SORORITY AND FRATERNITY EXCELLENCE COMPACT

I. PURPOSE – Fraternities and sororities are an integral component of campus life complementing the academic mission of the University of California, Davis. The Sorority and Fraternity Excellence (SAFE) Compact sets minimum expectations and requirements for fraternal organizations recognized by the institution.

II. DATE OF EFFECTIVENESS - This policy shall go into effect Friday, June 14, 2013.

III. AMENDMENTS - This policy shall be reviewed annually by the Sorority and Fraternity Life Office with any changes proposed by the fifth week of the Winter Quarter and taking effect on the first day of the following Spring Quarter each year. The Sorority and Fraternity Life Office may make changes to this policy at any point within the calendar year with 30 days’ notice given to each fraternity and sorority governing council.

IV. DEFINITIONS - For the purposes of this policy, the following terms are defined to provide clarification and a common understanding in reading this policy.

A. Recruitment - The process where an organization actively seeks out individuals for membership on a continuous basis.
B. Membership Intake Process (MIP or Intake) – In 1990, the National Pan-Hellenic Council (NPHC) and the Council of Presidents made the move to adopt the membership intake process as a way to educate and initiate new members.
C. New Member Education (NME) – The education process of an individual seeking membership within a respective fraternal organization. Each organization shall implement its own new member education process that is developed and/or supported by the organization’s main governing body.
D. Rush – Refers to a period, typically at the beginning of the quarter, where an organization receives a large influx of members. This process is usually associated with some type of formal or organized process which individuals who are interested in membership participate.
E. Pledge - The term used by some organizations for individuals who are in the process of becoming members. Also see G. New Member.
F. Pledging - See B. Membership Intake Process (MIP) or C. New Member Education (NME).
G. New Member – A person who has accepted a bid to join a fraternity or sorority chapter but has not yet been initiated.
H. Interest Meeting (Informational) - A forum for individuals interested in seeking more information about a particular fraternity or sorority.
I. Candidate/Aspirant – See G. New Member.
J. Registered Student Organization – A student organization that is registered with the Center for Student Involvement.

V. APPLICATION & RECOGNITION
A. What constitutes a fraternal organization:
   1. Any Registered Student Organization may be considered and recognized as a sorority or fraternity at UC Davis if its members desire it to be recognized as such and meet all of the conditions and requirements contained herein.
   2. Student organizations will be considered a sorority or fraternity and adhere to the SAFE Compact if they meet one or more of the conditions below:
      b. Affiliated with a Regional, National, or International parent organization that advertises itself as a sorority or fraternity AND is not an honor society.
      c. Affiliated with a Regional, National, or International parent organization that is a member of a national/international council (e.g. National APIA Panhellenic Association; National Association of Latino Fraternal Organizations; National Panhellenic Conference; National Pan-Hellenic Council; National Multicultural Greek Council; North American Interfraternity Council; etc.).
      d. The majority of their social activities take place with other groups identified as sororities and fraternities.
      e. Participate in multiple activities commonly associated with sororities and fraternities, such as:
         i. New member intake process
         ii. New member education process
         iii. Rush/recruitment period
         iv. Numerous large-scale social and/or philanthropic events
   3. The Sorority and Fraternity Life Office and Center for Student Involvement, in consultation with the group applying for RSO status, will make the final determination of whether a group will be required to register as a sorority or fraternity.

B. Recognition levels (or statuses):
   1. **Good Standing** - A chapter who has met all expectations set forth herein and is not currently on Conditional Registration as determined by the Office of Student Development. Chapters in Good Standing receive all privileges of a Registered Student Organization as outlined by the Center for Student Involvement in addition to access to University Residence Halls and First Year student populations as outlined by Student Housing.
      a. **Good Standing: Silver or Gold Rating** – Chapters that have achieved Good Standing for the Quarter will be considered for Silver or Gold Rating based on their performance in four subject areas: Academic Achievement, Philanthropy and Community Service, Risk Management, and Citizenship and Community Involvement.
         i. To achieve Silver Rating, the Chapter must: meet all of the criteria to be in Good Standing; be in the 50th percentile (i.e. above the Sorority and Fraternity mean) of Chapter average cumulative or quarter GPA, fundraising amount, community service personhours, and non-fraternity or sorority extracurricular activities; conduct anti-hazing, risk management, and alcohol abuse training with 100% of its
members within the past 12 months; and have no pending or confirmed allegations of UCD Standards of Conduct for Students, any governing Council policy; CSI policy; or local, state, or federal law violations within the past 12 months.

ii. To achieve Gold Rating, the Chapter must: meet all of the criteria to be eligible for a Silver Rating; be in the 75th percentile of Chapter average cumulative or quarter GPA, fundraising amount, community service personhours, and non-fraternity or sorority activities.

