

PHI KAPPA PSI FRATERNITY

Intellect. Morality. Spirituality. Loyalty.

MINIMUM CHAPTER OPERATIONAL STANDARDS

Academic Year 2023-2024

Minimum standards have been established to create a baseline of operations and education for all chapters in Phi Kappa Psi. To be a chapter considered in good standing with the National Fraternity, all Minimum Chapter Operational Standards must be met. **Failure to do so will impact your chapter's insurance rate for the 2024-2025 academic year.** An outline of these standards can be found below.

Chapter Achievement	Liability Insurance Premium Change
Meets Minimum Chapter Operational Standards	Base Rate
Does not Meet Minimum Chapter Operational Standards	+10%

Form Submissions

All forms must be completed on the Phi Psi Portal

1. Chapter Operations Documents
2. Chapter Information Audit
3. Minimum GPA Requirements
4. Chapter Grade Report (previous term)
5. Annual Budget
6. Form 990 Tax Document
7. Safe Social Event Plan
8. Member Safety Program (select from 6 topics)

Member Education

All courses can be found on Compass through the Phi Psi Portal

9. Completion of *Risk Management Policy and General Insurance* by all active members
10. Completion of *Embark* by 100% of new members
11. Completion of *Ascend* by designated officers & chairmen

Financial Performance

12. No invoices aged over 90 days for the academic year

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OVERVIEW OF STANDARDS AND SUBMISSIONS

1. Chapter Operations Documents

- *Chapter must submit their bylaws and code of conduct.*
- Form: Chapter Operations Documents
- Submitted by: Corresponding Secretary (AG)
- Due: 10/15/2023

2. Chapter Information Audit

- Form: Chapter Information Audit
- Submitted by: Chapter President (GP)
- Due: 10/15/2023

3. Minimum GPA Requirements

- Submitted by: Scholarship Chairman
- Form: Chapter GPA Requirements
- Due: 10/15/2023

4. Chapter Grade Report (previous term)

- a. The chapter must submit a grade report that shows the chapter's GPA for the previous term.
- b. Additional information requested:
 - i. Term GPA for new member class
 - ii. Cumulative GPA for individual members
 - iii. Average GPA of all students, all male students, and all IFC students
- c. Submitted by: Chapter President (GP)
- d. Form: Chapter Grade Report
- e. Due: 10/15/2023

5. Annual Budget

- Form: Annual Budget
- Submitted by: Treasurer (P)
- Due: 10/15/2023

6. Form 990 Tax Document

- Form: 990 Tax Document
- Submitted by: Treasurer (P)
- Due: 06/14/2024

7. Safe Social Event Plan

- Submitted by: Risk Management Chairman
- Form: Safe Social Events Plan
- Due: 10/15/2023

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8. Member Safety Program

- a. Must have 85% attendance from active members.
- b. "Member Safety Program" form must be submitted on Phi Psi Portal
- c. Chapter should schedule a qualified speaker for one of the following topics:
 - i. *Drug & Alcohol Abuse*
 - ii. *Hazing & Fraternity Education*
 - iii. *Sexual Violence Prevention*
 - iv. *Mental Health & Safety*
 - v. *Fire prevention*
 - vi. *Criminal Liability & Basic Legal Concepts*

9. Completion of *Risk Management Policy and General Insurance* by all active members

- a. All members who joined the Fraternity prior to the current academic year must complete this module.
- b. Module will be completed on *Compass*, which can be accessed through the Phi Psi Portal.
- c. Progress can be tracked via *Chapter Dashboards* on the Portal.
- d. No form submission required.
- e. Completion: 100% of active members by 10/15/2023

10. Completion of *Embark* modules by 100% of new members

- Course will be completed on *Compass*, which can be accessed through the Phi Psi Portal.
- Progress can be tracked via *Chapter Dashboards* on the Portal.
- Deadline(s):
 - 12/15/23 – New members who join prior to 12/15/23
 - 06/14/24 – New members who join prior to 06/14/24

11. Completion of *Ascend*, Officer Training Modules

- a. The following officers and committee chairmen must complete *Ascend*:
 - i. *President; Vice President; Corresponding Secretary; Treasurer; Chaplain; Recruitment Chairman; Risk Management Chairman; Fraternity Educator*
- b. Course will be completed on *Compass*, through the Phi Psi Portal.
- c. Progress can be tracked via *Chapter Dashboards* on the Phi Psi Portal.
- d. Deadline: Training must be completed within 45 days of assuming the role.

12. No invoices aged over 90 days for the academic year

- a. Standard will be met if all invoices are paid within 90 days of their issue date.
- b. No form submission required.
- c. Effective: 06/01/23 – 05/31/24

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Standard	Form / Access	Completed By	Deadline
Chapter Audit submitted to National Fraternity	Chapter Audit	President (GP)	10/15/23
All active members complete the <i>Risk Management & General Insurance</i> module on Compass	<i>Phi Psi Portal → Compass</i>	<i>Progress tracked via Phi Psi Portal → Chapter Dashboards</i>	10/15/23
Chapter Operations Documents submitted to National Fraternity	Chapter Operations Document	Corresponding Secretary (AG)	10/15/23
Minimum GPA Requirements established for active members and new members	Chapter GPA Requirements	Scholarship Chairman	10/15/23
Annual Budget submitted to National Fraternity	Annual Budget	Treasurer (P)	10/15/23
Safe Social Event Plan submitted to National Fraternity	Safe Social Event Plan	Risk Management Chairman	10/15/23
Completion of <i>Embark</i> by 100% of new members a. (who are initiated before December 15th, 2023) b. (who are initiated before June 14 th , 2024)	<i>Phi Psi Portal → Compass</i>	<i>Progress tracked via Phi Psi Portal → Chapter Dashboards</i>	a. 12/15/23 b. 6/14/24
Completion of the <i>Ascend</i> officer training module on Compass within 45 days of	<i>Phi Psi Portal → Compass</i>	<i>President; Vice President; Treasurer; Corresponding Secretary; Fraternity Educator; Risk Management Chairman; Recruitment Chairman; Chaplain</i>	<i>Within 45 days of beginning term</i>
No invoices aged over 90 days for academic year	N/A	N/A	06/01/23 – 05/31/24
Completion of one (1) member safety educational program	Member Safety Educational Program	Risk Management Chairman	06/14/24
Chapter Grade Report submitted to National Fraternity	Chapter Grade Report	Chapter President (GP)	06/14/24
Form 990 Tax Document submitted to the IRS and National Fraternity	Form 990 Tax Document	Treasurer (P)	06/14/24