

## Maintaining Student Organization Recognition

File a new Student Organization Officer Information/Non Discrimination and Hazing Policy Form at the beginning of fall and spring quarters, and at any time your organization elects new officers. All officers listed on the Officer Information Form must be currently enrolled or continuing California State University, Los Angeles students, in good standing, (2.00 GPA or higher).

Attend a required organization meeting once each quarter conducted by the Center for Student Development and Programs. One officer of the organization must attend the entire meeting. New Officer Information Forms will be handed out at the orientation.

Report any revision of the name, constitution and by-laws, or new officers of your organization to the Center for Student Development and Programs. All revisions and changes must be made in accordance with the procedures prescribed within your existing constitution and by-laws. Minutes of the meeting at which the changes are made, along with a revised copy of your constitution and by-laws, must be submitted to the Center for Student Development and Programs. An officer of your organization must sign the minutes.

All student organizations at Cal State L.A. that are affiliated with national or international umbrella organizations or headquarters must remain in good standing with those entities to maintain University recognition. For example, organizations that are suspended by their national or international headquarters will have their University recognition suspended as well.

All Fraternity and Sorority organizations must adhere to the following guidelines:

- Maintain University recognition.
- Remain in good standing with international or national headquarters.
- Participate in one of Cal State L.A.'s umbrella councils for fraternities and sororities (i.e. NPHC, Interfraternity Council, Panhellenic Council, etc.)
- The organization president participates in the President's Council meetings each quarter.
- 85 percent of the Fall quarter new member class attends Greek 101.
- The required number of chapter representatives participates in the Greek Summit.
- All Consent to Disclose Academic Records forms are submitted to the Center for Student Development and Programs within one month of the beginning of the Fall quarter and within one week of extending a bid to any new members throughout the year.
- An updated membership roster is submitted by the fourth Friday of each quarter (except summer) to the Center for Student Development and Programs.
- The organization president meets at least once each quarter with the Assistant Director for Student Development.
- Members are encouraged to participate in other student organizations or involvement opportunities on campus or within the community.
- If the organization owns or leases a house or apartment in a neighborhood or the community,
  - Keep the yard and house tidy and in good repair.
  - At the beginning of the Fall and Spring quarters introduce or reacquaint neighbors with the organization leadership by visiting their homes or hosting an Open House.
  - Provide the names and addresses of neighbors' whose property is across from, behind, and on either side of the chapter house. Submit this information to the Center by October 19. The Center will send an introductory letter to the neighbors explaining the value of Greek organizations and informing them of whom to contact on campus should they have any questions about these groups.
  - Maintain positive neighborhood relations.