FRATERNITY & SORORITY LIFE
Community Standards Program
BENTLEY UNIVERSITY
Revised August 2021

BENTLEY
Student Programs
& Engagement

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Guiding Principles

Rights of Chapters
Recognized FSL chapters at Bentley University enjoy the right to the following:
- Access to a Bentley account for financial transactions, eligibility for financial incentives through the Standards Program, and the ability to request Student Activity Fee funding from the Allocation & Internal Audit Committee (AIA) for community-wide programming.
- Use of Bentley University facilities for organization meetings, events, and activities through a chapter-specific EMS (Event Management System) log-in.
- Benefits given to only recognized undergraduate student organizations, such as the ability to book rooms in the Bentley Bubble, use of a Bentley General Account for email, and other benefits.
- Eligibility for "No Frills" catering orders offered by Bentley Dining; chapters may elect to pick-up catering foods for a lower cost than that of fully catered orders.
- A designated advisor who is a Bentley faculty or staff member. This Advisor serves as a resource, advocate, and liaison for the chapter.
- Opportunity to participate in regular membership and leadership development programs, including FSL-specific opportunities and student organization success programming.
- Support from Student Programs & Engagement (SP&E) in achieving chapter goals. The Associate Director and Graduate Assistant in SP&E are designated as the primary staff members responsible for FSL at Bentley.
- Self-governance in accordance with the organization's mission, vision, constitution, and University policies and expectations. This includes the ability to limit chapter membership through a defined recruitment and bid-matching process, collect and manage financial dues from members, create opportunities for brother/sisterhood and leadership development, and hold members accountable to FSL Community Standards and chapter expectations.
- Clear knowledge about what the University expects of all chapters, through a written, regularly evaluated, and consistently applied FSL Community Standards Program. Chapters also have the right to know how they are performing with respect to the Standards each year and to provide feedback on the Standards Program and other policies.

Exercising any of these rights in an irresponsible way or in a manner contrary to University policy may result in suspension or termination of access to them. *See Chapter Non-Compliance for more information on when and how these actions would apply.*

Responsibilities of Chapters
Recognized FSL chapters at Bentley University have an obligation to:
- Be good stewards of chapter and University resources, including funding (managing funds in accordance with University policy), facilities (abiding by Conference Center and Student Center policies), and methods of communications (following the posting policy, all student email policy, social media policies, and other communication processes). This includes paying council dues in full by stated deadlines each semester.
- Work toward the mission and goals of the organization as stated in its constitution and in a way that is consistent with the basis on which the chapter was originally recognized. Chapters that were originally recognized in affiliation with a national organization must maintain recognition with that national organization in order to maintain University recognition. All chapters must maintain recognition with their respective governing council in order to maintain University recognition.
- Actively contribute to campus life by promoting the chapter on campus through marketing, programming, and collaboration with other chapters, student organizations, and University departments.
- Develop chapter membership by recruiting and retaining members through a documented and defined process and developing and communicating membership expectations within the chapter. Chapters are expected to recruit only qualified potential new members, which includes only those students who have completed the Anti-Hazing

Agreement & Grade Release, completed Hazing Prevention 101, meet the course credit and GPA requirement, and have attended a Recruitment Info Session. Additionally, chapters are only permitted to recruit and offer bids during established times of year and through articulated processes. The chapter is also responsible for maintain accurate records related to active and inactive members and for promptly notifying SP&E when members statuses change.

- Effectively transition in new leadership every year through an articulated transition process and information-sharing with new executive board members. Executive Board officers are selected through a fair process; it is recommended that chapters utilize elections in which general members vote for new officers, as a fair way to select new leadership.
- Communicate regularly with the chapter's advisor and Student Programs & Engagement staff and partner with those individuals for the success of the chapter, through seeking their advice, sharing information, and meeting regularly.
- Follow InterFraternity Council, Panhellenic Council, Student Programs & Engagement and Bentley University policies and conduct chapter business as role models and student leaders within the Bentley University community. These policies include, but are not limited to the Standards Program, New Member Education Policy, Recruitment Policy, Hazing Policy, Title IX, and the Student Handbook. Allegations of policy violation(s) that involve concerns regarding health and safety may warrant interim sanctions being imposed by Student Programs & Engagement, as defined under *Sanctions.*
- Submit all required FSL Community Standards data, as defined in this document, by the stated deadline. Chapter leadership have a responsibility to ensure active members are following through on their individual obligations outlined in Standards. Chapters also have the responsibility to enact necessary changes to performance based on a review of their completion of Standards each semester.
- Above all, promote an FSL culture at Bentley that is known for academic success and career preparation, community relations, and social responsibility.

Failure to uphold these responsibilities may result in sanctions incurred by the chapter, including, but not limited to, suspension of University recognition and/or official de-recognition of the chapter. *See Chapter Non-Compliance for more information on sanctions, as well as when and how sanctions would apply.*

Purpose of Standards
In accordance with the mission, vision, and values of FSL and the rights and responsibilities of Chapters, the purpose of the Fraternity & Sorority Life (FSL) Community Standards Program *("Standards Program," "the program," or "Standards"*) is to provide a proactive, comprehensive, and consistent framework to support and measure chapter accountability and success. Standards set clear expectations for all chapters, regardless of council membership or affiliation with a national organization. The intention of this document is not to duplicate requirements set out by a chapter's national or international headquarters or other governing bodies. The goal is to set requirements that align with the expectations of these organizations while also promoting a future-focused FSL community that is specific to Bentley University's student, chapter, and institutional cultures.