Sorority and Fraternity Life

2. Conditional Registration - Chapters that have not met the minimum requirements of the Sorority and Fraternity Excellence (SAFE) Compact and/or have been given Conditional Registration status by the Office of Student Development or Sorority and Fraternity Life Office. Based upon the conditions set by the Sorority and Fraternity Life Office and/or the Office of Student Development, chapters will be recognized by the University and receive a limited set of privileges for Registered Student Organizations as outlined by the Center for Student Involvement, and access to University Residence Halls and First Year student populations as outlined by Student Housing. If a chapter fails to adhere to or meet the conditions of their Conditional Registration, the chapter may have additional conditions placed on their recognition or lose their recognition altogether.

3. Revoked - A chapter whose recognition by the University has been revoked. Chapters and organizations with this status are not granted the privileges of a Registered Student Organization as outlined by the Center for Student Involvement or access to the University Residence Halls and First Year student populations as outlined by Student Housing. The chapter or organization is prohibited from associating itself with the University.

4. Dormant - A chapter whose membership has fallen below five members, the minimum requirement for Registered Student Organizations. Chapters in this status may still receive the privileges of a Registered Student Organization as outlined by the Center for Student Involvement in addition to University Residence Halls and First Year student populations as outlined by Student Housing. To maintain these privileges, the chapter/organization must adhere to the following expectations:

a. Uphold the expectations and standards set for all organizations as outlined in Sorority and Fraternity Life Office policies, the respective council’s governing documents and university policy and procedures.

b. Must maintain an official point of contact with the Sorority and Fraternity Life Office staff that is updated at the start of each Quarter.

c. For all Dormant chapters, publicity and use of campus facilities is limited to the recruitment of new members and educational programming. All publicity and programming must be done in co-sponsorship with the chapter’s respective governing council.

d. An organization can maintain dormant status for up to two academic years. If the organization has not met the requirements to be a UC Davis Registered Student Organization within that time period, the organization may be placed in Revoked status, asked to go through the expansion process, or submit an action plan to Sorority and Fraternity Life Office staff if they wish to continue operating.
a. Until the organization meets the requirements of a UC Davis Registered Student Organization (http://csi.ucdavis.edu/student-organizations/orientation/), the organization will not be recognized by the institution as an official student organization.

VI. ROLE OF THE SORORITY AND FRATERNITY LIFE OFFICE
A. Provide advising, mentorship and support to all recognized Greek organizations at UC Davis via the Sorority and Fraternity Life Coordinator and Sorority and Fraternity Life Assistant positions.
B. Compile, publish, and disseminate the Sorority and Fraternity Life Office Annual Report.
C. Maintain the Sorority and Fraternity Life website.
D. Meet as requested with consultants and officers from National/International/Regional sorority and fraternity headquarters.
E. Compile, publish, and disseminate the Quarterly Sorority and Fraternity Life Office Academic and SAFE Report.
F. Provide advising, mentorship, support and strategic planning assistance to Council and Chapter Presidents as needed.
G. Serve as an advocate for Greek community needs and interests to City and University entities.
H. Coordinate, increase Greek involvement in, and develop new marketing and outreach efforts for Greek organizations to new and continuing UC Davis students.
I. Coordinate and/or provide training sessions and workshops to Chapters on various topics as needed.
J. Serve as liaison and resource to Chapters, Student Judicial Affairs, UC Davis Police Department, Davis Police Department and other official entities in student group conduct-related investigations and incidents.
K. Provide event planning and support for all-Greek events, including
   1. Greek Week
   2. Greek Awards Nights
   3. Clothesline Project
   4. Greek Networking Fair
   5. Council Rush and Recruitment events
   6. Additional events as created by the Councils, individual Chapters, and/or the Sorority and Fraternity Life Office.
L. Administer and inform Chapter Presidents about the requirements of the SAFE Compact.
M. Contact Information: Office of Student Development, Student Housing, UC Davis, One Shields Avenue, 160 Student Housing, Davis, CA 95616. Telephone: (530) 752-3828, Fax: (530) 752-4345, Website: greeklife.ucdavis.edu.

