Valparaiso University
Standards and Expectations for Fraternities and Sororities

Established 2001; Amended 2013

"Valparaiso University, a community of learning dedicated to excellence and grounded in the Lutheran tradition of scholarship, freedom, and faith, prepares students to lead and serve in both church and society."

—Valparaiso University Mission Statement

Fraternities and sororities provide interested students the opportunity to become part of a group which shares common ideals and promotes community service, scholastic excellence, and philanthropic endeavors, as well as opportunities for leadership development and social activities. Sorority and fraternity life at Valparaiso University can offer training, guidance, friendship, and lasting inspiration to their members, to the campus and to the Valparaiso community.

As recognized organizations, fraternities and sororities are responsible to the University. They are expected to regulate their own lives within standards which apply to all students, to retain a quantity and quality of membership to insure their continued success, and to maintain their own internal discipline at a level to assure continued recognition as a social organization and a recognized housing unit. The University reserves the right to remove this recognition at its discretion. The fraternities and sororities govern themselves through their own constitutions and policies and collectively through the Interfraternity Council and the Panhellenic Council.

Sororities and fraternities are responsible for a positive contribution to the primary functions, mission and goals of the University, and therefore are under an obligation to encourage the intellectual, physical, social and spiritual development of their members. In this regard, the University has established the following norms and expectations for fraternities and sororities:

- Objectives and activities that are in accord with the goals and purposes of the University.
- Conduct consistent with Christian morals and civil laws.
- An atmosphere which stimulates substantial intellectual progress and achievement.
- Maintenance of safe, sanitary and wholesome physical conditions in their housing areas.
- Sound business practices both in Chapter finances and business relations of their members.

As members of the Valparaiso community, fraternities and sororities are directly subject to civil and criminal laws. The University expects them to function responsibly in the community and to obey civil and criminal laws.

—Valparaiso University Student Guide to University Life

Overview

The *Valparaiso University Standards and Expectations for Fraternities and Sororities* was established in 2001 in a cooperative effort between the University and fraternity and sorority leaders. The *Standards and Expectations* went through a comprehensive review and revision in 2013. The *Standards and Expectations for Fraternities and Sororities* provide the framework for the continued positive interactions and relationships between the University and recognized fraternities and sororities.

Valparaiso University has established a set of expectations for all fraternities and sororities in each of the following areas:

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Annually, fraternities and sororities will be recognized for excellence in each of the areas included in the *Valparaiso University Standards and Expectations for Fraternities and Sororities*. Chapters will be evaluated on the following scale:

- **Vasi Level** (Greek word for Base) minimum expectations for all fraternities and sororities
- **Kudos Level** (Greek word for Achievement)
- **Arete Level** (Greek word for Excellence)
- **Acme Level** (Greek word for Peak)
- An * indicates a requirement for the annual SAAFE and Empowering Organization designation. For the Campus Involvement section, the chapter must participate in the SAAFE Rally

The four performance levels within *Standards and Expectations* outline a pathway to success for chapters. There are minimum expectations that <u>all</u> fraternities and sororities must fulfill annually (Vasi Level), and there are three levels of growth that will lead to award and recognition opportunities.

Academic Achievement

Vasi Level

1. **Chapter Officer:** The chapter will elect/appoint an individual who will coordinate all academic excellence and scholarship activities. Due by September 15.

2. **Academic Performance:** The chapter will maintain a minimum of a 2.50 semester GPA per the expectations stated in the Interfraternity Council and Panhellenic Council Constitutions. No submission required.

Kudos Level

1. **Academic Achievement Plan:** The chapter will annually develop and submit a copy of its academic achievement plan. Due by September 15.

2. **Academic Performance:** The chapter will achieve at least a 2.70 semester GPA for both the spring and fall semesters prior to the annual evaluation. No submission required.

Arete Level

1. **Academic Achievement Plan:** The chapter will annually develop and submit a copy of its academic recognition program. Due by September 15.

2. **Academic Programming:** The chapter will host a program that involves a member of the Valparaiso University teaching faculty. Due by May 1.

3. **Academic Performance:** The chapter will achieve at least a 3.00 semester GPA for both the spring and fall semesters prior to the annual evaluation. No submission required.

