

THE SOURCE

A GUIDE FOR STUDENT ORGANIZATION SUCCESS



2020
-
2021

STUDENT INVOLVEMENT
AND DEVELOPMENT

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Preface

Hello from Student Involvement and 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.¹
4. This manual is intended to be viewed in an electronic format.

Office Information

Mission Statement

Student Involvement and Development fosters opportunities for student success, supporting retention and graduation through co-curricular experiences that encourage: Campus Involvement, Collaboration & Inclusivity, Student Learning, and Leadership Development ensuring students are prepared to be productive and responsible global citizens.

Student Involvement and Development Staff

- Director: Isaiah Collier isaiah.collier@washburn.edu
- Assistant Director: Christopher Miofsky christopher.miofsky@washburn.edu
- Senior Administrative Assistant: Angela Valdivia angela.valdivia@washburn.edu

¹ 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

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

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

Twitter: <http://www.twitter.com/wuinvolved>

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

Website

The Student Involvement and 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 (Bods Connect), Washburn Student Government Association resources, Campus Activities Board Resources, and Fraternity and Sorority Community (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
- [Bods Connect](#)
- Campus Activities Board advisement
- Event and retreat consultation
- Fraternity and Sorority advisement
- Parliamentary procedure information
- Programming Resources
- Student organization meeting management
- Student and student organization registration process (Bods Connect)
- Student Organization student learning assessment tools
- Washburn Leadership Retreat
- Washburn Student Government Association advisement

Supplies

- Button maker (100 per semester, per student organization). You may purchase more than this if you wish.
- Conference Room access

- Computer access
- Laminating
- Free student organization copies (5,000 per year, per student organization in black and white; 1,000 per year, per student organization in color)
- Laptop checkout
- Printer Access
- Projector checkout
- Student Organization Workroom
 - Banner paper (Multiple colors)
 - Colored paper
 - Paper cutter
 - Die cut machine
 - Office supplies (scissors, glue, etc.)
- Red Wagon Check-out

Student Involvement and Development Programs

- Bow Tie Fair (fall and spring)
- Campus Activities Board programs
- Family Day registration and involvement
- Gamma Chi Lambda Greek Leadership class
- Gamma Sigma Alpha Greek Honor Society
- Homecoming registration and involvement
- Order of Omega Greek Honor Society
- Student Organization Achievement Recognition (SOAR) Awards Ceremony
- Student organization event advertising
- Student Organization Focus Series
- Student Organization Success (SOS) Meetings
- Washburn Leadership Retreat
- 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 an inclusive and health Washburn Community, we strive to empower student to navigate obstacles and strengthen their readiness to learn.