VII. ROLE OF FRATERNAL ORGANIZATIONS
A. Must meet requirements as set by the Center for Student Involvement to be a Registered Student Organization (RSO).
B. Must follow all deadlines, expectations and requirements set out in the SAFE Compact.
C. Must have an on-campus advisor or a local chapter advisor (Effective June 14, 2014).

D. Must complete the quarterly Chapter Community Service and Philanthropy Report as outlined in Section VIII.

E. Must submit the quarterly Chapter Roster and Academic Report as outlined in Section IX.

F. Must earn an organization quarter and cumulative grade point average (GPA) of at least 2.5 each academic term. Organizations that fall below this requirement must create and implement an Academic Improvement Plan approved by the Sorority and Fraternity Life Office. The plan must be approved and implemented by the beginning of the 4th week of the following Quarter. The Chapter must show consistent academic improvement over successive Quarters until its GPA is above 2.5.

G. To affiliate with a fraternal organization, currently enrolled students and transfer students must have at least a 2.0 cumulative college or university grade point average (GPA) and be in Good Standing. First Quarter Frosh must have graduated from high school with at least a 3.0 high school GPA to affiliate with a fraternal organization. Organizations are strongly encouraged to work with the Office of Sorority and Fraternity Life to verify an individual’s academic standing before offering invitations for membership.

H. Must meet all deadlines and expectations for Membership Intake (MIP) and New Member Education (NME) as outlined in Section XI.

I. Must complete an approved Sorority and Fraternity Life Risk Management Plan and have it on file with the Sorority and Fraternity Life Office within one quarter of the chapter president being elected. The plan must conform to or exceed the standards and procedures in the most recent version of the Fraternal Information and Programming Group (FIPG) Manual.

J. Must be a member of a Sorority and Fraternity Life Office recognized governing council.

K. All Sorority and Fraternity Life Office recognized governing councils must support and follow the Expansion/Extension Procedures in Section XII.

L. Must have at least 80% of chapter membership participate in educational programs on risk management, anti-hazing and alcohol every 12 months.

M. Must not coordinate or associate with any auxiliary groups (“little sisters/brothers”)

N. Must maintain a valid certificate of insurance on file by providing a new copy upon expiration or the start of the academic term.

   1. Must have a current Certificate of Insurance on file with the Sorority and Fraternity Life Office that meets the following criteria:
      a. The registered student organization at UC Davis must be listed as the Insured or Additional Insured.
      b. The REGENTS OF THE UNIVERSITY OF CALIFORNIA must also be listed as Additional Insured.
      c. The Insurer/Producer name and contact information must be on the certificate.
      d. The policy start and end date must encompass the entire length of the event.
      e. The policy must include General Liability coverage of at least $1,000,000 per occurrence.
f. The Certificate of Insurance must provide 30 days advance written notice to the University of any modification, change, or cancellation of any component of the insurance coverage.

2. Organizations without an insurance policy must seek insurance coverage through the University of California’s Registered Student Organization insurance policy (CampusConnexions) and satisfy the following criteria:
   a. Submit to the Sorority and Fraternity Life Office an annual letter from a national officer stating that the organization does not carry an insurance policy for the organization or its affiliates on or before the second Friday of the Fall Quarter.
   b. Once the letter is submitted to the Sorority and Fraternity Life Office, apply for CampusConnexions insurance coverage for each requested event through the online system.

3. Organizations without insurance coverage from their respective headquarters or elsewhere will not be allowed to reserve space or hold events on campus unless covered by CampusConnexions and a signed insurance acknowledgement is on file with Sorority and Fraternity Life. (See Addendum D).

