



## Minimum Chapter Operational Standards

*Academic Year 2021-2022*

Minimum standards were established to create a baseline of operations for all chapters. In order to be a chapter in good standing with the National Fraternity, all Minimum Chapter Operations Standards must be met. **Failure to do so will impact your chapter's insurance rate for the 2022-2023 academic year.** An outline of these standards can be found below.

<b>Chapter Achievement</b>	<b>Liability Insurance Premium Change</b>
Does not meet Minimum Chapter Operational Standards	+10%
Meets Minimum Chapter Operational Standards	Base Rate

### Minimum Chapter Operational Standards

1. Take at least one new member class per year and conduct initiation of new member class.
2. Adherence to national new member program and initiation deadlines.
3. 100% of new members complete GreekLifeEDU (at least part 1) before June 1<sup>st</sup>.
4. Minimum GPA established for all members and minimum GPA established for recruitment of new members.
5. Completion of Fall and Spring Risk Management Education Program with 85% attendance (Fall Topic *must* cover Alcohol and Drug Abuse).
6. Safe Social Event Plan submitted to the National Fraternity.
7. Annual budget submitted to the National Fraternity.
8. Form 990 tax document submitted to the IRS and the National Fraternity
9. Chapter Operations Documents submitted to the National Fraternity
10. Officer Risk Management Signature Form
11. Fall and Spring Chapter Information Audit



## Overview of Submissions

- Take at least one new member class per year and conduct initiation
  - No form submission required. Information will be collected by the chapter's reporting of its new members and initiations on the Phi Psi Portal.
  - Due: 05/01/2022
- Adherence to national new member program and initiation deadlines (dependent on pre-determined program length of 10 days, 21 days, or 6 weeks)
  - *Note: \$1,000 fine per day until new members are initiated if deadline is not met*
  - No form submission required. Information will be collected by the chapter's reporting of its new members and initiations on the Phi Psi Portal.
  - Submitted by: President or Corresponding Secretary
  - Due: 05/01/2022
- 100% of new members complete GreekLifeEDU (at least part 1)
  - No form submission required. Individual member progress will be determined through monitoring of GreekLifeEDU
  - Due: 06/01/2022
- Minimum GPA established for all members and minimum GPA established for recruitment of new members.
  - Submitted by: Scholarship Chairman
  - Form: Chapter GPA Requirements
  - Due: 12/31/2021
- Completion of Fall & Spring [Risk Management Education Programs](#)
  - Submitted by: Risk Management Chairman
  - Form: Risk Management Programs
  - Attendance requirement
    - 85% of active members and 85% of new members
    - Determined by chapter's roster on the date the program occurred
  - Fall Program:
    - ***Must cover Alcohol & Drug Abuse***
    - Due: 12/31/2021
  - Spring Program:
    - Chapter may choose from the following topics:
      - *Hazing & Fraternity Education*
      - *Sexual Violence Prevention*
      - *Fire Prevention*
      - *Criminal Liability & Basic Legal Concepts*
      - *General Fraternity Insurance Coverage & Risk Management*
        - *Will be provided by the National Fraternity*
    - Due: 05/01/2021



- Safe Social Events Plan submitted to the National Fraternity.
  - Submitted by: Risk Management Chairman
  - Form: Safe Social Events Plan
  - Due: 12/31/2021
  
- Annual Budget submitted to National Fraternity.
  - Submitted by: Treasurer
  - Form: Annual Budget
  - Due: 12/31/2021
  
- Form 990 Tax Document Submitted to the IRS and to the National Fraternity.
  - Submitted by: Treasurer
  - Form: Form 990 Tax Document
  - Due: 05/01/2022
  
- Chapter Operations Documents submitted to the National Fraternity.
  - *Chapter must submit their bylaws, code of conduct, and grievance procedures.*
  - Submitted by: Corresponding Secretary
  - Form: Chapter Operations Documents
  - Due: 12/31/2021
  
- Fall and Spring Chapter Information Audit
  - *This form allows the National Fraternity to collect logistical information about each chapter and their campus.*
  - Submitted by: President
  - Form: Fall/Spring Chapter Information Audit
  - Due: 12/31/2021 (*Fall*)
  - Due: 05/01/2022 (*Spring*)
  
- Risk Management Policy Officer Agreements
  - This form must be signed by each of the following officers/chairmen:
    - President
    - Vice President
    - Treasurer
    - Risk Management Chairman
    - Recruitment Chairman
    - Fraternity Education Chairman
    - Social Chairman
  - Form: Officer Risk Management Signature Form
  - Due: 12/31/2021 (*Fall*)
  - Due: 05/01/2022 (*Spring*)



Standard	Form Title	Submitted By	Due Date 1	Due Date 2
Take at least one new member class and conduct initiation of new member class	<i>N/A</i> <i>Chapter reports membership via Phi Psi Portal</i>	<i>N/A</i>	05/01/22	<i>N/A</i>
Adherence to National new member program and initiation deadlines	<i>N/A</i> <i>Chapter reports membership via Phi Psi Portal</i>	<i>N/A</i>	05/01/22	<i>N/A</i>
100% of new members complete GreekLifeEdu (at least part 1) before June 1 <sup>st</sup> , 2022	<i>N/A</i> <i>Progress tracked via GreekLifeEdu</i>	<i>N/A</i>	06/01/22	<i>N/A</i>
Minimum GPA requirements established for all members and recruitment of new members	Chapter GPA Requirements	Scholarship Chairman	12/31/21	<i>N/A</i>
Completion of Fall & Spring Risk Management Education Programs with 85% attendance (Fall topic <i>must</i> be Alcohol & Drug Abuse)	Risk Management Programs	Risk Management Chairman	12/31/21	05/01/22
Safe Social Events Plan submitted to National Fraternity	Safe Social Events Plan	Risk Management Chairman	12/31/21	<i>N/A</i>
Annual Budget submitted to National Fraternity	Annual Budget	Treasurer (P)	12/31/21	<i>N/A</i>
Form 990 Tax Document submitted to IRS and National Fraternity	Form 990 Tax Document	Treasurer (P)	05/01/22	<i>N/A</i>
Chapter Operations Documents submitted to National Fraternity	Chapter Operations Documents	Corresponding Secretary (AG)	12/31/21	<i>N/A</i>
Risk Management Policy Officer Agreements	Officer Risk Management Signature Form	GP; VGP; Treasurer; Recruitment Chairman; Social Chairman; Fraternity Education Chairman; Risk Management Chairman	12/31/21	05/01/22
Fall and Spring Chapter Audits Completed	Fall/Spring Semester Audit	President (GP)	12/31/21	05/01/22