Acme Level

1. **Academic Achievement Plan:** The chapter will annually develop and submit a copy of its internal tutoring program. Due by September 15.

2. **Academic Accountability:** The chapter will academically suspend all members that have not achieved a 2.0 semester GPA for 2 consecutive semesters. No submission required.

3. **Academic Accountability:** The chapter will have an expectation that all executive board officers perform at a higher level than the minimum for membership. Due September 15.

4. **Academic Performance:** The chapter will perform above the all-male/all-female grade point average for both the spring and fall semesters prior to the annual evaluation. No submission required.

Accountability

Vasi Level

1. **Chapter Conduct Board:** The chapter will annually develop and submit a copy of its Chapter Member Conduct Board process. Due by September 15.

Kudos Level

1. **Chapter Conduct Board:** The chapter will provide evidence of members being held accountable for violations of membership expectations through the Member Conduct Board. To be reported on the Monthly Report.

Arete Level

1. **Programming:** The chapter will annually host a program about organizational and fraternity/sorority community values. Due by May 1.

2. **Member Code of Conduct*:** The chapter will develop and implement a member Code of Conduct, which will include the annual signing of the contract by all members and new members. A copy of the contract will be submitted no later than October 1.

Acme Level

1. **Member Accountability:** The chapter will have no members with a finding of responsible for violation of the *Valparaiso University Student Guide to University Life* policies on Alcohol Use, Drug Use, or Nondiscrimination, Harassment and Sexual Assault* or City of Valparaiso policy violations. No submission required.

2. **Chapter Accountability:** The chapter will have no violations of council, university, or City of Valparaiso policies. No submission required.

Alumni/ae Relations

Kudos Level

1. **Chapter Officer:** The chapter will elect/appoint an individual who will coordinate all communication and programs for alumni/ae. Due by September 15.

2. **Chapter Newsletter:** The chapter publishes an annual chapter newsletter. Due May 1.

Arete Level

1. **Alumni/ae Programming:** The chapter will host one (1) program annually, which may include an event on Homecoming weekend, that involves alumni/ae. Due May 1.

2. **Chapter Newsletter:** The chapter publishes a semesterly chapter newsletter. Due May 1.

Campus Involvement

Vasi Level

1. **Campus Involvement:** A minimum of 50% of the chapter membership will be involved in another student organization, on-campus employment, or university program. Due May 1.

2. **Governing Council Involvement**: The chapter will participate in all required Interfraternity Council and/or Panhellenic Council hosted programs, events and meetings. No submission required.

Kudos Level

1. **Unity Development:** The chapter will host one event or program with a chapter outside of their governing council. Due May 1.

2. **Campus Involvement:** A minimum of 70% of the chapter membership will be involved in another student organization, on-campus employment, or university program. Due May 1.

3. **University Involvement*:** The chapter will be involved in one (1) University sponsored program. Examples of programs may include Welcome Week, Relay for Life, Homecoming, Family Weekend, MLK Day, SAAFE Rally*, Songfest, etc. Due May 1.

Arete Level

1. **Unity Development:** The chapter will host one event or program with a chapter from within their governing council. Due May 1.

2. **Campus Involvement:** A minimum of 80% of the chapter membership will be involved in another student organization, on-campus employment, or university program. Due May 1.

3. **University Involvement:** The chapter will be involved in two (2) University sponsored programs. Examples of programs may include Welcome Week, Relay for Life, Homecoming, Family Weekend, MLK Day, SAAFE Rally, Songfest, etc. Due May 1.

Acme Level

1. **Unity Development:** The chapter will host one event or program with a non-fraternity or sorority student organization. Due May 1.

2. **Campus Involvement:** 90% of the chapter membership will be involved in another student organizations, on-campus employment, or university program. Due May 1.

3. **University Involvement:** The chapter will be involved in three (3) University sponsored programs. Examples of programs may include Welcome Week, Relay for Life, Homecoming, Family Weekend, MLK Day, SAAFE Rally, Songfest, etc. Due May 1.

Chapter Management

Vasi Level

1. **Chapter Advisor:** The chapter has an active chapter advisor who attends at least two (2) chapter meetings a semester. Due September 15.