VIII. CHAPTER COMMUNITY SERVICE AND PHILANTHROPY REPORTS

A. Must submit community service and philanthropy reports each Fall, Winter and Spring quarter.
   1. By the Monday of the 8th week of every quarter, each Chapter will submit a report showing its community service, philanthropic fundraising, and workshop presentation efforts over the past four academic quarters. This includes events hosted, produced, or attended.
   2. The Philanthropy and Community Service Report spreadsheet will be used to report each activity.
   3. The following information will be submitted for fundraisers:
      a. Event name
      b. Event date
      c. Benefitting organization
      d. Gross amount of money raised
   4. The following information will be submitted for community service/volunteer events:
      a. Event name
      b. Event date (exact date or quarter and year)
      c. Number of volunteer person hours donated
      d. Benefitting organization

IX. CHAPTER ROSTER AND ACADEMIC REPORTS

A. Roster Update Process:
   1. By the Monday on the 8th week of every quarter, each chapter president is responsible for updating the following information for the upcoming quarter:
      a. A list of members who are active/in good standing
b. A list of current officers and chapter advisors with their current contact information

2. For member(s) who are added to a roster (new member, affiliate, and/or transfer students), each individual must submit a grade release and anti-hazing form to the Sorority and Fraternity Life Office via OrgSync. Forms are due by Monday in the 8th week of the member’s first Quarter of affiliation with the organization.

3. All members on a chapter’s roster will be included in the chapter GPA calculation and accompanied academic achievement reports, unless a member is removed by the deadline each quarter.

B. Academic Report Process

1. The Sorority and Fraternity Life Office will run academic reports each Fall, Winter and Spring quarter for individual chapters in the fraternity and sorority community. These reports will be based upon the most current roster information on file with the Sorority and Fraternity Life Office.

2. Individual academic reports cannot be prepared and issued to chapters without a completed grade release from each individual via OrgSync. These forms give staff the permission to release an individual's grades to the chapter as required by the Federal Educational Right and Privacy Act (FERPA). If grade release forms are not completed, chapter GPA will be calculated and reported using only the GPAs for members who completed the form.

3. Chapter academic reports can be obtained from the Sorority and Fraternity Life Office by the chapter president, academic officer and/or chapter advisor.

4. Students studying abroad, on Planned Education Leave (PELP), enrolled in all P/NP course, or otherwise not receiving a GPA for the current quarter should be included in a Chapter’s grade report.

5. Chapter and New Member GPA’s are calculated by the Sorority and Fraternity Life Office and Registrar’s Office. Campus grade statistics (all-undergraduate, all-men's, all-women's, etc.) are calculated by the Registrar’s Office.

C. Sorority and Fraternity Life Academic Report

1. The Sorority and Fraternity Life Office will produce the UC Davis Sorority and Fraternity Life Academic Report each quarter and post it on the Sorority and Fraternity Life website.

2. Chapter rankings will be based upon the average active member GPA in a given quarter.

3. The quarter academic report will include:
   a. The number of active and new members in a chapter
   b. Average quarter and cumulative GPAs for active and new members

D. Responsibility of the Chapter

1. The chapter is responsible for the accurate and timely completion of their roster and accompanying release forms due each quarter. Changes to the roster may not be made after grade reports have been prepared, unless the error was made by the Sorority and Fraternity Life Office.

2. The chapter is responsible for ensuring all new members and members meet and maintain the minimum academic qualifications for their organization.

3. The grade report will be distributed to Chapters by the end of the second week of the following quarter.
4. Keep the grade report for chapter use. You may need it when you are applying for awards, headquarter or regional reports, and to show to visiting consultants or alumni.
5. Violations of the policies pertaining to chapter roster and academic reports may result in conditional registration or revocation of the violating chapter’s student organization status. During the period of conditional registration, any violation of the MIP/NME policies or any other rules set forth by the University and/or inter/national organization, are grounds to revoke the chapter’s Registered Student Organization status.

