



Standard Operating Protocols & Procedures

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ABOUT & PURPOSE

The Standard Operating Protocols & Procedures (SOPs) for Fraternity & Sorority Life (FSL) is the operational companion to **University Policy 450.8.2**. Where that policy establishes the foundational relationship and governing policy between the University and its fraternity and sorority community, this document translates that relationship into practice, providing direction, best practices, and accountability for all recognized fraternities and sororities.

Purpose

This document exists to give chapters, governing councils, advisors, and University staff a single, shared reference point for how the FSL community operates. It is intended to:

- a. Provide clear, consistent direction for the processes that govern chapter life, membership intake, and organization operations;
- b. Establish best practices that support safe, values-based, and well-run chapters; and
- c. Create a framework of accountability so that organizations, governing councils, and the University share a common understanding of expectations and processes.

Adherence to University Policy

The protocols and procedures outlined in this document do not replace or supersede any Indiana State University policy or procedure. These protocols and procedures operate alongside the University's. Fraternities and sororities, their members, and their advisors are expected to know and follow all applicable University policies and procedures in addition to the protocols set forth here, including but not limited to **Policy 450** on Student Organizations, the Social Event Protocols & Procedures, and the Code of Student Conduct. Where a conflict exists between this document and official University policy, University policy governs.

Continued Development

Fraternity & Sorority Life is an evolving community, and this document is maintained accordingly. Sections may be revised, updated, or added over time to reflect changes in University policy, emerging best practices, and the needs of the FSL community. The most current version of this document is maintained by Fraternity & Sorority Life within Student Activities & Organizations.

SPECIAL RELATIONSHIP STATEMENT

The university holds a special relationship with social fraternities and sororities based on mutual interest in providing students with opportunities for personal growth, leadership & professional development, academic excellence, pride in campus activities, and engagement in philanthropic and community service endeavors. It is through this reciprocal support of adding value to a student's holistic collegiate experience that the University supports the recognition of fraternal organizations on campus.

The university expects and encourages social fraternities and sororities to operate within the principles of self-governance, which will help to foster a sense of personal and group responsibility. The foundation of this relationship is based on mutual understanding of minimum expectations between the University and the Fraternity & Sorority Life community. These consist of the following:

I. Responsibilities of Fraternities & Sororities

- a. Promote the academic mission of the University and encourage academic excellence among members, as a student's primary purpose of enrollment at the institution is for education.
- b. Register as a student organization annually and adhere to **Policy 450** on Student Organizations including meeting the minimum member standard.
- c. Limit membership in the organization to full-time enrolled undergraduate students at Indiana State University.
- d. Have a charter or other recognition document (in the case of a provisional chapter/colony) from an inter/national organization.
- e. Carry appropriate liability insurance and have the ability to produce a Certificate of Insurance.
- f. Belong to a governing council made up of elected/appointed members of member fraternities/sororities. If an organization seeks to establish on campus that would not typically be a part of an existing governing council, they must be an affiliate member of an existing council until such time as an additional governing council can be established.
- g. Have advisors appointed and trained by the inter/national organization (advisors must be in addition to the university staff member(s) overseeing Fraternity & Sorority Life).
- h. Participate in University and governing council events and programs.
- i. Fulfill the minimum expectations established by the Fraternity & Sorority Life Standards, submit forms consistent with FSL expectations, and maintain accurate and up-to-date membership rosters by established deadlines.
- j. Respect, observe, and uphold the Code of Student Conduct and applicable local/state/federal laws.
- k. Have a constitution and bylaws for local operations that includes the formal name, purpose and mission, non-discrimination language (however, pursuant to 20 U.S.C. 1681 (a)(6)(A), social fraternities and sororities may limit membership on the basis of sex), compliance with University policies and local/state/federal laws, democratic procedures, not-for-profit

status, hazing prohibition, and defining the relationship with their inter/national organization.

- l. Inter/national and/or regional support team provides training and development or other support opportunities for undergraduate members and officers.
- m. In the case that an organization has a recognized facility where members live in shared spaces, that members demonstrate the ability to be good neighbors and citizens, as well as maintaining a safe and healthy living environment.