<p>Office of Student Life/ Dean of Students Office Morgan Hall, Room 240</p> <ul style="list-style-type: none"> ▪ VP for Student Life, Eric Grospitch (2100) ▪ Assoc. VP for Student Life, Joel Bluml (2100) ▪ Executive Assistant, Jackie Askren (2100) ▪ Military Transitions Coordinator, Chris Bowers (1983) 	<p>Student Health Center - 1470 Morgan Hall, Room 140</p> <ul style="list-style-type: none"> ▪ Director, Tiffany McManis (1470) ▪ Clinic LPN, Joshua Charles (1389) ▪ ARNP, Samantha Chitwood (1470) ▪ Senior Admin. Asst., Kim Fletcher (1470)
<p>Diversity and Inclusion Morgan Hall, Room 105</p> <ul style="list-style-type: none"> ▪ Director, Danielle Dempsey-Swopes (1906) ▪ Veteran Certification Official, Yvette Montgomery-Phifer (2329) ▪ Program Coordinator, Melisa Posey (1627) ▪ Senior Admin, Lisa Galindo (1622) 	<p>Student Recreation and Wellness Center - 1314 SRWC Building</p> <ul style="list-style-type: none"> ▪ Director, Whitney Slater (2847) ▪ Assistant Director, Dan Wrenholt (2847) ▪ Asst. Dir. Fitness & Health, James Thayer (2848) ▪ Wellness Coordinator, Brent Trammell (2853)
<p>Residential Living Office Living Learning Center (LLC), Main Level</p> <ul style="list-style-type: none"> ▪ Assistant Director, Jared Dechant (1766) ▪ Residence Hall Coordinator, Jack Van Dam (1507) ▪ Apartment Complex Coordinator (2545) ▪ Lincoln Coordinator, Kaylianne Weber (3901) ▪ Phi Delta Theta House Karen Meats (2257) House Line (785) 670-2554 ▪ Residential Living Coordinator, Kim Meehan (1065) 	<p>Career Services Office Morgan Hall, Room 105</p> <ul style="list-style-type: none"> ▪ Director, Kent McAnally (1938) ▪ Career Services Specialist, Duane Williams (1939) ▪ Career Services Specialist, Dana Nordyke (1936) ▪ Senior Admin. Assistant, Ronna Rees (1450)
<p>Student Involvement and Development - 1723 Memorial Union – Main Level</p> <ul style="list-style-type: none"> ▪ Director, Isaiah Collier (1722) ▪ Assistant Director, Christopher Miofsky (1727) ▪ Senior Admin. Assistant, Angela Valdivia (2723) 	<p>Counseling Services Office - 3100 Kuehne Hall, Suite 200</p> <ul style="list-style-type: none"> ▪ Director, Crystal Lemming (3100) ▪ Counselor, Emily Meyerhoffer-Kubalik (3100) ▪ Victim Advocate, Molly Steffes-Herman (3100)

Program Planning

So you want to plan an event at Washburn...

Ticket Sales, Lottery and Raffles

Washburn University and the State of Kansas provide resources on Ticket Sales and Raffles. Please go to: <https://washburn.edu/faculty-staff/finance-office/Files/sales%20tax%20guide.v2.pdf> and <https://www.ksrevenue.org/bingoraffle.html> for more information.

Rebate and Royalties Paid

All campus departments and registered student organizations will participate in the licensing program as it currently exists with a 10% royalty on all purchases subject to licensing. Departments and registered student organizations that order items from licensed vendors through the university's purchase order system are eligible to receive an annual rebate for royalties paid. Purchases made by procurement card or any method other than the university's authorized purchase order procedure are not eligible for the rebate. Departments and registered student organizations will submit before July 15 a request for rebate with documentation verifying purchases made during the previous fiscal year on which royalties were paid. Requests will be processed and royalty fees will be reimbursed by a transfer in the department and registered student organizations. The bookstore will continue to pay royalties and will apply for rebates only on the products sold to departments as royalty exempt and products for internal use by a university department.

Movies

All movies must follow appropriate Copyright Laws. Washburn University partners 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 of 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 14 day 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 Student Involvement and Development
3. An up to date university agency account
4. Other necessary approval (i.e. Bookstore, Chartwells, etc.)

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 Bods Connect platform. To do this, please follow the below steps:

1. Navigate your web browser to: <http://washburn.campuslabs.com/engage>
2. Login to Bods connect using your Washburn single sign-on
3. Access your organization's page by either clicking on it under the "Organizations" tab.

4. Click on “Manage Organization”²
5. Access the Management pan by clicking the three lines next to the organization’s name in the upper left corner.
6. Click on “Events”
7. Click on “+ Create Event” and fill out the form. Remember to hit “Submit” at the end to process the event through to Scheduling.

A few pieces of advice:

1. 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.
2. 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 [click here](#).
3. 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 sponsor 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.

Organization Account Procedures

The University maintains agency accounts in the University Restricted and Agency Fund:

1. For the convenience of recognized University organizations, including student organizations, and
2. to help give sound accounting and fiscal controls.

Agency account 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:

² If you do not have “Manage Organization”, please contact your organization’s leadership or your advisor to discuss whether or not they feel that you should have that option.

1. The name of the student organization;
2. The requested name for the account;
3. The name of the organization sponsor;
4. The names of the of the organization officers who will be authorized to request payments from the account.