2. **Chapter Reporting:** The chapter completes the Valparaiso University Fraternity/Sorority Monthly Reports. Due May 1.

3. **Leadership Retreat:** The Chapter President or designee will attend the annual Fraternity and Sorority Leadership Retreat. No submission required.

4. **Inter/National Organization:** Chapter officers will attend all required inter/national organization trainings and programs. To be reported on the Monthly Report.

5. **Liability Insurance:** The chapter will provide a copy of the Certificate of Insurance listing the University as an additional insured. Due October 1.

6. **Financial Management:** The Chapter will complete all required paperwork for the IRS 990 or other related tax forms. Due May 1.

Kudos Level

1. **Chapter Reporting:** The chapter will meet all university reporting deadlines. Ongoing.

2. **Chapter Reporting:** The chapter will complete the Valparaiso University Fraternity/Sorority Monthly Reports by the 1st of the following month every month. Due the 1st of the month.

3. **Officer Roundtables:** The chapter will send a member to each officer roundtables hosted by the Panhellenic and Interfraternity Councils. No submission required.

Arete Level

1. **Financial Management:** A member of the chapter advisory team, which may include a regional or inter/national officer or staff member, will review the finances of the chapter on an annual basis. Documentation of this review will be provided to the University by May 1.

2. **Alumni Advisory Board:** The chapter will have an active group of alumni/ae or friends serving on an advisory board beyond the primary Chapter or Faculty advisor. Due September 15.

Acme Level

1. **Officer Transition:** The chapter will host an officer transition retreat or meeting. Due May 1.

2. **University Relations:** An officer/representative of the chapter will have a meeting each month with a University staff member. The chapter may identify what University staff is best to provide guidance on any current chapter programs, events, concerns, or issues. Examples include: housing and residence life, writing center, recreational sports, etc. To be reported on the Monthly Report.

Community Service and Philanthropy

Vasi Level

1. **Chapter Officer:** The chapter will elect/appoint an individual who will coordinate all community service and philanthropy activities. Due by September 15.

2. **Event Registration:** The chapter will register all events through the Fraternity and Sorority Event Registration Form within 5 business days before the event. Ongoing.

3. **Community Service and Philanthropy Reporting:** The chapter will report all chapter and individual community service hours and all philanthropic donations through the Valparaiso University Community Service and Philanthropy Report Form. Ongoing.

Kudos Level

1. **Community Service or Philanthropy Event Participation:** Chapter members will actively participate in at least two (2) other organizations' community service or philanthropy events annually. Due May 1 to be reported on the Monthly Report.

2. **Individual Community Service:** Every member of the chapter will complete a minimum of five (5) service hours annually. Due May 1 to be reported on the Community Service and Philanthropy Report Form.

3. **Community Service Event:** The chapter will hold one community service event per year, involving 80% of the chapter membership. Due May 1 to be reported on the Community Service and Philanthropy Report Form.

4. **Dance Marathon:** The chapter will have a team participate in the annual Valparaiso University Dance Marathon, the official philanthropy event of the fraternity and sorority community. No submission required.

Arete Level

1. **Community Service or Philanthropy Event Participation:** Chapter members will actively participate in at least two (2) other organizations' community service or philanthropy events each semester. Due May 1 to be reported on the Monthly Report.

2. **Individual Community Service:** Every member of the chapter will complete a minimum of ten (10) service hours annually. Due May 1 to be reported on the Community Service and Philanthropy Report Form.

3. **Philanthropy Event:** The chapter will hold at least one philanthropy event per academic year. Due May 1 to be reported on the Community Service and Philanthropy Report Form.

4. **University Events:** The chapter will participate in one University wide service event per academic year. Examples of programs may include Welcome Week Service Event, Relay for Life, Valparaiso University Day of Caring, MLK Day of Service, Rebuilding Together, etc. Due May 1 to be reported on the Community Service and Philanthropy Report Form.

Acme Level

1. **Community Service Event:** The chapter will hold one community service event per semester, involving 80% of the chapter membership. Due May 1 to be reported on the Community Service and Philanthropy Report Form.

