



Chapter Standards Document

In order for an organization to be recognized by and in good standing with the Office of Greek Life, it must meet the criteria listed below. If these criteria are not met, the chapter risks loss of ability to host events, ability to collect information from the office, such as grade reports, ability to reserve space on campus, and/ or other sanctions up to and including permanent loss of recognition.

Chapters must:

1. Be a recognized chapter of an inter/national fraternity or sorority.
2. Have at least 10 members, or participate in recruitment/ intake annually.
3. Have an advisor who is not an undergraduate student.
4. Comply with all university and inter/national policies and local, state, and federal laws.
5. Submit the following documents to the office of Greek Life:
 - A: A membership roster with first name, last name, student ID number, and membership status due. The roster will be due the fifth class day of each fall and spring semester. Updates are due at mid-semester and on the last day of class.
 - B: A new member list due within 48 hours of the conclusion of recruitment (for IFC/ Panhellenic) or the selection of a new line (for MGC/ NPHC). All other additions are due within 48 hours of the acceptance of the invitation to join. The typed list will include: student first and last name, student ID number, student phone number, and the name, email address, and phone number of a parent or other emergency contact person.
 - C: A copy of the proposed new member plan, to be submitted by mid-semester of the semester preceding that chapter's primary intake period. The information will be submitted at <https://aub.ie/standardsubmission> and will include all of the requested information. After feedback, final new member plans are due on the last day of the semester. Final new member plans will be sent to the organization's headquarters.
 - D: An accurate breakdown of costs to be paid by individual members in the coming academic year will be due by the last day of classes each spring. The document should show amounts paid by different groups of members (ex: new members, initiated members, with or without a meal plan...). The breakdown should be itemized by local dues, national/international dues, mandatory fees such as initiation fees, and any other category the organization would like to include. Furthermore, this should include estimates of other costs members might reasonably expect to pay in order to participate in chapter events, such as amounts assessed for socials, formals, or other chapter activities not covered by dues.

E: An updated list of all officers due by the Friday before Thanksgiving. The list will include the office title, name, phone number, and email address for each officer. At least one advisor should be included on the list. Any other time an officer is appointed or elected, an updated list is due within 48 hours.

F: A fully-signed acknowledgement of Auburn University's anti-hazing policy (signed by all president, officer responsible for membership of education, and chapter advisor of record) annually. Access the agreement at <https://aub.ie/nohaze>.

6. Attend and participate in the programming sponsored by the Office of Greek Life and/ or their council. This programming includes, but is not limited to, officer training, officer meetings, and council meetings.
7. Remain current in payment of dues to their respective council, as well as fines, fees, and other financial obligations by the required deadlines.
8. A chapter that operates a facility on campus must submit their property insurance certificate, (listing Auburn University as loss payee), and general liability insurance certificate, listing Auburn University as additional insured, as their interests appear, per the terms of the land lease agreement and the Auburn University insurance requirements for Auburn University Greek Organizations. This must be done by the deadlines assigned to each chapter, based on its insurance renewal schedule.
9. A chapter that operates a facility on campus must comply with the fire and life safety standards applicable to their facility.
10. Register the chapter's events, both on and off campus, through AU Involve at least seven school days before the event. The event must be marked as an event related to their respective Greek Council.
11. Any time an emergency team, or "flashing lights" vehicle visits an event sponsored by a fraternity or sorority (as judged by a reasonable person standard), a facility owned or managed by a fraternity or sorority, or a residence occupied mostly by members of a fraternity or sorority, chapter leadership should notify the Office of Greek Life. After making sure all emergency responders are notified, chapter leadership should call a chapter advisor and then call a full-time staff member of the Office of Greek Life. This "flashing lights" policy is applicable at all times, day and night, not only during business hours.