Standards as a collective program is made up of individual standards that are organized within the following areas:
- Campus & Community Engagement (CCE)
- Membership & Chapter Management (MCM)
- Recruitment & New Member Education (RNME)
- Risk Management (RM)

Development & Review of Standards
The Standards Program was developed in 2017 based on identified needs within Bentley's FSL community and a review of best practices. Student Programs & Engagement surveyed standards programs among Bentley's existing chapters, as well as the National Panhellenic Conference, University of Kansas, NC State University, and Valparaiso University. Components of these models were adapted to meet the needs of Bentley's community. After the first year of the program, student focus group data, Standards data, and a review of the program's operations were reviewed in summer 2018 and used to make improvements the program.

Standards is reviewed annually and revised as necessary by Student Programs & Engagement, in conjunction with the leadership of the FSL chapters and councils. Changes to the Standards Program may be made at any time; revisions will be communicated to chapters and councils in a timely manner. To the extent possible, revisions will be reviewed with chapter leadership and/or councils prior to taking effect. Student Programs & Engagement may adjust Standards deadlines as needed, and notice of these changes will be issued to chapters and councils in a timely manner. Questions or concerns about the program should be addressed to Matt Galewski (mgalewski@bentley.edu), Senior Associate Director of Student Programs & Engagement and Alexa Erb (aerb@bentley.edu) Assistant Director of Student Programs & Engagement.

I. Campus & Community Engagement (CCE)

The following standards govern how chapters engage as active organizations within the campus community. This includes expectations for philanthropy, community building, and community service. These standards seek to develop a notable and vibrant presence in the community for each chapter; chapters will be known for their positive contributions to and partnerships with the campus and broader communities.

I. A. Community Building

I. A. 1. <u>Campus Event Attendance</u>: Each chapter must support campus programming sponsored by other organizations and departments each semester. This fall, these highlighted events include

- Perspectives: Hearing Others | October 29th | 2pm-3:20pm | Back Bays
  - 2 members from each chapter attend—SP&E will verify attendance (Minimum Requirement)
- Athletics Events
  - October 23 | 1pm Volleyball, 4pm Hockey
  - November 6 | 1pm Volleyball, 4pm Hockey
  - At least 25 % of your chapter attends 1 of the following FSL/Athletics Collaboration Events (Minimum Requirement)
    - 2 points: At least 25% of your chapter attend 2 of the 4 events
    - 6 points: At least 25% of your chapter attend 3 of the 4 events
- Panhellenic Council's Powder Puff Event
  - Details TBD
  - 10% of the chapter attends the event (Minimum requirement)
    - 2 points: At least 25% of your chapter attends the event
    - 6 points: At least 25% of your chapter attends the event AND your chapter participates on a team or as a coach
- Greek Activities Council's Lip Sync
  - November 20th | Time TBD
  - 25% of the chapter attends the event (Minimum requirement)
    - 2 points: At least 25% of your chapter attends the event
    - 6 points: At least 25% of your chapter attends the event AND your chapter is part of a team

I. A. 2. <u>SP&E Relationship Building:</u> Coordinate with Alexa (Panhel organizations) and Matt (IFC organizations) to schedule a time for SP&E to come to a chapter meeting and start making connections with general body members. (Minimum Requirement)

I. A. 3. <u>Student Affairs Racial Justice Training:</u> The President & DEI Chair of the chapter complete the Division of Student Affairs Racial Justice Leadership Training (Minimum Requirement)

I. A. 4. <u>Collaboration</u>: Each chapter must collaborate with at least one other organization (FSL chapter, student organization, or University department) on a program of mutual interest each semester. This program should be open to all students.

- Chapter must share the following (Minimum Requirement):
  - Name of the Program
  - List of co-sponsoring organization(s)
  - Teamwork Competency Reflection

- o   Use this form to complete this requirement: https://cglink.me/2hn/s53649
- 2 points: Host one additional collaborative event for the semester. Complete the same form for the second event: https://cglink.me/2hn/s53649

I. A. 5. <u>Personal and Professional Development with Alumni:</u> 15% of the chapter attends Crissi Cole's (Bentley alum, Founder & CEO of <u>Penny Finance</u>) Money Moves presentation for sorority women (October 26th | 2pm | Danielson). Wonder how much you should *really* be saving? How to get your 401k setup? Paying down student loans? Crissi Cole, the founder of Penny Finance, and Bentley alum will be on campus to answer your money questions! (Minimum Requirement)
- 2 points: 20% of the chapter attends
- 6 points: 25% of the chapter attends

Chapters may earn anywhere from **8-29 points** but must fulfill at least the Minimum Requirement for each standard to be considered in compliance with these standards. Deadlines, ways to earn additional standards points, and data sources are described below.

Standard	Criteria	Deadline	1 point	2 points	6 points	Data submitted by Chapter or verified by SP&E
I.A.1.	Campus Event Attendance -Perspectives -Athletics Collaborations -Panhel Powder Puff -GAC Lip Syc	Dec. 6	Minimum requirement	See event specific details	See event specific details	SP&E
I.A.2.	SP&E Relationship Building	Dec. 6	Minimum requirement	N/A	N/A	SP&E
I.A.3.	Student Affairs Racial Justice Training	Dec. 6	Minimum requirement	N/A	N/A	SP&E
I.A.4.	Collaboration	Dec. 6	Minimum requirement	2 events	N/A	Chapter
I.A.5.	Personal & Professional Development with Alumni	Oct. 26	Minimum requirement	20% of chapter	25% of chapter	Chapter

II. Membership & Chapter Management (MCM)
The following standards govern how chapters manage and support their members. This includes expectations for scholarship, leadership, alumni/ae connections, brotherhood and sisterhood, and governance. These standards seek to cultivate a chapter membership dynamic that promotes leadership development and academic success, strong brotherhood and sisterhood among both current students and alumni/ae, and well-structured and representative governance for chapters.