X. MEMBERSHIP INTAKE (MIP) AND NEW MEMBER EDUCATION (NME)

A. Preliminary documentation must be completed and submitted to the Greek Life Office by Monday on the 8th week of each quarter by the chapter president or intake/new member education director, indicating the chapter’s intent to conduct or abstain from the intake or new member education process in the next upcoming quarter. This documentation includes:
   1. Any inter/national or regional paperwork that needs to be signed by the Sorority and Fraternity Life Office.
   2. Notice of Intent to Conduct or Abstain from Membership Intake/New Member Education (Appendixes A or B).
   3. Fraternity and Sorority Anti-Hazing Compliance Form (Appendix C).
   4. A calendar of events including:
      a. Informationals and/or interest meetings.
      b. Selection date(s).
      c. Start and initiation dates of the MIP/NME process.
      d. If applicable, the date, time and location for presenting new member (i.e. probate, rollout, revealing, neophyte show) and a reservation confirmation of the location.
   5. All chapters conducting a MIP/NME process must submit a roster with each new member’s full name and UC Davis email address to the Sorority and Fraternity Life Office within two business days after the stated commencement of the process.
   6. Each new member going through the MIP or NME process must submit a grade release and anti-hazing form through OrgSync within two business days of the stated commencement of the education process.
   7. Within two business days of initiation, chapters must submit a roster to the Sorority and Fraternity Life Office indicating which individuals were given membership into the organization.
   8. All documents supplied to the Sorority and Fraternity Life Office are kept confidential from students, student employees, and/or student leaders, including council officers. They may be shared with university officials and inter/national organization staff or volunteers as needed. In the event that any dates and times need to be changed on the MIP/NME calendar of events, the chapter president or intake/new member education director must notify the Sorority and Fraternity Life Office no less than five business days prior to the new event time.

B. The duration and scheduling of Intake and New Member Education processes must meet the following parameters:
1. All intake or new member education process must begin and end in the same academic year. No intake or new member education process may encompass more than two consecutive quarters.

2. Intake and New Member Education activities can only take place during the first through ninth weeks of Fall, Winter, and Spring Quarters. Intake or New Member Education activities may not take place during Winter Break, Spring Break, Summer Break, Exam Week and Week 10 of Fall, Winter, and Spring Quarters.

3. Organizations that would like to deviate from the parameters listed above must submit a petition in writing to the Sorority and Fraternity Life Office and, if applicable, the group’s inter/national headquarters explaining the need for an altered plan and providing a detailed schedule of their proposed process. Organizations may move forward with an altered plan once approved by the Sorority and Fraternity Life Office.

C. Presentation of New Members: All organizations must adhere to the following guidelines when presenting or attending a presentation of new members to the campus community:

1. Presenting new members is a privilege granted by the campus and must be approved by the Sorority and Fraternity Life Office.

2. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or prior to the last day of class in the quarter of initiation, whichever comes first.

3. Presentation of new members is not to be scheduled on the same date or time of a previously planned event of another chapter of the same council unless agreed upon by both organizations.

4. Presentation shows must take place on the UC Davis campus unless otherwise approved by the Sorority and Fraternity Life Office.

5. A copy of the reservation confirmation must be submitted to the Sorority and Fraternity Life Office before a presentation can be approved.

6. No explicit or revealing attire is to be worn by the new members or other show participants/performers.

7. Disparaging comments about other organizations/chapters or use of foul language will not be tolerated.

8. No alcoholic beverages are permitted.

9. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.

10. In the event of a fight during the presentation, those fighting will be referred immediately to the appropriate campus authority (e.g., Sorority and Fraternity Life Office, Student Judicial Affairs, UC Davis Police Department). If a member of the presenting organization is involved, the presentation show will be stopped immediately (see Violations section for further details).

11. Disruptions by other organizations in attendance will not be tolerated. This includes, but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc.

12. Presentations must begin no later than 9:00 p.m. and last no longer than 2 hours. Presentations must begin within 10 minutes of the stated time on a chapter’s
MIP/NME paperwork or the presentation will be cancelled. Following the show, members of the presenting organization must vacate the area within 45 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

13. An Office of Student Development staff member MUST be in attendance at all new member presentations. It is the responsibility of the presenting organization to coordinate with the Office of Fraternity & Sorority Life to schedule a staff member to be present.

D. Violations of MIP/NME Policies - Violations of the policies pertaining to the MIP/NME process may result in conditional registration or revocation of the violating chapter’s student organization status. During the period of conditional registration, any violation of the MIP/NME policies or any other rules set forth by the University and/or inter/national organization, are grounds to revoke the chapter’s Registered Student Organization status.

1. Violations include, but are not limited to:
   a. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying signatures, incomplete paperwork, etc.).
   b. Failure to submit proper paperwork.
   c. Holding MIP or NME events without adhering to the MIP and NME Guidelines set by the University or the inter/national organization.
   d. Any violations of the State of California’s Hazing Laws and/or UC Davis Hazing Policy (http://csi.ucdavis.edu/student-organizations/policies/#ucd-hazing) will result in a referral to Office of Student Development and/or local law enforcement agencies.
   e. Overt activity, defined as any activity related to membership intake/new member education conducted in defiance of established guidelines or warnings by chapter advisors and/or Sorority and Fraternity Life Office staff.
   f. Failure to adhere to the Presentation of New Member Guidelines as a host organization or an organization in attendance.

