sorority Council. The Office of Student Involvement and Development recognizes that some professional Greek-lettered organizations can also be considered social organizations. These organizations are able to

achieve appropriate council membership as long as they meet the requirements and follow the process outlined in the appropriate council's constitution/bylaws. If a Greek-lettered organization that can be considered professional and social in nature decides to end its membership with the appropriate council, they will be considered a registered student organization and must comply with all policies thereof. Social fraternity and sorority organizations must maintain membership and actively participate in their respective council. In the event that there is confusion on the classification of a Greek-lettered organization, the Assistant Director of Student Involvement and Development will provide clarification on the appropriate council.

### **Representation**

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

### **Events and Event Registration**

#### **Definition**

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

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

#### **General Guidelines**

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

#### **Scheduling**

If your event is going to be larger than a standard chapter meeting or similar, it is recommended that you utilize Bods Connect for scheduling.

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

#### **Fundraising and Sponsored Events**

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

#### **Recruitment Events**

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

## **Candles**

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

## **Risk Management**

### **Alcohol and Other Substances**

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

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

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

Common sources of alcohol, including bulk quantities and kegs, which are not being served by a licensed and insured third party vendor, are prohibited. Open parties are prohibited. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the host venue.

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

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

### **Third Party Vendor Guidelines**

The vendor must:

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

## **Bring Your Own Beverage Guidelines**

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

## **Anti-Hazing**

### **State of Kansas Statutes on Hazing**

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

### **Washburn University Policy on Hazing**

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

Examples of hazing include, but are not limited to:

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

### **Reporting Hazing**

Any individual that witnesses or is victim of a hazing incident must report it to the appropriate officials at Washburn University. Any report of hazing will be investigated by the Office of Student Life in conjunction

with the appropriate governing council. The Fraternity and Sorority Advisor will act as the advocate for the organization and will not be part of the investigative process. If hazing is reported, the chapter may be suspended immediately pending the outcome of the investigation. Hazing reports may also be made through the Washburn University website [here](#).

### **Sexual Misconduct**

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

### **Insurance Coverage**

Each organization must carry appropriate liability insurance coverage and be able to produce a copy of the policy upon request. The inter/national organization shall carry liability insurance coverage of no less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate face value with the insurance carrier of its choosing. If this creates an undue financial burden for an organization, please contact the Assistant Director of Student Involvement and Development for assistance.

### **Expansion and Extension Process**

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

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

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

### **Re-Chartering**

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

### **Auxiliary Groups**

Washburn University prohibits the creation of any auxiliary group affiliated with a campus chapter of a fraternity or sorority. Such groups are prohibited to all organizations that are members of the National

Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), and the majority of member organizations in the National Pan-Hellenic Conference (NPHC) and are actively discouraged. Members of any such auxiliary groups have no standing as recognized student organizations, and may not act as agents of the fraternity/sorority chapter in any official capacity.

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

## *Appendix C – Fraternity and Sorority Expansion and Extension Policy*

### Policies

1. Prior to any establishment of any organization, the interest group members must meet with the Assistant Director of Student Involvement and Development. This meeting can be set up by contacting the Office of Student Involvement and Development.
2. The chapter establishment process will last no more than two academic years (four semesters). An establishing organization may request an extension of one semester from the governing council with which it is affiliated. This must be done in writing and should provide reasons for the request, an action plan to complete the chartering requirements, and a letter of support from the inter/national headquarters.
3. All members must have 2.5 grade point average at the time membership is granted into the establishing organization and/or established organization. Should a student fall below the 2.5 during the establishment phase, it will be the responsibility of the organization to work with said student to bring them into compliance with this grade requirement.
4. An establishing chapter must maintain five (5) members at all times. Should the establishing chapter fall below this required number, they may be dismissed from campus. An establishing chapter that falls below this minimum will be placed on an action plan to assist in becoming compliant with the above requirement. Exceptions to this policy may be granted by the Office of Student Involvement and Development at their discretion, but this exception is not guaranteed.
5. All organizations must be registered with the Office of Student Involvement and Development at the time of recognition is granted.
6. An establishing organization must abide by all rules and regulations set forth by the Office of Student Involvement and Development.
7. Each establishing organization will be required to have a Washburn University faculty/staff advisor that is separate from the Assistant Director of Student Involvement and Development. This advisor will need to be secured before the new organization receives Registered Student Organization status.
8. Each establishing organization wishing to form should be prepared to meet with the individual council to which they wish to join (IFC/MGC/Panhellenic).
9. Organizations not affiliated with: NALFO, NAPA, NIC, NPC, NMGC, or NPHC must meet with the Assistant Director of Student Involvement and Development prior to proceeding with any council recognition process to review the procedures for recognition and determine which governing council will be the most appropriate for said establishing organization.
10. Rosters must be kept updated at all times. All changes to the roster should be made within five (5) calendar days of a member's status change. These days are inclusive of any University closures or breaks.
11. All students shall sign a membership acceptance form once they have been granted membership in any form. To obtain grades, interested students must also sign a grade release form. These forms can be accessed on BodsConnect.
12. Establishing chapter Presidents must meet with the Assistant Director of Student Involvement and Development at least every other week during the establishing phase and then once per month after a charter is granted.
13. The establishing organization agrees to attend all meetings of their respective governing council. Establishing organizations will be considered associate members and shall voice, but not vote in council activities.
14. The University agrees to provide the following resources to a new organization prior to receiving a charter:
  - a. Use of campus facilities for events
  - b. Use of campus promotional opportunities (print, electronic, etc.)
  - c. Space on the University website under the Fraternity and Sorority Life page to have organizational information displayed
  - d. Participation in respective council recruitment and pre-recruitment activities