II. A. Membership
II. A. 1. <u>Chapter Roster:</u> Each chapter must update their full chapter roster each semester, inclusive of member full names and Bentley email addresses, and associated executive board positions and council delegate roles. SP&E will send out detailed instructions when it is time to update CampusGroups rosters (Minimum Requirement).

II. B. Scholarship
II. B. 1. <u>Grade Point Average:</u> Each chapter must ensure at least 90% of members maintain at least a 2.7 cumulative grade point average. SP&E will verify member grades per the grade release process (Minimum Requirement).

- 2 points: Average GPA is >3.3

- 6 points: Average GPA is >3.5

II. C. Governance

II. C. 1. <u>Governing Councils</u>: Each chapter must maintain good standing with their respective council(s) (InterFraternity Council or Panhellenic Council, and Greek Activities Council). SP&E will verify the following (Minimum Requirement):
- That the organization is up-to-date on all council dues payments
- The organization is in good judicial standing with the councils
- The chapter's council delegates are active members of the council

II. C. 2. <u>Advisors</u>: Each chapter must have designated advising support from a Bentley faculty or staff member and an advisor from the national/international organization (if applicable). Chapters must confirm in writing (Minimum Requirement):
- Bentley Advisor Contact Information: Full name, Bentley email address
- Nationals Advisor Contact Info (if applicable; local chapters should submit information for an alumni/ae advisor): Full name, Title, Email Address, Phone Number
- Submit this information using this link: https://cglink.me/2hn/s53350

II. C. 3. <u>Officer Transition</u>: Each chapter must update all new e-board officers on their chapter's CampusGroups Page (Minimum Requirement):

II.D. Diversity, Equity & Inclusion

II.D.1. <u>DEI Chair:</u> Each chapter must designate one Diversity, Equity, and Inclusion Chair responsible for coordinating serving as the chapter's representative on the FSL Inclusion & Belonging Council. Chapters must submit in writing the full name and Bentley email address of this officer (Minimum Requirement).

Chapters may earn **6-11 points** but must fulfill at least the Minimum Requirement for each standard to be considered in compliance with these standards. Deadlines, ways to earn additional standards points, and data sources are described below.

Standard	Criteria	Deadline	1 point	2 points	6 points	Data submitted by Chapter or verified by SP&E
II.A.1.	Chapter Roster	Nov 1	Minimum requirement	N/A	N/A	Chapter
II.B.1.	Grade Point Average	Dec 20	90% of member GPAs are 2.7+	Avg. GPA is >3.3	Avg. GPA is >3.5	SP&E
II.C.1.	Governing Councils	Dec 6	Minimum requirement	N/A	N/A	SP&E
II.C.2.	Advisors	Sep 8	Minimum requirement	N/A	N/A	Chapter
II.C.3.	Officer Transition	Dec 6	Minimum requirement	N/A	N/A	Chapter
II.C.3.	DEI Chair	Sept 8	Minimum requirement	N/A	N/A	Chapter

III. Recruitment & New Member Education (RNME)

The following standards govern how chapters manage their member recruitment and new member education processes. This includes expectations for events, participation in departmental programs and workshops, and documentation of these processes. These standards seek to ensure recruitment and new member education processes are values-based and purposeful, appropriately structured and safe, and that all students involved in these processes are informed of their roles, responsibilities, and University policies. In addition to these standards, chapters and their members are accountable to the FSL Recruitment and New Member Education policies, among other policies.

III. A. Recruitment and New Member Education Officers

III. A. 1. <u>Recruitment Chair & New Member Educator</u>: Each chapter must designate officers or members to be responsible for planning and implementing the recruitment and new member education processes. These members should be different for both processes. Chapters must submit in writing the full names, titles, and Bentley email addresses for these members (Minimum Requirement).

- Submit this information using this link: https://cglink.me/2hn/s53350

III. A. 2. <u>New Member Education Workshop</u>: Each chapter must ensure its new member educator(s) attend the mandatory new member education workshop each semester. SP&E will verify chapter participation using attendance lists (Minimum Requirement).

III. B. Recruitment & New Member Education Process Documentation

III. B. 1. <u>Recruitment Schedule & Review</u>: Each chapter must designate officers or members to be responsible for planning and implementing the recruitment and new member education processes. These members should be different for both processes. Chapters must submit the full names, titles, and Bentley email addresses for these members and update officers on the CampusGroups page (Minimum Requirement).

- Use this form to complete this requirement: https://cglink.me/2hn/s53350

III. B. 2. <u>New Member Education Schedule & Review</u>: Chapters must submit their recruitment schedule, including all required information outlined in the Recruitment Policies. Recruitment schedules must be reviewed with the chapter in a chapter meeting prior to the beginning of the process and copies of the schedules must be communicated and made available to all members. The respective officers must submit written schedules in addition to confirming with SP&E and InterFraternity Council or Panhellenic Council that the above requirements have been met for the process (Minimum Requirement).

- Use this form to complete this requirement: https://cglink.me/2hn/s53383
  - 2 points: **Your new member education** schedule reflects a time commitment of no more than 5 hours a week OR spans no more than 5 weeks.
  - 6 points: Your new member education schedule reflects a time commitment of no more than 3 hours a week OR spans no more than 4 weeks.

III. B. 3. <u>Qualified PNMs: Hazing Prevention 101, Info Session, Anti-Hazing Agreement & Grade Release/GPA</u>: Chapters must ensure 100% of the potential new members who they invite to join their organizations have completed the online *Hazing Prevention 101: It's Everyone's Responsibility* training. Additionally, chapters must ensure 100% of their potential new members have attended a Recruitment Info Session (*See Standard II. A. 2.*), have completed the Anti-Hazing Agreement & Grade Release, and meet the minimum GPA requirement (*See Standard II. B. 1.*) (Minimum Requirement). SP&E will verify new member qualifications.