XI. EXPANSION/EXTENSION PROCEDURES

A. Procedures for Expansion/Extension

1. All fraternal organizations seeking to colonize/expand to UC Davis shall be required to follow the procedures set forth by this policy. All fraternities, sororities, interest groups and colonies must be recognized by one of the six governing councils.

2. If an organization loses recognition by the University or respective governing council, the organization’s status will be revoked for the time period determined by the respective entity. Once the specified time period has passed, the organization may petition the University and the appropriate governing council for recognition provided the university requirements are met.

3. Expansion/extension for fraternities or sororities can occur in three ways:
   a. Through a formal expansion/extension plan approved by a fraternity or sorority life governing council, or
   b. Through receiving a formal petition for recognition by an interest group or fraternal organization to a respective governing council and the Sorority and Fraternity Life Office, or
c. Through reviewing a formal petition for recognition to respective governing council and the Sorority and Fraternity Life Office by a group after a loss of recognition.

d. In the event an organization petitions the governing council and/or the Sorority and Fraternity Life Office and is denied recognition, the organization may appeal the decision in writing within ten business days to the Expansion/Extension Appeals Committee.

i. The committee shall be composed of the President and immediate Vice President of each Sorority and Fraternity Life recognized governing council, and shall render a final decision within two weeks of an appeal being filed.

ii. The Committee will have the final decision on the organization's admission or recognition and registration.

B. Expansion/Extension Committee - An Expansion/Extension Committee can be formed by a governing council to deal with all matters pertaining to the expansion/extension. All actions by the committee should be approved by the respective governing council.

1. Procedures for expansion/extension by a fraternity or sorority life governing council:

   a. Determine the need for expansion.
   
   b. Gain approval from the general membership of the respective council to increase the number of organizations.
   
   c. Form an expansion/extension committee as appropriate.
   
   d. Determine number of organizations to be involved in the expansion/extension effort based on needs and resources. Consideration should be given to fraternities or sororities who previously had a chapter on UC Davis’ campus.
   
   e. Each governing council may recognize no more than two groups as a colony or interest group within a respective council at any one time. Therefore, the council will not be allowed to expand further until a colony has become a chartered chapter or has disbanded.

2. Membership - The Expansion/Extension Committee should be appointed by the general membership of the respective council which the committee falls under. It is recommended that the committee makeup shall represent the chapter presidents from the respective council, at least one representative from each governing council, a faculty and a staff member. The Sorority and Fraternity Life Coordinator shall serve as an ex-officio member.

C. Procedures for Petitioning - Organizations seeking to expand to UC Davis must petition a governing council and the Sorority and Fraternity Life Office as outlined below:

1. Prior to initiating contact with potential new student members, the organization must gain approval from the ASFC, DCPA, IFC, NPHC, PSFC, or USFC and the Sorority and Fraternity Life Office for expansion/extension.

2. Submit information requested in Section XI, D to the Sorority and Fraternity Life Office.

3. Schedule a presentation with the respective council general body, which will be open to the entire UCD campus community.

D. Materials for Petition or Colonization

1. Provide a current, written request expressing the desire to establish a group at UC Davis, accompanied by documentation and supporting materials by the inter/national
organization. The Expansion/Extension Committee reserves the right to not schedule a group for expansion if all aspects of requested materials are not provided. Also, the committee reserves the right to waive any of the following aspects of the documentation for any reason.