II. Expectations of University Support

- d. Dedicated professional staff members and graduate assistant(s) in Student Activities & Organizations, who provide support and guidance to governing councils and individual chapters.
- b. Ability to reserve on-campus facilities and equipment for use at organization events and meetings.
- c. Ability to publicize activities and events on campus and inclusion in University publications.
- d. Access to a campus bank account and index code for financial transactions and operations, assistance in creating yearly budgets for the accounts, and the ability to request additional financial support from the Student Government Association.
- e. Ability to participate in campus and community traditions (ex. Homecoming) and other University functions.
- f. Access to the intramural sports program and formation of teams.
- g. Creation and distribution of academic performance reports and statistics.
- h. Programming, training, and recognition opportunities for new members, undergraduate members and officers, and advisors.
- i. Produce and distribute harm reduction, risk management, crisis response, and hazing prevention education.
- j. Uphold the ability for first-semester, first-year students to be eligible to join a fraternity or sorority but maintain the understanding that membership selection will remain with the undergraduate chapter.
- k. If the University proposes revisions to responsibilities, expectations, or other governing documents, organizations will be provided an opportunity to review the proposed changes and offer feedback through a public comment process before implementation.

INITIATION DEADLINE PROCEDURES

Purpose

These procedures are to establish a deadline for the completion of new member processes and the initiation of new members within all recognized Fraternity and Sorority Life (FSL) organizations at Indiana State University. These procedures are designed to ensure adherence to responsible and safe new member joining processes, in addition to establishing a “joining window” for all FSL organizations. By setting a definitive deadline for initiation, Indiana State University aims to promote the well-being of new members and the integrity of the FSL community.

These procedures are established in accordance with **University Policy 450.8.2: Fraternities and Sororities** and apply to all recognized fraternity and sorority organizations. This includes all organizations affiliated with the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Panhellenic Association (PHA). All members, new members, and advisors of these organizations are expected to comply with these procedures.

Consistent with **Policy 450**, registered student organizations are required to comply with applicable University policies, procedures, and directives issued by the Office of Student Activities and Organizations. These procedures establish the operational requirements and timelines governing new member education and initiation processes for fraternity and sorority organizations and are intended to support a safe, structured, and values-based membership experience. Failure to comply with these procedures may result in action through applicable University student organization accountability processes.

Procedural Statement

All recognized Fraternity and Sorority Life organizations are required to complete their new member education processes and formally initiate all new members by the Initiation Deadline set forth by the Student Activities and Organizations (SAO) office for each academic semester. This procedure is not intended to restrict the number of new members an organization may take in a given semester. Rather, it establishes a clear joining window, ensuring that all new member activities conclude in a timely manner, promoting a healthier and more structured environment for new members of the FSL community.

Exemption Process

In rare cases where an organization faces a circumstance that would prevent adherence to the Initiation Deadline, an exemption can be requested.

1. The chapter President or a designated officer, in consultation with their chapter advisor, must submit a written exemption request, via email, to Fraternity & Sorority Life.
2. The request must clearly detail:
 - i. Why is an exemption needed in this circumstance?
 - ii. The names of the new members affected (if applicable).
 - iii. A proposed alternative timeline for initiation.

- iv. All exemption requests are reviewed and either approved or denied by Student Activities and Organizations.

Roles & Responsibilities

Fraternity and Sorority Life Organizations (Chapters):

1. Adhere to the Initiation Deadline.
2. Completion of all new member materials required by Fraternity & Sorority Life.
3. Plan new member processes to ensure timely completion by the deadline.

Student Activities and Organizations (SAO) Office:

1. Set and communicate the official Initiation Deadline for each academic semester, the semester prior.
2. Maintain records of all FSL organizations' new members and initiation statuses.
3. Provide guidance and support to organizations regarding these procedures.

Enforcement

Failure to comply with the Initiation Deadline Procedure is seen as a violation of University Policy and will result in disciplinary action. Consequences may include, but are not limited to:

1. Warning: A formal written warning to the chapter.
2. Conduct Probation: Placement on probationary status for a specified period, potentially including restrictions on social events, recruitment, or other chapter activities.
3. Loss of Recognition: For repeated or severe violations, the organization may face a temporary or permanent loss of university recognition.

The specific consequence will be determined by the Office of Student Support and Accountability and other university administration as necessary.

EXPANSION PROTOCOLS & PROCEDURES

Purpose

Indiana State University recognizes that a strong, well-supported fraternity and sorority community contributes meaningfully to student leadership development, campus and community engagement, and actively supports the overall educational mission of the University. These Expansion Protocols & Procedures, supported in **University Policy 450.8.2.4** establish the standards and process by which a national/international fraternity or sorority may be formally invited to establish a new chapter at Indiana State University.