III. B. 4. <u>New Member Roster (Part 1)</u>: Chapters must submit a full roster of all new members who have accepted bids, including full name and Bentley email address, to SP&E prior to the start of New Member Education.

- Use this form to complete this requirement: https://cglink.me/2hn/s53552.

III. B. 5. <u>New Member Roster (Part 2):</u> Upload your new members into CampusGroups using the correct template provided by SP&E. Please do not update your membership roster in CampusGroups until SP&E has sent the instructions.

- SP&E will reach out with the template and upload instructions

Chapters may earn up to **7-12 points** and must fulfill at least the Minimum Requirement for each standard to be considered in compliance with these standards. Deadlines and data sources are described below.

Standard	Criteria	Deadline	1 point	2 points	6 points	Data submitted by Chapter or verified by SP&E
III.A.1.	Recruitment Chair and New Member Educator	Sept. 8	Minimum requirement	N/A	N/A	Chapter
III.A.2.	New Member Educator Workshop	Sept. 30	Minimum requirement	N/A	N/A	SP&E
III.B.1.	Recruitment Schedule & Review	Sept 8.	Minimum requirement	N/A	N/A	Chapter
III.B.2.	New Member Education Schedule & Review	Sept. 15	Minimum requirement	No more than 5 hours a week OR spans no more than 5 weeks.	No more than 3 hours a week OR spans no more than 4 weeks.	Chapter
III.B.3.	Qualified PNMs: Hazing Prevention 101, Recruitment Info Session, Anti-Hazing Agreement & Grade Release/GPA	Sept. 13	100% of PNMs on bid list complete training, attended session, and meet GPA requirement	N/A	N/A	SP&E
III.B.4.	New Member Roster (Part 1)	Sept 20	Minimum requirement	N/A	N/A	Chapter
III.B.5.	New Member Roster (Part 2)	Nov 1	Minimum requirement	N/A	N/A	Chapter

IV. Risk Management (RM)

The following standards govern how chapters manage risk and promote member education on important policies related to risk reduction and compliance. This includes expectations for participation in trainings, chapter structures that support risk management, and education on and compliance with University and chapter polices. These standards seek to promote a culture of safety, education, and accountability within each chapter.

IV. A. Trainings & Programs

IV. A. 1. Risk Management Training: Each chapter must ensure members participate in a scheduled risk management training each year (training topics rotate annually and cover issues related to hazing prevention, Title IX education, alcohol education, and bystander intervention). Chapters must indicate at least 90% of general members and 100% of executive board members have completed this training. SP&E will verify chapter member completion of the training using attendance lists (Minimum Requirement).

IV. A. 2. Risk Refreshers: Each chapter must send the designated officers to **each** SP&E sponsored risk refresher session. If the designated officer is not available, they can send a representative (Minimum Requirement).

Title IX Overview	9/7/21	2pm	Back Bay A	Risk Manager & President
COVID-19 Safety Recommendations for social events	9/7/21	2:30pm	LAC305A	Social Chair & Risk Manager
CUSPS, Calling for Help, Medical Assistance	9/8/21	2pm	Back Bay C	Social Chair & Vice President
Recruitment & New Member Workshop	9/8/21	5pm	Back Bay A	Recruitment Chair & New Member Educator
Standards 101	9/14/21	11am	Back Bay A	Secretary & Standard Officer
Being a Good Neighbor	9/14/21	2:30pm	LAC 305A	Vice President & Treasurer
CARE Training	9/15/21	2pm	LAC 305B	Treasurer & Secretary

IV. A. 3. FSL Hazing Prevention Module: Each chapter must ensure members in their second semester of membership complete the online *Hazing Prevention: Fraternity & Sorority Life* module by the stated deadline(s), so that at least 90% of general members (including any members studying abroad) and 100% of executive board members have completed the training since joining the chapter. SP&E will verify member completion of the training (Minimum Requirement).

- Note: The *Hazing Prevention 101* module is a prerequisite for the *FSL Hazing Prevention* module.

IV. A. 4. Love, Mom & Dad (Fraternities Only): 15% of the chapter attends Anti-Hazing Coalition's "Love, Mom & Dad: Turning Tragedy into Progress" and completes this reflection form: https://cglink.me/2hn/s53851 (October 3rd | 7pm | Zoom | Use this link to register: https://nicfraternity-org.zoom.us/webinar/register/WN_44JOKgvVTbOTJiRwmmpI1g)

- Note: Fulfillment of this requirement is dependent on completed reflection forms. SP&E will verify percentages
- 2 points: 20% of chapter attends
- 6 points: 25% of chapter attends

IV. A. 5. Electronic Check Up to Go (E-CHUG): 15% of members complete E-CHUG, a free confidential, online tool that allows you to answer questions about your alcohol or marijuana use and receive immediate, personalized feedback (Minimum requirement). Members must use this link to upload their certificate of completion: https://cglink.me/2hn/s54389

- 2 points: 20% of chapter completes the assessment
- 6 points: 30% of chapter completes the assessment

IV. B. Structures
IV. B. 1. Risk Manager: Each chapter must designate one risk manager or risk management officer responsible for coordinating risk management policies, protocols, and education for the chapter. Chapters must submit in writing the full name and Bentley email address of this officer (Minimum Requirement).

IV. B. 2. Conduct/Judicial Board: Each chapter must establish a conduct or judicial board for the chapter. This board must be made up of members of the chapter who are responsible for internal member accountability to chapter policies. Chapters must submit in writing the full name and Bentley email address for each member of the conduct or judicial board, along with a brief summary of board cases and decisions that provide evidence of its use or a reasonable explanation for non-use (Minimum Requirement).

IV. B. 3. Certificate of Insurance: Each chapter must submit a copy of their certificate of insurance indicating current liability insurance carried by the chapter (Minimum Requirement).