2. Provide the following materials to the Expansion/Extension Committee, for review and possible invitation to make a presentation. Unless otherwise noted, all of the following must also be included in the expansion presentations:

a. A brief explanation detailing how the organization will positively contribute to the UC Davis Greek community, fill an unmet need, and contribute to campus diversity while upholding and furthering the community values of: scholarship, service, unity, and leadership.

b. Alumni Information:
   i. Total number of alumnae/i in the Davis, CA area.
   ii. Explained interest and support of the area alumni in establishing a chapter.
   iii. A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity.
   iv. Nearest alumni club/organization/graduate chapter.
   v. A written commitment from an alumnae/i and/or UC Davis staff or faculty member to serve as the advisor for one calendar year.

c. A copy of the following inter/national policies:
   i. Anti-Hazing policy and prevention program(s).
   ii. Risk Management policy and program(s) that meet the minimum expectations set out by the Fraternal Insurance Programming Group (FIPG).
   iii. Sexual Assault policy and program.
   iv. Alcohol and Substance Abuse policy and program(s).
   v. Scholarship policies.
   vi. Financial obligation of members including but not limited to dues, insurance costs, initiation fees, active member fees, and installation fees.
   vii. Membership Education/Intake policy and program.
   viii. Recruitment/Rush policy and program.
   ix. Organization non-discrimination policy.
   x. Leadership Development and Officer Transition programs.
   xi. Proof of insurance.

d. Colonization/establishment procedures and standards for chartering a chapter, including the following specific information:
   i. Minimum expectations of colony for existence and chartering.
   ii. Expectations of the colony at UC Davis for chartering.
   iii. Anticipated timeline for UC Davis colony to chartering.

ea. Involvement and membership details with NALFO, NAPA, NIC, NMGC, NPC or NPHC.

f. Statistical information on inter/national strength:
   i. Total number of chapters nationwide and distribution area.
   ii. Total number of chapters and colonies in California specifically listing each.
iii. Total number of colonizations during the past five (5) years, including; location, number members at chartering, amount of time from colonization to chartering, number failed colonizations and reasons behind closures.

iv. Total number of colonizations anticipated this year and location, including timeline for colonization and chartering for each.

v. The number of chapters lost during the last three (3) years, including; location, when, and why.

vi. The number of active chapters not recognized by a college or university.

g. Information on inter/national support and assistance:
   i. Number of traveling consultants and commitment of time for UCD group. ^
   ii. Chapter Advisor program.
   iii. Description of inter/national staff assistance to colonies and established chapters (i.e., while a colony, after chartering, etc.).
   iv. Description of conventions, leadership schools, or programs available to colony and active members.

h. A summary of the organizational structure of the fraternity at the chapter and inter/national levels.

i. If a group is returning to campus or from a disciplinary action, describe the following:
   i. Reasons why the chapter left campus, and when.
   ii. How the group plans to avoid future disciplinary action.
   iii. How the group has cleared up any debts or circumstances still left incomplete from when previously on campus. ^

^ If applicable

E. Colony and New Chapter Requirements - If necessary, the Expansion/Extension Committee or governing council in agreement with the University may waive any of the following requirements:

1. The colony is responsible for adhering to all requirements as outlined for Registered Student Organizations according to the Center for Student Involvement.

2. Representatives of the colony must attend all governing council meetings and are encouraged to participate in all fraternity and sorority community activities.

3. The colony shall have an inter/national or regional representative visit at least twice during the academic year until the colony is a chartered chapter. This representative shall meet with the Sorority and Fraternity Life Office during their visit.

4. If the parent national/international organization provides liability insurance for its chapters/colonies/interest groups, the colony must have a current certificate of insurance on file with the Sorority and Fraternity Life Office as stated in Section VI, J.

XII. INDEMNIFICATION AND INSURANCE.

A. Chapter shall defend, indemnify, and hold the University, its officers, agents, and employees harmless from and against any and all liability, loss, expense, attorneys’ fees, or claims for injury or damages arising out of the performance of this agreement.
B. Chapter warrants that it shall maintain policies of insurance containing the coverages and minimum limits described in the following subsections during the term hereof. Chapter shall provide University with certificates of insurance evidencing Chapter’s insurance policy coverages and specifically naming “The Regents of the University of California” as an additional insured. If any insurance described in this section is written on a claims-made form, it shall continue for three years following termination of the agreement.

1. **General Liability**: Comprehensive or commercial form general liability insurance with a limit of not less than $1,000,000 per occurrence.

2. **Business Automobile Liability**: For owned, scheduled, non-owned or hired automobiles with a combined single limit of not less than $1,000,000.
Addendum A: Notice of Intent to Conduct Membership Intake/New Member Education Process
Addendum B: Notice of Abstain from Conducting Membership Intake/New Member Education Process
Addendum C: Fraternity and Sorority Anti-Hazing Compliance Form
Addendum D: Chapter Liability Acknowledgement Form
NOTICE OF INTENT TO CONDUCT MEMBERSHIP INTAKE (MIP)/NEW MEMBER EDUCATION (NME) PROCESS

The officers and members of ____________ chapter of _________________ are proud to announce the intake/education of new members for the Fall, Winter or Spring (circle one) quarter of ________________.