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<sup>3</sup> NALFO (National Association of Latino Fraternal Organizations), NAPA (National APIA Panhellenic Association), NIC (North American Interfraternity Conference), NMGC (National Multicultural Greek Council), NPHC (National Pan-Hellenic Council), and NPC (National Panhellenic Conference).

### **Intent to Establish Packets**

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

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

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

- History and statistics of the organization
  - Brief historical narrative of the organization.
  - How many active chapters and establishing organizations exist?
  - How many chapters and establishing organizations are within 200 miles of Washburn University?
  - How many alumni reside in the Topeka region? This is defined as alumni living within 100 miles of Washburn
- Organizational information, objectives and support
  - What are the objectives of your organization with regards to membership?
  - What is your organization's commitment to Leadership?
  - What is your organization's commitment to Scholarship? What is your organization's commitment to Community Service/Philanthropy? What is your organization's commitment to social activities? Please include your position on commitment to a Fraternity and Sorority Community.
  - What is your organization's commitment to member development and programming? Please provides examples of membership development and/or programming that you are able.
  - What is the location of your headquarters and who will be the main contact for this establishing organization?
  - What are your policies related to Diversity and Inclusion?
    - Specifically, what is your policy on a Transgender and Gender non-conforming students as well as your commitment to creating a diverse organization?
  - What are your organizational policies related to:
    - Hazing
    - Alcohol use
    - Sexual Assault
    - Academic integrity and achievement
    - Membership standards
  - What support is provided to establishing organization and new chapters? Specifically:
- Will someone be assigned to support the establishing organization?
  - If so, who will be assigned to assist the establishing organization? Please provide names and contact.
  - Will this person live within a short distance (less than 100 miles) of Washburn University?
  - How long will an establishing chapter have support from the headquarters?
  - How often will the new establishing organization and new chapter be visited by someone at headquarters?
- What are the financial obligations of members?
- Please provide an establishment timeline inclusive of:
  - What is the length of this process?
  - What requirements are necessary to receive a charter?
  - When would headquarters cease the establishing process if the organization is not meeting requirements?

### **Sanctions**

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

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

## Signature Page

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

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

13. Resources: Washburn University and the Inter/National Headquarters agree to provide the organization with all of the resources afforded each of the current fraternity and sorority organizations at Washburn University.
14. Minimum Membership Requirements: Washburn University requires membership of student organizations be open to all enrolled Washburn University students and will maintain a minimum of five (5) members at all times. Should the organization fall below this number, the organization will be placed into an action plan to bring it back into compliance with university policy on membership. Exceptions may be granted, in writing, by the OSID at their discretion. Exceptions are not guaranteed.
15. Policies: The organization has received and obtained a copy of all OSID and Washburn University policies and agrees to abide by them.

By signing this agreement, all parties hereby agree to the above. Any violation of this agreement by the organization can result in immediate dismissal of the organization from Washburn University.

Agreed to this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the undersigned:

\_\_\_\_\_  
<council> Council President

\_\_\_\_\_  
<organization> President (if applicable)

\_\_\_\_\_  
<organization> National Representative

\_\_\_\_\_  
Assistant Director, OSID

\_\_\_\_\_  
Director, OSID

\_\_\_\_\_  
Vice-President for Student L