The signature of the sponsor and the officers will be required on a “Signature Authorization Card” 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 authorization card before the signatures are obtained.

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 authorization card 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 sponsor and at least one officer of the organization, normally the president and/or treasurer, must sign the signature authorization card. The signatures appearing on the signature authorization card 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 another 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. In the case of selling tickets for any occasion, the Director of Business Services must be consulted well in advance of the function for the routine of purchasing tickets, state sales tax requirements, and ticket reporting. Receipts from such sales should be deposited regularly (daily deposits are strongly recommended) with the Business for safe keeping. All transactions involving the agency account, both receipts and expenditures, must be processed through the Business Office to maintain the integrity and accountability of the fund³.

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 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.

³ This is different from a bank account. You may not take out cash money.

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 forward 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 Purchasing Manger with an online purchase requisition, or the Director of Finance 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 day 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](#).

All bills are payable to the student organization. If your organization has an open account with any firm, be sure the account is in the name of the organization and not Washburn University.

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

Washburn Student Government Association Funding 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 Authorization"- form. Include Student's birth date and driver's license information.

When it is deemed to be in the best interest of the University, a student 18 years of age or older may drive a University rented or leased vehicle for approved University business travel. Arrangements for rental/leasing are made through the University's Purchasing Office. A certificate of insurance will be provided by the Purchasing office.

The University encourages the use of the University rented vehicles whenever possible. The University will, however, consider the use of personal automobiles of students of the University for performing official and representative functions for the University.

Only personal vehicles owned by the student driver or a member of the driver's immediate family may be used. The owner must have insurance coverage on the vehicle in amounts at least equal to the State required minimum plus Personal Injury Protection Benefits per K.S.A. 40-3107. The University's position is that such minimum coverage is inadequate to provide meaningful protection. Further, the student is cautioned that when a mileage allowance is received the automobile insurance coverage may be affected. When use of an individual student's automobile is approved, it becomes the student's responsibility to provide the primary insurance protection.

Each student organization may create a reimbursement policy and mileage rates, ranging from no reimbursement up to the University allowed maximum.

Students 18 years of age or older may drive a University employee's vehicle provided the University employee authorizes the student to drive, that such request was stated and approved on the travel form, and the University employee is a rider in the vehicle at the time the student is driving. All other provisions of the University travel policy apply to vehicles driven by students.

Students must request approval for out-of-town travel with the online travel request form. Access this form on washburn.edu/admin/finance/forms/index.html or see appendix. The form must be completed and approved by the faculty sponsor or department head, and submitted to Accounts Payable at least ten days prior to departure. Students who are allowed to drive vehicles on University business must be 18 years of age or older and must have a valid driver's license, with no restrictions. The student and sponsor must indicate the following information on the request for travel form in the comments section:

- a. Name and birth date of driver.
- b. Driver's license number, state and expiration date.
- c. Ownership of vehicle to be used and whether a passenger car, station wagon, or van.

The original will be returned when approved. Request for reimbursement of travel expenses is made by completing the travel expense report available at the same location as the travel request form. Original receipts are required for all meals, lodging, transportation and other expenses for which reimbursement is authorized. These receipts must give full detail as to date, place, itemized description of expenditure, and must be marked paid.

Definitions

“In-town Travel”- means travel within Shawnee County”

“Out-of-town Travel” - means travel to and return from a destination outside Shawnee County.

“Reimbursement”- means payments made to an Employee by the University for Substantiated Travel Expenses

Obtaining Travel Approval

Approval shall be by a Student Organization officer and the applicable advisor for members of Student Organizations. The forms are available on the Finance Office web site:

<https://www.washburn.edu/faculty-staff/finance-office/forms.html> - Travel Authorization and Travel expense report.