Interest Meeting(s) will be held on: __________________________________________

Selection will conclude on: __________________________________________

Education of candidates/aspirants/intake process will begin on: __________________________

Candidates/aspirants will be initiated on: __________________________________________

New members will be presented on: __________________________________________

(Date, Time and Location) NOTE: A copy of the location confirmation must be attached to this form.

The person in charge MIP/NME for the Chapter will be: __________________________

The chapter advisor supervising MIP/NME for the Chapter will be: __________________________

Name (please print) __________________________

Name (please print) __________________________

Title in Chapter __________________________

Title in Chapter __________________________

Phone Number __________________________

Phone Number __________________________

E-Mail Address __________________________

E-Mail Address __________________________

Signature __________________________

Signature __________________________

This form must contain original signatures. Faxes will not be accepted.

Department Use Only: Date received: ____________

MIP/NME Roster Due: ________ Initiation Roster Due: ________
NOTICE OF INTENTION TO ABSTAIN FROM CONDUCTING MEMBERSHIP INTAKE (MIP) / NEW MEMBER EDUCATION (NME) PROCESS

The_______________________ chapter of ________________________ does not intend to conduct membership intake during the Fall, Winter or Spring (circle one) quarter of________________. We understand that should that decision change, we must notify Sorority and Fraternity Life in writing, with written approval from the Chapter Advisor. We understand that if we engage in pre-pledging activities not a part of the inter/national process, it will be reported to the Coordinators for Sorority and Fraternity Life, Student Judicial Affairs, and/or the University Police and the inter/national organization headquarters.

Chapter President (Print) (Signature) (Date)

Chapter Advisor (Print) (Signature) (Date)

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Department Use Only: Date received: _______________
FRATERNITY AND SORORITY ANTI-HAZING COMPLIANCE FORM

We certify that all activities sponsored or required by our inter/national fraternity or sorority and/or members or pledge/associate members comply with the University of California’s (UC) Hazing Policy and California State law.

We have informed the candidate/aspirant/new member(s) of our fraternity/sorority of the contents of UC’s Hazing Policy. This policy will be read to candidate/aspirant/new member(s) at the beginning of the membership intake/new member education process.

We understand that the chapter is not to engage in any pre and/or post membership intake/new member education process activities.

We understand that failure to uphold the UC Hazing Policy and/or California State Law will result in referral to Student Judicial Affairs for an organizational violation (i.e., the organization will face charges) and/or individual violation(s) (i.e., individuals associated with the organization will face charges). We understand that our inter/national organization will be immediately notified if there are any concerns or allegations of illegal membership activities occurring.

We understand that participation in any hazing activity or having knowledge of any hazing activity and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether graduate/alumni status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to Student Judicial Affairs.

Our signatures below certify that we have read, understand, and agree to abide by the UC Hazing Policy.

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<tr>
<th>Fraternity/Sorority Name</th>
<th>Individual Chapter Name</th>
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<tr>
<th>Intake/ New Member Education Chair (Print)</th>
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Department Use Only: Date Received: ________________
CHAPTER AND PERSONAL LIABILITY ACKNOWLEDGEMENT FORM

By signing this Acknowledgement, as a Chapter eligible for campus event coverage through the UC-provided Campus Conexxions, we understand and acknowledge that the insurance policy covers only those events held on the UC Davis campus that are registered with and approved by Campus Conexxions.

We understand and acknowledge that the Chapter will not be allowed to hold on-campus events that are not registered with and approved by Campus Conexxions.

We understand and acknowledge that Chapter events held off campus are not covered by the Campus Conexxions insurance policy; therefore the Chapter’s officers and its individual members may be held personally liable for such off campus events.

We acknowledge that we have been advised by the University of California Davis through the Sorority and Fraternity Life Office that, in order to minimize the risk of liability to the Chapter’s individual members, we should purchase a separate liability insurance policy for our Chapter.

We agree and acknowledge that we will advise the Chapter’s individual members of the information in this Acknowledgement.

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