IV. C. Policies
IV. C. 1. Risk Management Policy & Review: Each chapter is responsible for ensuring risk management policies are documented in writing and are regularly communicated to and reviewed with the membership (*See below for Minimum Requirement details*).

- Risk Management Policy: Each chapter must have a written risk management policy specific to their organization. In addition to outlining how the chapter manages risk and who are primary risk management officers, this policy must contain the chapter's code of conduct, internal chapter conduct/judicial board policy and process information, emergency procedures, and emergency contacts. Chapter must submit their Risk Management Policy in writing.
- Risk Management Review: Additionally, each chapter must review with its members on an annual basis its Risk Management Policy (outlined above). Chapters must provide written confirmation that the risk management review has taken place and that copies of risk management policies have bene made available to all members by the chapter's Risk Manager.

IV. C. 2. Anti-Hazing Agreement: Each semester chapters must ensure that at least 90% of current general members (including any members studying abroad) and 100% of current executive board members have previously completed the Anti-Hazing Agreement & Grade Release since joining the chapter. Additionally, the chapter's new member educator and president must complete the Anti-Hazing Agreement on behalf of the chapter each semester. (Minimum Requirement). SP&E will verify completion of the agreement and release.

IV. C. 3. Adherence to University Policies: Each chapter must adhere to all University policies, including those managed by the Office of Student Programs & Engagement and Office of the Dean of Student Affairs (such as the Student Handbook). Chapters who are found responsible for violating University policies and as a result are either suspended or expelled per the University Conduct System are considered not in compliance with this standard (Minimum

Requirement). SP&E verifies chapter conduct records with the Office of the Dean of Student Affairs. Adherence to University Policies is evaluated throughout the year on an ongoing basis, with qualifying chapters receiving the related Standards point at the end of each semester.

Chapters may earn anywhere from **11-36 points** but must fulfill at least the Minimum Requirement for each standard to be considered in compliance with these standards. Deadlines, ways to earn additional standards points, and data sources are described below.

Standard	Criteria	Deadline	1 point	2 points	6 points	Data submitted by Chapter or verified by SP&E
IV.A.1.	Risk Management Training	Dec. 6	90% of general members and 100% of E-Board completes training	>95% of general members completes training	>98% of general members completes training	SP&E
IV.A.2.	Risk Refreshers	Sept.15	Minimum Requirement	N/A	N/A	SP&E
IV.A.3.	FSL Hazing Prevention Module (Fall & Spring)	Sept. 13	90% of general members and 100% of E-Board have completed training	>95% of general members have completed training	>98% of general members have completed training	SP&E
IV.A.4.	Anti-Hazing Coalition's "Love Mom & Dad"	Oct. 3	15% of members attend	20% of members attend	25% of members attend	Chapter
IV.A.4	Electronic Check-Up to Go	Dec. 6	15% of members complete	20% of members complete	30% of members complete	Chapter
IV.B.1.	Risk Manager	Dec. 6	Minimum requirement	N/A	N/A	Chapter
IV.B.2.	Conduct/Judicial Board	Dec. 6	Minimum requirement	N/A	N/A	Chapter
IV.B.3.	Certificate of Insurance	Dec. 6	Minimum requirement	N/A	N/A	Chapter
IV.C.1.	Risk Management Policy & Review	Sept. 13	Minimum requirement	N/A	N/A	Chapter

IV.C.2.	Anti-Hazing Agreement	Sept. 13	90% of general members and 100% of E-Board have completed agreement since joining the chapter; NME and president complete each semester	>95% of general members have completed agreement	>98% of general members have completed agreement	SP&E
IV.C.3.	Adherence to University Policies (Fall & Spring)	Dec. 20	Minimum Requirement	N/A	N/A	SP&E

Fall 2021

Chapter Worksheet

Chapters should use this guide to track upcoming deadlines for relevant standards data. Chapters can also use this rubric to project the standards points they have accumulated. An updated Spring worksheet will be sent out in December.

Deadline	Area	Criteria	CG Link if Applicable	1 point	2 points	6 points	Pts Earned	Data submitted by Chapter or verified by SP&E
9/8	RNME	Recruitment Chair and New Member Educator	https://cglink.me/2hn/s53350	Minimum requirement	N/A	N/A		Chapter
9/8	RM	Risk Manager	https://cglink.me/2hn/s53350	Minimum requirement	N/A	N/A		Chapter
9/8	MCM	DEI Chair/ Inclusion & Belonging Council Attendance	https://cglink.me/2hn/s53350	Minimum requirement	N/A	N/A		Chapter
9/8	RM	Judicial/Conduct Board	https://cglink.me/2hn/s53350	Minimum requirement	N/A	N/A		Chapter
9/8	RM	Advisor	https://cglink.me/2hn/s53350	Minimum requirement	N/A	N/A		Chapter
9/8	RM	Certificate of Insurance	https://cglink.me/2hn/s53625	Minimum requirement	N/A	N/A		Chapter
9/8	RNME	Recruitment Schedules & Review	https://cglink.me/2hn/s53383	Minimum requirement	N/A	N/A		Chapter
9/13	RNME	Qualified PNMs		Minimum Requirement	N/A	N/A		SP&E
9/15	RNME	New Member Education Schedules	https://cglink.me/2hn/s53626	Minimum requirement	<5 hours a week OR 5 week process	<3 hours a week OR 4 week process		Chapter
9/15	RM	Anti-Hazing Agreement		90% of general members and 100% of E-Board have completed agreement since joining the	>95% of general members have completed agreement	>98% of general members have completed		SP&E