Event Trip Waiver -

Check List for Travel Arrangements

1. Make sure your organization is registered with Bods Connect. If you have questions or need help contact the Student Involvement & Development Office.
2. File a completed out-of-town travel authorization form with the Accounts Payable office in Morgan, a minimum of 10 days prior to taking your trip. List all students who will be traveling. Make sure that the appropriate department head and your organization advisor have signed the Travel Form. Upon approval, the original will be returned to you.
3. Complete a purchase requisition online at My.Washburn.edu for lodging, registration fees and other travel purchases, such as airline tickets or van rental or fill out a payment voucher with original receipts.
4. Keep all travel receipts (meals, turnpike tolls, parking, etc.) and a record of mileage if you want to be reimbursed for your expenses, or if you need to report them to Washburn Student Government Association. Washburn Student Government Association requests a copy of the original receipts and Accounts Payable will need the original receipt.
5. Following the travel, complete the travel expense report, attach all receipts, sign, get advisor signature, keep a copy for your file, and send to the Finance office.

Poster Policy

Posters will be date stamped in the Vice President for Student Life office, Morgan Hall 240, or the Office of Student Involvement & Development, Memorial Union Main floor, according to the following:

TWO WEEKS OR THROUGH THE DATE OF THE EVENT for University academic or administrative departments, student organizations, and all approved Non-University groups or individuals advertising products or services.

The maximum size poster allowed on a bulletin board will be 11x17 inches.

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.

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 on walls are **ONLY** allowed in **Garvey Fine Arts Center** and must be attached with **masking tape**.

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](#).

Appendix A

Resources for Student Organizations

Registering your Student Organization

Whether you are forming a new organization or re-registering your current organization, [Bods Connect](#) provides the platform with which to do this. Below are the steps to follow:

1. Navigate your web browser to: www.washburn.edu/bodsconnect
2. Login to Bods connect using your Washburn single sign-on
3. Click on the “Organizations” tab
4. Click on “Register an Organization”⁴.
5. Search for your Organization and click on the blue button next to your organization’s name⁵.
6. Follow the registration steps!

Drafting a Constitution

Please note that the following is meant as a guideline and not the only way for you to run your organization. There are many ways to structure and operate your student organization. Please reach out to the Office of Student Involvement and Development for any assistance. You can find a sample document by [clicking here](#) and scrolling to the Documents section of the Student Involvement and Development page on Bods Connect where you will find the document titled as “Sample Constitution for Student Organizations”.

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.

⁴ If you are registering a new organization, scroll to the bottom of the screen and click the blue “Register a New Organization” button.

⁵ If there is not a blue button next to your name, the re-registration is not available at this time.

Defining Duties of Officers

The duties of officers are self-explanatory in many cases: the president presides; the treasurer keeps the accounts; the secretary takes notes and handles correspondence. However, other officers can be defined to suit the needs of the group. The vice president has the greatest flexibility. And yet, few groups take advantage of this. Why not assign the vice president a major responsibility for an important program or need? The vice president could be in charge of membership, programs or publicity. And your organization could have more than one vice president, or secretary, etc. Think about your group's needs and programs and delegate responsibility to other officers.

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 3/4 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.

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

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 way, they 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.

ENTHUSIASM is a must. The 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. It makes everybody's task more pleasant.

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. This can be accomplished in part by attending executive board meetings regularly thus establishing continuity from year to year.
- Be concerned about developing the leadership skills of the members, particularly the executive board, by discussing and helping to analyze group interactions and decision making, and through experimental learning.
- Be aware of the goals and directions of the organization and assist the members in evaluation their progress toward these goals.
- Advise the organization's president of 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.
- 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 and seeing that the students accept this responsibility.
- Teach students to use their judgment in decision-making.
- Be fair, consistent, honest, willing to admit mistakes and be even tempered.
- Remember that people are individuals with different personalities, mental and physical abilities. Judge people only by their efforts.
- 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.
- Confront students who are not doing the job, and develop a plan of action to correct this.

Appendix B – Fraternity and Sorority Life Policies

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

ADVISORS

University Advisors

Washburn University requires all student organizations have a faculty or staff advisor. This individual must be a full-time 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.

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
- Recognize the governance of councils and provide training/support where appropriate
- 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.

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

CHAPTER OFFICERS

As stated in the Student Organization Guidebook, all officers of a student organization must be students of the University in good social and academic standing. Fraternity and Sorority chapter officers may periodically have their social and academic standing checked to ensure they are upholding the values of the Fraternity and Sorority community.

