



## **Colorado School of Mines**

### **Fraternity & Sorority Life Office Recognition Policy**

The Recognition Policy is the formal process social fraternity and sorority chapters must complete to be recognized and remain in good standing at Colorado School of Mines. Chapters already established, or have been approved by the FSL Office to establish, are required to follow this policy.

The purpose of this policy is to provide a clear distinction of which chapters are in good standing and fully recognized by Mines and SAIL-FSL Office and receive the benefits that come with this recognition. Completion of the minimum requirements needed to be formally recognized acknowledges the fundamental practices needed to be a successful organization. The Recognition Checklist is in alignment with what is already expected from chapters through the Mines FSL Office and their respective national headquarters.

Benefits of being a recognized social fraternity and sorority:

- Individualized advising from professional FSL staff
- Ability to rent rooms and event spaces on Mines campus
- Access to campus marketing avenues
- Risk and leadership education
- Recruitment support and promotion
- Access to incentive programs
- Participation in campus events and traditions such as E-Days and Homecoming
- Recognition on Mines website and other resources

A chapter is considered in good standing with the FSL Office when they meet all requirements of the Recognition Checklist. All required documentation shall be submitted to the Fraternity & Sorority Life Coordinator for review and approval.



## Colorado School of Mines

### Fraternity & Sorority Life Office Recognition Policy Checklist

For any questions regarding this checklist please contact the Fraternity & Sorority Life Coordinator. Items must be completed by their due date.

This checklist serves as the minimum expectations chapters should maintain. Ideal expectations go beyond this form with Pillar Program submissions and completion and high involvement in the community.

- Turn in chapter insurance policy 5 business days from the start of the fall semester
- Update and confirm chapter member roster within 5 business days at the start of both the fall and spring semester
- Provide the name and contact information of the chapter advisor within 5 business days at the start of both the fall and spring semester
- Turn in signed Hazing & Grade Release Forms 10 business days from chapter new members receiving a bid
- Sign the Mutual Relationship Statement with chapter president, vice president, and risk management chair within 5 business days of the spring semester
  - Chapter must maintain the integrity of this agreement
- Submit new member education program within 5 business days of both the fall and spring semester
- Submit emergency response plan 5 business days of both the fall and spring semester
- Pay finances by the due date on invoice issued by the FSL Office and Panhellenic Council and Inter-Fraternity Council
  - \$5 per day late fee assessed for each day proceeding the original due date
- Turn in Event Registration Forms at least 1 week prior to the event date
- See Event Registration Policy for more information

In the case the Recognition Checklist is not completed, the chapter can be suspended. The following are cause for suspension: chapter owes finances to the FSL Office or their respective councils, the chapter has an active investigation, and/or the chapter has missing paperwork. If requirements are not met, the chapter will be found not in good standing and will meet with the Associate Director of Fraternity & Sorority Life for further evaluation. Chapters will be put on suspension until requirements are fulfilled and may not hold chapter events, recruitment events, and potential fines may be assessed.