				chapter; NME and president complete each semester		agreement		
9/15	RM	Risk Management Policy & Review		Minimum requirement	N/A	N/A		Chapter
9/20	RM	Risk Refresher Session Attendance		Minimum Requirement	N/A	N/A		SP&E
9/20	RNME	New Member Roster (Part 1)		Minimum requirement	N/A	N/A		Chapter
9/22	RM	FSL Hazing Prevention Module	Individual member certificate submission: https://cglink.me/2hn/s53379	90% of general members and 100% of E-Board completes training	>95% of general members completes training	>98% of general members completes training		SP&E
9/30	RNME	New Member Educator Workshop		Minimum Requirement	N/A	N/A		SP&E
9/30	CCE	SP&E Staff Member at a Chapter Meeting		Minimum Requirement	N/A	N/A		SP&E
10/4	RM	"Love, Mom & Dad" (Fraternities Only)	https://cglink.me/2hn/s53851	15% of chapter attends	20% of chapter attends	25% of chapter attends		SP&E
10/26	CCE	"Money Moves: Penny Finance" (Sororities Only)		15% of chapter attends	20% of chapter attends	25% of chapter attends		SP&E
TBD	CCE	PowderPuff		10% of the chapter attends	25%of the chapter attends	25% of the chapter attends AND the chapter participates on a team or as a coach		
10/30	CCE	Perspectives: Hearing Others		2 members from your chapter attend	N/A	N/A		SP&E
11/1	MCM	Chapter Roster	Ensure that full chapter roster is up to date including e-board positions	Minimum requirement	N/A	N/A		Chapter
11/1	RNME	New Member Roster (Part 2)	Upload into CG using instructions from SP&E	Minimum requirement	N/A	N/A		Chapter

Date	Category	Standard	Link	Bronze	Silver	Gold		Responsible
11/7	CCE	Athletics Collaboration		At least 25% of your chapter attends one of the events	At least 25% of your chapter attends 2 of 4	At least 25% of your chapter attend 3 of 4		SP&E
11/20	CCE	GAC Lip Sync		25% of the chapter attends	50% of the chapter attends	25% of the chapter attends and your chapter participates on a team		Chapter
12/6	CCE	Collaboration	https://cglink.me/2hn/s53649	Minimum requirement	2 events	N/A		Chapter
12/6	MCM	Governing Councils		Minimum requirement	N/A	N/A		SP&E
12/6	CCE	Student Affairs Racial Justice Training		Minimum requirement	N/A	N/A		Chapter
12/6	MCM	Officer Transition		Minimum requirement	N/A	N/A		Chapter
12/6	CCE	E-CHUG		15% of members complete	20% of members complete	30% of members complete		Chapter
12/6	RM	Risk Management Training		90% of general members and 100% of E-Board completes training	>95% of general members completes training	>98% of general members completes training		SP&E
12/20	MCM	Grade Point Average		90% of member GPAs are 2.7+	Avg. GPA is >3.3	Avg. GPA is >3.5		SP&E
12/20	RM	Adherence to University Policies		Minimum Requirement	N/A	N/A		SP&E
						*TOTAL POINTS EARNED FOR FALL		
						*STANDARDS LEVEL FOR FALL		

*Student Programs & Engagement will make the final determination on total points earned and the corresponding Standards Level. However, chapters may use the table below to project the Standards Level they are on track to achieve.

Standards Level	Fall Semester	Incentive/Result Per Semester
Platinum Status *"Setting the Standard"*	70-88, with at least minimum criteria fulfilled for each standard	Maintains compliance; receives **$500** toward chapter programming

Gold Status *"Exceeding the Standard"*	51-69, with at least minimum criteria fulfilled for each standard	Maintains compliance; receives **$250** toward chapter programming
Silver Status *"Meeting Standards"* or *"In Compliance"*	32-50, with at least minimum criteria fulfilled for each standard	Maintains compliance
Not In Compliance	**0-31.5**	May be subject to sanctions or referral by SP&E

Semester	Not In Compliance	Silver	Gold	Platinum
Fall	0-31.5	32-50	51-69	70-88

*The number of points available in a given semester is the sum of the maximum points available for each standard within that semester. This total does not include any bonus points, which may be earned in addition to regular standards points and have the ability to help a chapter earn a higher Standards Level.

Compliance with Standards

Submitting & Verifying Standards Data
Compliance with the Standards Program is tracked on an ongoing basis by Student Programs & Engagement. Chapter compliance with the program is based on compliance with each of 99 unique standards (with one standard being evaluated twice, for a total of 100 standards opportunities), which are evaluated throughout the academic year, divided between two semesters. Compliance with each specific standard is determined based on available data related to that standard. For some standards, the chapter is responsible for submitting data to provide evidence of the completion of those standards (for example, by submitting a document or written statement to SP&E). For other standards, Student Programs & Engagement will track the relevant chapter data (for example, member participation in trainings or GPA information). Responsibility for achieving each standard lies with each chapter, regardless of data source.

Standards Points
Earning Points
Satisfying a standard requires submission (by a chapter) or completion (verified by SP&E) of at least the *"Minimum Requirement"* which is described for each standard. Generally, a chapter earns one point for each standard by submitting or completing the *Minimum Requirement*. Some standards provide opportunities for chapters to complete a standard beyond the *Minimum Requirement* and earn additional points. Late submissions of Standards data will result in the chapter receiving .5 points for a 1 point Standard, or 1 point for 2 and 6 point Standards. Chapters may earn up to 48 regular points in the Fall and 52 regular points in the Spring. Point values reset after each semester. If a standard does not apply to a chapter or if a chapter wishes to seek exemption from a standard, for a reason that SP&E can verify and approves, the chapter will not be required to meet that standard but will receive the 1 point associated with that Standard's *Minimum Requirement.*

Bonus Points
Student Programs & Engagement may throughout the semester offer chapters the opportunity to earn additional points for chapter accomplishments that go above and beyond what is required by Standards. These points are added to the chapter's Standard Point total for a given semester but may not serve as substitutes points for any *Minimum Requirements* associated with specific standards.