Additionally, they are expected to participate in all conferences and meetings sponsored by the Office of Student Involvement for the purpose of training student organization officers. Any fraternity or sorority officer that fails to meet these requirements may be referred to the Office of Student Life and the Dean of Students for adjudication.

EVENTS

Scheduling

Fraternity and Sorority lettered organizations should start the event approval process by following the protocol set forth by the Scheduling Office. This should begin with putting the event into Bods Connect and working with the Scheduling Office for approvals. If your event is going to be larger than a standard chapter meeting or similar, it is recommended that you reach out to the Scheduling Office via email to ask for recommendations on how to proceed.

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

Fundraising and Sponsored Events

Fraternities and Sororities must get approval for all events that are partnered with off campus organizations. The Scheduling Office requires a Sponsorship Form be completed for partnerships with off campus that occur on campus. Please work with the Office of Student Involvement and Development for the approval of these forms.

Recruitment Events

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

Alcohol

Use, possession, distribution, or being under the influence of alcoholic beverages or paraphernalia except as expressly permitted by law on University premises or at University-sponsored events or except when explicit

authorized by Washburn University Policies, Regulations and Procedures. Persons having control of and/or in the area in which and when the prohibited beverage is found shall be charged with a Student Conduct Code violation.

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

State of Kansas Statutes on Hazing

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

Washburn University Policy on Hazing

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

Examples of hazing include, but are not limited to:

(a) Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or

(b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity; or

(c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.”

Reporting Hazing

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

with the appropriate governing council. The Fraternity and Sorority Advisor will act as the advocate for the organization and will not be part of the investigative process. If hazing is reported, the chapter may be suspended immediately pending the outcome of the investigation. Hazing reports may also be made through the Washburn University website at: <https://washburn.edu/student-life/student-involvement/greek-life/hazing-report.html>

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.

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. As long as they maintain recognized student organization status, these organizations will be categorized as general student organizations not as social fraternity and sorority organizations.

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. 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 forfeit access to the resources that the Office of Student Involvement and Development supplies. 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 at least one representative at all meetings. Councils provide the opportunity for communication within the entire Fraternity and Sorority community. Organization representatives are encouraged to use these meetings as a time to discuss matters that involve the Fraternity and Sorority Life community.

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 Involve U. Chapters are expected to participate in at least one community service project per semester. Participating or planning your chapter's or another organization's philanthropy does not count for community service hours. 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.

ROSTERS

Rosters are due as stated in the Panhellenic Association and the Interfraternity Council Constitution/Bylaws. Updates must be sent in one week after recruitment/rush. Roster subtractions must be made no later than fourteen (14) days before the Friday of finals. The Assistant Director of Student Involvement and Development will establish this date at the beginning of each semester. If a discrepancy occurs, the Assistant Director of Student Involvement and Development will make the final decision and determine 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. Should a member need to be added to the roster (for any reason) after fall finals have concluded, they will have to wait until the start of the next term to be added to the roster.

Fraternalities and sororities must have at least seven (7) members listed on their roster as required by the Office of Student Involvement and Development. The Office of Student Involvement and Development reserves the right to sanction an organization that does not submit its roster on time.

Membership Forms

Each member must fill out the appropriate forms for official membership. Please note that all three forms are on Bods Connect. No paper forms will be accepted. The following are the steps for filling out these forms:

- Step 1: Potential New Member fills out the *Potential New Member Interest Form* (formerly *White Card*) on Bods Connect.
- Step 2: Once this form is ready for review, the Chapter President will review the form in the Office of Student Involvement and Development.
- Step 3: Once it is determined that the Potential New Member is to join the organization, this Potential New Member fills out the *Fraternity/Sorority Begin Membership Form* (formerly *Green Card*) on Bods Connect. If the member is joining a National Panhellenic Affiliated sorority, the proper NPC forms must be submitted within 24 hours of the *Fraternity/Sorority Membership Add Form*.