Expansion will be considered when the University, in consultation with the appropriate governing/coordinating council, determines that a prospective organization can positively contribute to the campus community, demonstrates the capacity for sustained recruitment and growth, and is prepared to operate in a manner consistent with local and state law, the policies of the University, the governing council governing document, and Fraternity & Sorority Life standards.

An organization that has been inactive at Indiana State University for twenty (20) or more years is considered a first-time establishment for purposes of these protocols and procedures. If the organization has been separated from the university for under twenty (20) years, they must go through the Re-Establishment Protocols & Procedures.

Criteria for Expansion

To be eligible for an invitation to expand at Indiana State University, an inter/national fraternity or sorority must demonstrate the following:

1. Be affiliated with a recognized inter/national body (NIC, NPC, NPHC, NALFO, NAPA, or NMGC) or show 10+ consecutive years operating undergraduate chapters (not colonies) at 10+ institutions.
2. Maintain policies congruent with Indiana State University policy (hazing, alcohol/drugs, sexual misconduct, risk management, etc.).
3. Be in good financial and disciplinary standing with no unresolved sanctions.
4. Demonstrate sufficient alumni/ae support, including a direct Headquarters Correspondent and a potential Chapter Advisor.
5. Carry (or commit to obtain before chartering) Commercial General Liability insurance, incl. Host Liquor Liability, \$1,000,000 per occurrence/combined single limit (CSL), naming Indiana State University as additional insured (primary, non-contributory).
6. Agree to annual student organization registration and affiliation with the appropriate governing council.

Phases of Expansion

Establishing a new chapter at Indiana State University aligns with the university's procedures and those of the appropriate governing council. The university process proceeds through four phases: (1) Inquiry, (2) Application, (3) Review & Endorsement, and (4) Establishment.

Phase 1: Inquiry – The organization contacts the Fraternity & Sorority Life staff to discuss campus interest/needs and receive an overview of the process.

Phase 2: Application – By the applicable deadline, the organization submits a complete application to Fraternity & Sorority Life, including:

- Declaration of Intent – a letter expressing interest in establishing a chapter at Indiana State University and describing the anticipated mutual benefit to the organization, students, campus and the relevant governing council.
- Constitution & Bylaws
- A Signed Policy Acknowledgement (produced by Fraternity & Sorority Life)
- Proof of required liability insurance
- Organization contact information
- Potential Chapter Advisor member(s) and their roles
- Requirements the group must meet before chartering
- Risk-management policies (alcohol, drugs, sexual misconduct, hazing)
- The five most recent chapter establishments (members recruited, chartering dates)

Phase 3: Review & Endorsement – FSL staff and the governing-council executive-board representatives complete an initial review within 15 business days and may request further documentation. The governing council reviews the application and recommends action based on fit and campus need. Then forwards its recommendation to the head of Fraternity & Sorority Life (or designee). Who in consult with the Office of the Vice President of Student Experience and Engagement will make a final decision. Then notifies the organization in writing: invitation extended, denied (with reasoning), or deferred pending more information.

Phase 4: Establishment – If approved, the organization will receive a formal invitation to establish at Indiana State University, with recruitment to be coordinated to begin a designated semester.

- The group must complete the University's annual student organization registration process and affiliate with the appropriate governing council.
- The group must maintain a minimum of five (5) full-time, active undergraduate members at all times.
- The group must be actively working on becoming chartered as a fully recognized chapter.
- Upon chartering, the organization becomes a Registered Fraternity/Sorority, subject to **Policy 450.8.2** and all associated protocols and procedures.

RE-ESTABLISHMENT PROTOCOLS & PROCEDURES

Purpose

Indiana State University recognizes that fraternity and sorority chapters that have lost recognition retain meaningful alumni support and campus history. A structured, orderly pathway back to recognized status on-campus can benefit the organization, the Fraternity & Sorority Life community, and the University. These Re-Establishment Protocols & Procedures, supported in **University Policy 450.8.2.5**, establish the standards and process by which a fraternity or sorority chapter that has lost recognition at Indiana State University may seek to re-establish a chapter.

Re-establishment will be considered when the University, in consultation with the appropriate governing council and university offices, determine that the organization has demonstrated the ability to positively contribute to the campus community. This includes meaningfully addressing the circumstances that led to its loss of recognition and is prepared to operate in a manner consistent with local and state law, the policies of the University, the governing council governing document, and Fraternity & Sorority Life standards. There is no automatic right of return, and the University reserves full discretion in determining whether, and when, re-establishment will be considered.