2. **Philanthropy Event:** The chapter will hold one philanthropy event in cooperation with another fraternity/sorority or student organization. Due May 1 to be reported on the Community Service and Philanthropy Report Form.

3. **University Events:** The chapter will participate in two University wide service events per academic year. Examples of programs may include Welcome Week Service Event, Relay for Life, Valparaiso University Day of Caring, MLK Day of Service, Rebuilding Together, etc. Due May 1 to be reported on the Community Service and Philanthropy Report Form.

Housing

Vasi Level

1. **Corporation Board:** The chapter has an elected/appointed Corporation Board Officer on file with the University. Due by September 15.

2. **Administrative Paperwork:** The chapter will complete all Valparaiso University housing paperwork provided by the Office of Residential Life and Housing. Due by date set by University.

3. **Fire Safety:** The chapter will complete and pass a Fire Safety Inspection every academic year (if applicable). Due by October 1.

Kudos Level

1. **Educational Programming:** The chapter will conduct an annual Fire Safety educational program for all residents of the chapter facility/corridor (if applicable). Due by October 1.

2. **Fire Drill:** The chapter will complete a Fire Drill for the chapter facility/chapter room annually (if applicable). Due by October 1.

3. **Candle Policy:** The chapter will have a policy prohibiting the use of candles for events and ceremonies taking place within university buildings. Due by October 1.

Arete Level

1. **University Relationship:** Chapter maintains a positive working relationship with the University Facilities Management and Residential Life & Housing Department. No submission required.

Acme Level

1. **Financial Management:** The chapter Corporation Board files the IRS 990 forms applicable to the incorporated status. Due by May 1.

Member Development and Education

For all requirements in this section: If the required percentage of the chapter membership is in attendance for a University or organization sponsored program/event/lecture on one of the given topics, this can serve as the chapter programming on that topic. In-house chapter programs must involve the participation of members of the faculty, staff, administration, and/or an outside expert.

Vasi Level

1. **Member Education:** The chapter will annually provide programming for members on both of the following topics with 100% attendance from members. Due May 1.
   - Alcohol and/or drug use and abuse
   - Hazing

Kudos Level

1. **Member Education*:** The chapter will annually provide programming for members on one of the following topics with at least 70% attendance from members. Due May 1.
   - Diversity and/or non-discrimination, sexism/sexual abuse/gender issues* or bystander intervention*

Arete Level

1. **Member Education:** The chapter will annually provide programming for members on one of the following topics with at least 50% attendance from members. Due May 1.
   - Career Development or Personal Wellness

Acme Level

1. **Member Education:** The chapter will implement a program to assist senior members in their transition from college to life after college, which also promotes lifelong membership. Due May 1.

Membership Recruitment and Intake

Vasi Level

1. **Chapter Officer:** The chapter will elect/appoint an individual who will coordinate all recruitment/intake activities. Due by September 15.

2. **Recruitment/Intake Rules and Regulations:** The chapter will have no violations of the stated recruitment/intake guidelines. No submission required.

3. **Financial Requirements:** The chapter will provide complete and comprehensive financial information regarding the costs of membership. Due September 15.

Kudos Level

1. **Recruitment Schedule:** The chapter will provide a public list of recruitment events that are included on the Fraternity and Sorority Life Calendar. Ongoing.

New Member Education

Vasi Level

1. **New Member Education Program:** The chapter will submit the new member education plan to be implemented by the chapter any semester there are new members. A copy of the new member education plan must be submitted by September 1 for fall new member education and January 10 for spring new member education.

2. **Initiation Deadline**: The chapter will complete the new member education program and the initiation ceremony for all new members in the time period of no more than eight weeks (not including Spring Break). Initiation must be completed one week prior to the academic exam period of that semester. To be reported on the Monthly Report.

3. **Member Education:** The chapter will provide programming for new members on hazing, drugs/alcohol abuse and sexual assault prevention/gender issues*. Due May 1.

Kudos Level

1. **Initiation Deadline**: All chapters will complete their new member education program and the initiation ceremony for all new members in the time period no more than six weeks (not including Spring Break). This time period will also not exceed past one week prior to academic exam period of that semester.