If, at any point, a member decides to leave their organization, a *Fraternity/Sorority Cease Membership Form* (formerly *Red Card*) must be submitted on Bods Connect within 24 hours of the membership status change.

Graduate Students

Graduate students may be included in a chapter's roster only if the council, chapter, and national constitution state they may be included.

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

GRADES AND GPA

Potential New Member GPA

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

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

Member Grades

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 connect 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 Bods Connect). Once grades are released to a chapter, member grades should only be shared with appropriate chapter leadership.

Chapter GPA

Each chapter is 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 GPA's at the end of the fall and spring semester.

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.

OTHER CAMPUS POLICIES

In addition to the policies listed in this handbook, fraternities and sororities must follow the policies and procedures listed in the Student Organization Guidebook as well as at the [Washburn University Student Conduct Code](#).

EXPANSION/EXTENSION

Expansion opportunities may be made available to fraternities and sororities that are recognized as 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.

CHANGES TO THESE POLICIES

Any changes to these policies will be provided in an updated version of this Guidebook to all chapter leadership. It is the responsibility of the chapter leadership to inform their chapter of the new policies. Once an update to the policies have occurred, a new Presidential Policy Form will need to be signed and provided to the Office of Student Involvement and Development.

ADMINISTRATIVE COMPLAINTS OF THESE POLICIES

Any complaints about alleged violations of these policies by the University may be addressed to the Dean of Student Office of their designee. This complaint process will follow the existing protocols as set forth by that office.

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Presidential Responsibility Form

I, _____, acknowledge that I have received and read the
(Chapter President Name)

Washburn University Fraternity and Sorority Life Guidebook. By signing this document, I agree and understand the following:

- That my organization will abide by all policies contained within the Washburn University Fraternity and Sorority Life Guidebook and any additional expectations communicated by the Office of Student Involvement and Development.
- That it is my responsibility to communicate these policies and expectations to my chapter membership.
- That if my organization violates any of the policies in this Guidebook, the chapter may be subject to sanctions up to and including dismissal from campus.
- That the Office of Student Involvement and Development has final say on the interpretation of these policies. Those the Office of Student Involvement and Development is always willing to engage in discussion about these policies, it still maintains final interpretation. Any appeals to a decision by the Office of Student Involvement and Development are to be made to the Office of Student Involvement.

(Signature of Chapter President)

(Date)

(Signature of Chapter Advisor)

(Date)

Please print, sign, and return this page to the Office of Student Involvement and Development within the first week of each semester.

Appendix C – Fraternity and Sorority Expansion/Extension Policy

Policies

1. Prior to any establishment of any organization, the interest group members must meet with the Fraternity and Sorority Advisor. This meeting can be set up by contacting the Office of Student Involvement and Development.
2. The chapter establishment⁶ 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 seven (7) 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 Fraternity and Sorority Advisor. This advisor will need to be secured before the new organization receives Registered Student Organization status.
8. Each establishing organization wishing to form should be prepared to meet with the individual council to which they wish to join (IFC/MGC/Panhellenic).
9. Organizations not affiliated with: NALFO, NAPA, NIC, NPC, NMGC, NPC or NPHC⁷ must meet with the Fraternity and Sorority Advisor 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.

⁶ Throughout this document, verbiage similar to this may be used. Establishing organizations may be known as “colonies”, but for the purpose this document, “Colony” will not be used based on negative, historical usage and context.

⁷ 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).

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 agreement (*Green Card*) once they have been granted membership in any form. To obtain grades, interested students must also sign a *White Card*. These cards can be obtained from the Office of Student Involvement and Development during normal business hours.
12. Establishing chapter Presidents must meet with the Assistant Director of Student Involvement and Development. 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:
 - Use of campus facilities for events
 - Use of campus promotional opportunities (print, electronic, etc.)
 - Space on the University website under the Fraternity and Sorority Life page to have organizational information displayed
 - Participation in respective council recruitment and pre-recruitment activities