An organization that has been inactive at Indiana State University for twenty (20) or more years is considered a first-time establishment for purposes of University policy and must instead follow the Expansion Protocols & Procedures.

Criteria for Re-Establishment

To be eligible to apply for re-establishment at Indiana State University, an inter/national fraternity or sorority must demonstrate the following:

1. Any suspension, sanction, or removal period specified in the chapter's final conduct letter or closure agreement has been satisfied in full.
2. Be in good financial and disciplinary standing with its inter/national organization, with documentation of that standing provided upon request.
3. Provide a full accounting of the circumstances that led to the chapter's loss of recognition, along with evidence of the steps taken by the inter/national organization to address this.
4. Demonstrate sufficient alumni/ae support, including a direct Headquarters Correspondent and a potential Chapter Advisor.
5. Maintain policies congruent with Indiana State University policy (hazing, alcohol/drugs, sexual misconduct, risk management).
6. Carry (or commit to obtain before chartering) Commercial General Liability insurance, incl. Host Liquor Liability, \$1,000,000 per occurrence/combined single limit (CSL), naming Indiana State University as additional insured (primary, non-contributory).
7. Agree to annual student organization registration and affiliation with the appropriate governing council.

Phases of Re-Establishment

Returning to campus at Indiana State University aligns with the university's procedures and those of the appropriate governing council. The university process proceeds through five phases: (1) Inquiry, (2) Application, (3) Review & Endorsement, (4) Probationary Return, and (5) Full Recognition.

Phase 1: Inquiry – interest in returning, review the circumstances of its departure, and receive an overview of the process. If the chapter's departure resulted from a violation of University policy, FSL will facilitate a conversation with the appropriate student conduct office to discuss any outstanding concerns before the organization proceeds to Phase 2. During this time, no formal commitment is made by either party.

Phase 2: Application – By the applicable deadline, the organization submits a complete application to Fraternity & Sorority Life, including:

- Declaration of Intent – a letter expressing interest in establishing a chapter at Indiana State University and describing the anticipated mutual benefit to the organization, students, campus and the relevant governing council.
- Constitution & Bylaws
- A Signed Policy Acknowledgement (produced by Fraternity & Sorority Life)
- Proof of required liability insurance
- Organization contact information
- Potential Chapter Advisor member(s) and their roles
- Requirements the group must meet before chartering (not applicable in all cases)
- Risk-management policies (alcohol, drugs, sexual misconduct, hazing, etc.)
- A plan for membership growth/recruitment and new member education
- Overview of the inter/national organization's plan to re-establish a chapter on campus, including volunteer and staff support available at the district, regional, and national levels

Phase 3: Review & Endorsement – FSL staff and a governing-council executive-board representatives complete an initial review within 15 business days and may request further documentation. The governing council reviews the application at its next scheduled meeting and forwards a recommendation with summary to the head of Fraternity & Sorority Life (or designee) within 20 business days. The council's recommendation is advisory and not binding. The head of Fraternity & Sorority Life (or designee), in consultation with the Dean of Students, Vice President of Student Experience & Engagement, and other University staff as needed, will make a final determination within 15 business days and notify the organization in writing: probationary recognition granted, denied (with reasoning), or deferred pending more information. Altogether, the full review process can take up to 50 business days, though timelines may extend if additional documentation or deferral is required.

Phase 4: Probationary Return – If approved, the organization will be granted Probationary Recognition for one calendar year and may recruit new members in alignment with its'

governing council's process. An initial class of new members should be initiated within the second semester of return. During the probationary period, the organization must:

- Complete the University's annual student organization registration process and affiliate with the appropriate governing council.
- Maintain a minimum of five (5) full-time, active undergraduate members at all times.
- Participate in governing council delegate meetings and register all chapter events.
- Complete policy education and risk-management training, and maintain regular communication with Fraternity & Sorority Life.
- Promptly report newly elected officers and advisors within 48 hours of a change.

Phase 5: Full Recognition – Approximately one calendar year after returning to campus, the inter/national organization, alumni advisor, and student leadership will meet with Fraternity & Sorority Life, the Dean of Students, and the Vice President for Student Experience & Engagement (or designees) to review the chapter's progress.

Based on this review, the University may grant Full Recognition; extend the probationary period; or rescind Probationary Recognition if the organization has not demonstrated sufficient progress toward re-establishment. Upon Full Recognition, the organization becomes a Registered Fraternity/Sorority, subject to **Policy 450.8.2** and all associated protocols and procedures.