Office of Fraternity & Sorority Life Recognition Requirements
for Fraternities & Sororities

The following items must be fulfilled by each Coastal Carolina University Fraternity & Sorority in order to maintain an active recognition status. Applicable recognition pieces should be submitted by the last Friday in January (identified with *). Remaining pieces will be verified by the Office of Fraternity & Sorority Life. Should a chapter fail to fulfill the following items they will be placed on probationary period. The probationary terms are listed below.

1. Obtain a chartered status from an Inter/National fraternity or sorority. Colonies will be recognized for a period of two calendar years starting with the date of formation (the date on which the initial recruitment process begins). If a colony fails to receive a charter within this time frame the organization will lose University recognition and will be required to wait a minimum of one calendar year before applying to re-colonize. Verified by OFSL

2. Must be recognized as a student organization through the Office of Student Life. Re-registration is due April 15th every year. Chapter completes and then verified by OFSL

3. Must have representation at ALL Student Organization Training Sessions hosted by the Office of Student Life. Chapter completes and then verified by OFSL

4. Recognition by a University Governing Council. All chapters and colonies must be engaged and involved with a Governing Council (IFC, PHC, NPHC, UGC) to the level that is appropriate to maintain “good standing” as outlined by the councils constitution and bylaws. Council recognition will be completed by April and then verified by OFSL
   a. Governing Councils will be required to submit to the Office of Fraternity & Sorority Life documentation that member groups are in good standing; including but not limited to documentation of attendance, active participation in council-sponsored programs, and financial standing.
   b. Please see the IFC Recognition Form, PHC Recognition Form, and UGC Recognition Form for specific council requirements.

Updated 12/11/14
5. Identification of an active chapter advisory board that communicates regularly with the chapter and Office of Fraternity & Sorority Life. Contact information of these individuals must be submitted to the Office of Fraternity & Sorority Life. *Chapter completes by last Friday in January

6. Identification of an active faculty/staff advisor that assists the chapter in specific operational areas. Contact information of individual must be submitted to the Office of Fraternity & Sorority Life. *Chapter completes by last Friday in January

7. Submission of the organization’s constitution and bylaws and/or governing policies and procedures. *Chapter completes by last Friday in January

8. Submission of the organization’s risk management policy (inter/national & local). *Chapter completes by last Friday in January

9. Updated proof of insurance on file. The Inter/National organization must cover the organization by a policy of general commercial liability insurance, and must present a certificate of insurance prior to expansion. The Certificate of Insurance must endorse Coastal Carolina University on the insurance coverage as additional insured. Commercial Liability Insurance requires a minimum of one million dollars. Chapters will be required to maintain an updated copy at all times. See the below language concerning the additional insured. Updated insurance certificates must be submitted annually as directed by the Office of Fraternity and Sorority Life. *Chapter completes by last Friday in January
   - Coastal Carolina University
   - Attn: Director of Fraternity & Sorority Life
   - 100 Spadoni Park Circle
   - Jackson Student Union, Suite 206
   - Conway, SC 2928

10. Organization’s Coastal Connections page must be current and up-to-date including chapter members on roster, contact information current, officer positions current, organization information detailed and specific. Additionally, all members of the chapter must join the chapter and have a completed profile. *Chapter completes by last Friday in January

11. Chapters must participate in and complete Standards of Excellence. Chapters must maintain a 70%. Verified by OFSL

12. Submission of accurate membership rosters to the Office of Fraternity & Sorority Life. All rosters are to be reviewed regularly and finalized by the last day of classes of each semester. Verified by OFSL
   - Forms deadlines:
     - Bid Acceptance Forms: 24 hours after new member accepts bid
     - Depledge Form: 48 hours after new member resigns membership

Updated 12/11/14
13. Chapters must be educated on risk management and new member education expectations each semester. 100% of chapter membership must be in attendance. Verified by OFSL

14. New Member Education plans are submitted by the required deadline and approved by the Director of Fraternity & Sorority Life. Approved plans are followed unless additional requests are made and approved at a later date. Verified by OFSL

15. All new members must fully complete their new member education/pledging period within eight (8) weeks from the date upon which the new member was formally pinned or accepted into membership of the organization. Requested initiation date will be followed and not pushed back due to new members performance. Verified by OFSL

16. Compliance with all applicable University policies, rules, and regulations. If an organization has an open conduct case, the organization must be working toward a resolution. Verified by OFSL

17. Cooperation in University investigations concerning compliance with University policies, rules, or regulations. Verified by OFSL

Benefits of Full Recognition for Fraternities & Sororities

Full Recognition will afford organizations the following privileges and benefits

1. Identification as a recognized chapter at Coastal Carolina University and use of the University’s name along with, but in place of, as identification of the sponsoring body.
2. Participation in the recruitment of members from the Coastal Carolina University Student body.
3. Participation in educational, social, and athletic programs and activities sponsored by the University which are provided for fraternal organizations.
4. Access to and use of University facilities for official functions as approved by the University.
5. Ability to promote and advertise on the University website and on University property the chapter events and events the chapter sponsors.
6. Potential for OFSL scholarships and financial assistance and incentives.

Updated 12/11/14
Probationary Terms for Fraternities & Sororities

It is expected that all social fraternities and sororities at Coastal Carolina University are in full compliance with all components of recognition. If a chapter does not meet of is not in compliance with the requirements outlined in this document the chapter may be provided one (1) semester to meet the requirement and after one (1) semester the chapter will lose its recognition as a fraternity or sorority at Coastal Carolina University.

When a chapter fails to meet the criteria for recognition and is not making satisfactory progress toward recognition, recognition may be withdrawn, and the chapter may be placed on a probationary status for one semester. During this semester the chapter must make satisfactory progress toward regaining recognition. Failure to meet the recognition requirements at the end of one semester will result in the organization losing University Recognition.