Intent to Establish Packets

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

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

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

- History and statistics of the organization
 - Brief historical narrative of the organization.
 - How many active chapters and establishing organizations exist?
 - How many chapters and establishing organizations are within 200 miles of Washburn University?
 - How many alumni reside in the Topeka region? This is defined as alumni living within 100 miles of Washburn University
- Organizational information, objectives and support
 - What are the objectives of your organization with regards to membership?
 - What is your organization's commitment to Leadership?
 - What is your organization's commitment to Scholarship?
 - What is your organization's commitment to Community Service/Philanthropy?
 - What is your organization's commitment to Social activities? Please include your position on commitment to a Fraternity and Sorority Community.
 - What is your organization's commitment to member development and programming? Please 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 information if available.
 - Will this person live within a short distance (less than 100 miles) of Washburn University?
 - How long will an establishing chapter have support from the headquarters?
 - How often will the new establishing organization and new chapter be visited by someone at headquarters?
 - What are the financial obligations of members?
 - Please provide an establishment timeline inclusive of:
 - What is the length of this process?
 - What requirements are necessary to receive a charter?
 - At what point does the headquarters cease the establishing process if the organization is not meeting requirements?

Sanctions

- Violations of any form of campus policy may result in one or more of the following sanctions:
 - Loss of campus privileges with regards to promotional opportunities, campus facility/event space, and loss of other privileges.
 - Referral to the judicial process of the chapter's respective governing council.
 - Referral to the Office of Student Life and/or the Dean of Students for disciplinary action.
 - Organizational dismissal from campus.

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Signature Page

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

1. _____ Right of Recognition: Washburn University only recognizes social fraternities and sororities that are affiliated with a National or International 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 Office of Student Involvement and Development.
2. _____ Timeline: The official expansion process will begin in <insert term and year here> with the start of classes. Any preparations (scheduling of facilities, registration for organization fairs, information meetings, etc.) may occur during <insert term and year here> .
3. _____ Chartering: Chartering will occur within 24 months from the date of establishment. If, at the end of 24 months, the establishing organization has not received a charter, an extension may be requested. This request shall be made to the respective governing council and copied to the Office of Student Involvement and Development. If granted, the establishing organization will have an additional two semesters 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, The Office, and/or the appropriate governing council(s).
4. _____ Academics: In order to be eligible for chartering, the establishing organization must maintain an all-organization/all-chapter grade point average (GPA) at or above the Washburn University all undergraduate grade point average at the time of chartering. Initiated status will not be offered, at any time, to any prospective member with a cumulative GPA below a 2.5 on a 4.0 scale.
5. _____ Recruitment: Recruitment events shall be conducted in accordance with the rules and standards of the Fraternity and Sorority Community at Washburn University and Washburn University as a whole. 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 establishing 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 establishing 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 that at levels 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 establishing organization publicity must be approved by the Office of Student Involvement and Development prior to distribution. The Office of Student Involvement and Development agrees to provide the establishing organization with all publicity related resources provided to other recognized campus organizations. The Inter/National organization agrees to provide publicity for the establishing chapter at Washburn University on their official publicity outlets (website, social media, etc.).
12. _____ Advisement: Washburn University and the Fraternity and Sorority Advisor agree to meet with the Inter/National Headquarters team and the new establishing 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 establishing organization agree to meet with the Fraternity and Sorority Advisor 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: The Washburn University Student Organization Handbook requires that membership of student organizations be open to all enrolled Washburn University students and will maintain a minimum of seven (7) members at all times. Should the Organization fall below this number, the organization will be placed into an action plan to bring the establishing organization back into compliance with University policy on membership. Exceptions may be granted, in writing, by the Office of Student Involvement and Development as their discretion. Exceptions are not guaranteed.
15. _____ Policies: The Organization has received and obtained a copy of all Student Involvement and Development and Washburn University polices and agrees to abide by them

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

Agreed to this the _____ day of _____, 20____ by the undersigned:

<council> Council President

<organization> President (if applicable)

<organization> National Representative

Assistant Director for Student
Involvement and Development

Director for Student Involvement and
Development

Vice-President for Student Life