Bonus Points are earned for chapter participation in opportunities identified by SP&E as they arise in a given semester. Generally, these opportunities are campus programs that have direct relevance to the FSL Strategic Plan. Chapters will earn 1 Bonus Point for each opportunity they complete, and no more than 10 Bonus Points will be offered each semester.

Chapter Non-Compliance
Failure to meet any Standard, by the stated deadline, or in a way that demonstrates its *Minimum Requirement* has been met at any point in the semester may result in the chapter receiving zero points for that standard and/or being designated by Student Programs & Engagement as *Not In Compliance*. Additionally, a chapter may be deemed *Not In Compliance* as a result of the *Chapter Performance Review* at the end of each semester. Chapters that fail to uphold their *Rights & Responsibilities* may be considered *Not In Compliance*.

Sanctions
In the event a chapter is deemed *Not In Compliance* during the semester due to failure to meet one or more Standards, the chapter's leadership and respective governing council will be notified of the chapter's status and any sanctions to imposed until the standard in question is satisfied, as determined by Student Programs & Engagement.

In the event a chapter is deemed *Not In Compliance* as a result of the *Chapter Performance Review* at the end of a semester, the chapter's leadership and respective governing council will be notified of the chapter's status and any sanctions to be imposed, as determined by Student Programs & Engagement. Any time-bound sanctions would be in place no longer than from the date of notification through the last day of the following semester.

In the event of allegations of policy violation(s) that involve concerns regarding health and safety, Student Programs & Engagement may impose interim sanctions, to be in place until the allegations are resolved, through the University Conduct System, respective council's judicial board, or by staff in Student Programs & Engagement, depending on the nature of the allegations and policies implicated. The goal of any interim sanctions is to reduce risks to health and safety, reflect the nature and severity of the allegations, and be in place no longer than is necessary to resolve the allegations.

Depending on the violation, Student Programs & Engagement may impose any number of sanctions which include:

- *Chapter Warning* – written notice (for a period of time) that if the chapter were to violate Standards or *Rights & Responsibilities* further, the chapter may be subject to additional sanctions.
- *Ineligibility for Platinum Status* – chapters who violate Standards or *Rights & Responsibilities* may become ineligible to achieve Platinum status or earn the associated financial incentive for that semester.
- *Ineligibility for Gold Status* – chapters who violate Standards or *Rights & Responsibilities* may become ineligible to achieve Gold status or earn the associated financial incentive for that semester.
- *Chapter Training* – the chapter, or a subset of members, is required to complete a training or educational session with a staff member from Student Programs & Engagement by a specific deadline.
- *Event Suspension* – the chapter may not host or participate in any activities or present itself as an organization in any venue. Event suspensions may exclude those events which are required by Standards, as determined by Student Programs & Engagement.
- *Recruitment Suspension* – the chapter may not communicate, associate, or engage in formal or informal activities with any students who are potential new members.
- *New Member Education Suspension* – the chapter may not communicate, associate, or engage in formal or informal activities with any students who were offered bids to join the organization.
- *Chapter Suspension/Suspension of University Recognition* – the chapter loses University recognition and may not host or participate in any activities or present itself as an organization in any venue. Additionally, members may not organize or communicate as a chapter, except with respect to chapter efforts to meet the relevant standard(s) and regain University recognition. In these cases, Student Programs & Engagement staff and the chapter's Advisor must be present and/or included in such communication.

It is important to note that all sanctions associated with Standards are separate and distinct from those sanctions that may be assigned by the Office of the Dean of Student Affairs through the University Conduct Process.

Referral
Chapter failure to comply with any sanctions assigned by Student Program & Engagement, continued or egregious non-compliance with Standards, or any violation of University policy may result in Student Programs & Engagement assigning additional sanctions, or referral as outlined below:

- *Referral to Governing Council* – the chapter is referred to InterFraternity Council or Panhellenic Council Judicial Board for judicial action by the council (in cases of failure to comply with sanctions or continued/egregious non-compliance with Standards). The Councils, based on their constitutions, bylaws, and policies, may issue sanctions to the chapter, which may include but not be limited to official de-recognition of the chapter.
- *Referral to the Office of Office of the Dean of Student Affairs* – the chapter is referred for disciplinary action through the University Conduct System (in cases of failure to comply with sanctions or violation of University policy). The Office of the Dean of Student Affairs, based on University policy, may issue sanctions to the chapter, which may include but not be limited to suspension or expulsion of the chapter.

Chapters that are suspended or expelled per the University Conduct System (as opposed to *Chapter Suspension/Suspension of University Recognition* per Standards) as a result of a University Conduct System process, or who have been officially de-recognized by their Governing Council, are not eligible to obtain Silver, Gold, or Platinum status or financial incentives offered by Standards for the semester(s) in which the suspension takes place; however,

chapters suspended via the Conduct System may be required to adhere to Standards in order to improve as a chapter and prepare for success for when the suspension is lifted.

Appeals

Chapters wishing to appeal Standards decisions and/or sanctions will be given the opportunity to do so. Appeals must be submitted in writing to the Director of Student Programs & Engagement within five business days of the chapter receiving the decision/sanction. In order to be considered, an appeal must demonstrate there was a failure of fair process, the suspension imposes an undue hardship, and/or there is new information that was unavailable at the time of this decision. The Director's decision as to whether or not an appeal will be granted is final, and the appealing party will be notified promptly of the decision.