2. **Retention:** The chapter will retain a minimum of 70% of the men/women who have accepted bids per academic year. No submission required.

Arete Level

1. **Retention:** The chapter will retain a minimum of 80% of the men/women who have accepted bids per academic year. No submission required.

2. **Academic Performance:** The new member class for any given new member period will maintain within 0.3 or increase their previous semester GPA. No submission required.

Acme Level

1. **New Member Education Program:** The chapter will host a new member event with another fraternity/sorority new member class. Due May 1.

2. **Retention:** The chapter will retain a minimum of 90% of the men/women who have accepted bids per academic year. No submission required.

3. **Academic Performance:** The new member class for any given new member period will maintain within 0.15 or increase their previous semester GPA. No submission required.

4. **Parent Letter:** The chapter will send a letter to the parents of all members annually reviewing member expectations, financial commitments, and contact information for chapter officers and advisors. Due May 1.

Public Relations

Vasi Level

1. **Chapter Officer:** The chapter will elect/appoint an individual who will coordinate the communications, marketing and public relations for the chapter. Due by September 15.

2. **Public Relations:** The chapter will develop a chapter website that is updated quarterly. No submission required.

Kudos Level

1. **Public Relations:** The chapter will have a website, Facebook page, Twitter Account, or other social media outlets that comply with the risk management guidelines. No submission required.

2. **On-Campus Promotion:** The chapter will promote on campus through a University advertising resource ie: Chapel View Lounge, display case, table topper, etc. No submission required.

Arete Level

1. **Public Relations:** The chapter will obtain coverage in The Torch or other local media for an event or activity. No submission required.

Acme Level

1. **Family Weekend:** The chapter hosts an event or program for parents of current members during the Valparaiso University Family Weekend. To be reported on the November Monthly Report.

Risk Management

Vasi Level

1. **Chapter Officer:** The chapter will elect/appoint an individual who will coordinate the risk management/harm reduction. Due by September 15.

2. **Event Registration:** The chapter will register all events through the Fraternity and Sorority Event Registration Form within 5 business days before the event. Ongoing.

3. **Risk Management Guidelines:** The chapter will submit a copy of the inter/national organization guidelines for risk management annually. Due September 15.

4. **Crisis Management Plan:** The chapter will develop a crisis management plan and each member is educated about this plan. A copy of this plan is due by September 15 and the education will take place by October 1.

5. **Emergency Contact Information:** The chapter will post emergency contact information in the chapter facility or chapter room. No submission required.

Awards, Recognition and Accountability

1. All chapters are expected to complete all items at the Vasi level in all 12 areas on an annual basis. Chapters that do not complete all of the Vasi level criteria will be referred to the Valparaiso University Fraternity and Sorority Judicial Board for failure to comply with the *Valparaiso University Standards and Expectations for Fraternities and Sororities*.

2. For the purposes of Awards and Recognition, each criteria statement will be valued in the following manner:
    a. Vasi = 1 point
    b. Kudos = 2 points
    c. Arete = 3 points
    d. Acme = 4 points

3. Chapters that choose to complete multiple events for one criteria statement will receive multiple point values for those events once all other criteria levels for the action item have been met.

4. Awards and Recognition will be presented in the following manners:
    a. **Certificate of Achievement:** chapters that complete all Vasi and Kudos level criteria in a specific area.
    b. **Area Excellence Award:** chapters that complete all Vasi and Kudos level criteria and have the most value points from the criteria in Arete and Acme will receive the Area Excellence Award for that category.
    c. **President's Award for Fraternity and Sorority Excellence:** chapters that complete all Vasi, Kudos and Arete criteria in all 12 categories and have the most value points from the criteria in Acme.

5. Annually, chapters that complete all criteria statements with a * will receive the designation of being a "SAAFE and Empowering Organization" by the SAAFE (Sexual Assault Awareness and Facilitative Education) Office. This designation communicates that the chapter has been educated on issues of sexual assault prevention and awareness and that the chapter is committed to being a safe environment for any and all students, faculty, staff, alumni and friends at Valparaiso University regardless of race, religion, gender, sexual orientation, nationality, age, etc. The annual renewal of this designation will be announced at the Fraternity and Sorority Award Ceremony each spring.