Individual Membership & Compliance

Compliance with Standards is assessed primarily for the purpose of ensuring chapter accountability and success; however, many standards require a high level of individual member engagement and success in order for the chapter to maintain compliance with Standards. Thus, all active members of a chapter in a given semester are expected to have satisfied the individual components associated with relevant standards. The individual requirements, and the standards upon which they are based, are listed below:

- Complete the Anti-Hazing Agreement & Grade Release prior to participating in recruitment: *Standard IV. C. 2.*
- Participation in all required in-person and online risk management trainings in a given semester: *Standards III. B. 2., IV A. 1., and IV. A. 2.*
- Maintain a cumulative GPA of at least 2.7 each semester: *Standard II. B. 1.*

While in general a chapter will not be impacted by an individual's failure to complete a component associated with Standards, the chapter will be impacted by a critical mass (generally over 10% of individuals must not complete the component for the chapter to be impacted); this excludes cases in which chapters must achieve 100% individual compliance (in situations involving executive board and new members).

Executive Board Members

For the purposes of Standards, executive board members are defined as all members who hold one or more of the following positions: chapter president, vice president, secretary, treasurer, risk manager, recruitment chair, new member educator, regardless of whether or not they serve on the "executive board" of the chapter.

Active Members

Active members are defined as those listed on the chapter's roster each semester who may also pay dues, attend chapter activities and events, and associate with other members. Chapters are responsible for providing prompt updates to Student Programs & Engagement if and when chapter membership does not reflect the most recent roster submitted to the office.

Inactive Members

Chapters must indicate on their roster, or by notifying SP&E in writing, any members who are inactive with the chapter. Inactive members are exempt from Standards requirements. Inactive members are defined by Student Programs & Engagement to be those members who for academic, financial, personal or other reasons have chosen not to participate in the chapter for a given semester and have notified the chapter of this in writing. The chapter is responsible for maintain this documentation. Inactive members are expected to not communicate or engage as a member in any informal or formal way with members, new members, or potential new members of the chapter or attend or participate in chapter events or activities during their inactive period. Members wishing to become active again must first communicate their intention to the chapter and Student Programs & Engagement and may be required to complete any obligations under Standards prior to becoming active again.

Members Studying Abroad

Members studying abroad are required to complete all online requirements (i.e. online trainings) as if they were on-campus;

however, they are temporarily exempt from in-person requirements that can only be completed on-campus (i.e. participation in an in-person chapter training). When returning from their semester abroad, these members have until three weeks into the following semester to satisfy in-person requirements through attendance at make-up opportunities. Failure to satisfy these requirements within the defined three weeks may result in that member's membership being suspended.

Membership Suspension

Any member who does not complete individual components of a relevant standard by the stated deadline may incur suspension of their membership in the chapter by Student Programs & Engagement. Cases that may be considered for individual membership suspension include an individual active member's:

- Failure to complete the Anti-Hazing Agreement & Grade Release as described by *Standard IV. C. 2.*
- Failure to complete or participate in an online or in-person training as described in *Standards III. B. 2., IV A. 1., and IV. A. 2.*
- Continued failure to meet the minimum cumulative GPA requirement for a given semester, as described in *Standard II. B. 1.* Generally, members who fail to meet the GPA minimum will be supported by SP&E and the chapter to promote academic improvement. Membership suspension will only be used in cases where a member has repeatedly neglected established academic improvement plans.

In such cases, the member and their respective chapter leadership will be notified, and the member is not permitted to communicate or engage as a member in any informal or formal way with members, new members, or potential new members of the chapter or attend or participate in chapter events or activities during their suspension. The membership suspension will remain in effect until the individual component of the standard in question is satisfied. Failure to comply with the terms of the membership suspension, or continued or repeated non-compliance with Standards, may result in referral to the Office of the Dean of Student Affairs. Members wishing to appeal their suspension may do so according to the process consistent with that which is outlined in *Appeals.*

Potential New Members

Potential new members are expected to complete certain requirements in order to participate in the recruitment process (*See Standard III. B. 2.*). Chapters are expected to only be recruiting potential new members who have already completed these requirements (qualified potential new members). Chapters who are recruiting students other than qualified potential new members will be considered Not In Compliance with Standards.

Chapter Performance Review

Following each semester, Student Programs & Engagement will assign each chapter a Standards Level, based on an objective review and scoring of chapter data associated with each standard. These levels will be published in a Standards Report Card on the Bentley website.

The more points a chapter earns in a given semester, the higher that chapter's Standards Level will be at the end of the semester. Achieving Gold or Platinum status comes with a financial incentive in the form of programming funds from SP&E, to be used in the following semester for chapter philanthropy, brotherhood/sisterhood, academic or other SP&E-approved programming. Chapters who earn Silver status will maintain compliance with the Standards Program but earn no financial incentive. A chapter may earn the Standards Level associated with their total accumulated points even if they have late Standard submissions. Standards Levels, Point Ranges, and associated Incentives are outlined in the table below. chapters may use the table below to project the Standards Level they are on track to achieve.

Standards Level	Fall Semester	Incentive/Result Per Semester
Platinum Status *"Setting the Standard"*	70-88, with at least minimum criteria fulfilled for each standard	Maintains compliance; receives **$500** toward chapter programming

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Semester	Not In Compliance	Silver	Gold	Platinum
Fall	0-31.5	32-50	51-69	70-88

*The number of points available in a given semester is the sum of the maximum points available for each standard within that semester. This total does not include any bonus points, which may be earned in addition to regular standards points and have the ability to help a chapter earn a higher Standards Level.

On an annual basis, the InterFraternity Council and Panhellenic Council reserves the right to review chapter achievement within Standards and may make recommendations to each chapter related to ways to improve compliance and achievement within the program. Consistent with the councils' constitutions, bylaws, and policies, a council may decide to suspend or de-recognize a chapter that demonstrates continued non-compliance or low performance related to Standards. This may take place in the course of the council's annual review or upon referral by Student Programs & Engagement at any point throughout the year. See *Referral* for more information.