



Utah State University Relationship Agreement for the Recognition of Fraternities and Sororities

I. Introduction

This Relationship Agreement (hereinafter, the “Agreement” or the “Relationship Agreement”) outlines and affirms the rights, responsibilities, and benefits that pertain to fraternities and sororities that are granted status as recognized student organizations by Utah State University (hereinafter, “USU” or the “University”).

Fraternities and sororities have been an influential and important component of the undergraduate student experience at USU for over 100 years. When fraternities and sororities function in accordance with their stated values and missions, the entire University community receives positive benefits from their student leadership, involvement, service, and the various positive developmental benefits from individual members. The success of USU’s fraternity and sorority community is a shared responsibility between all stakeholders.

For convenience, this Agreement is accompanied by (1) an Appendix A, which is a Resource Guide useful for individuals engaged in Fraternity and Sorority Life, (2) a Glossary of Terms that defines terms and phrases frequently used throughout the Agreement, and (3) a Misconduct Incident Process Flowchart as Appendix C.

II. Privileges Related to Being a Recognized Student Organization

USU only recognizes fraternities and sororities that are affiliated with an inter/national organization. No local social fraternities or sororities will be recognized. Recognition accords fraternities and sororities the following rights, privileges and resources:

- A. Access to USUSA PR & Marketing Office services including designs, advertising, marketing, print and social media outlets;
- B. Use of the University name and logos, subject to university approval;
- C. Presence on the Fraternity and Sorority Life (FSL) website hosted and maintained by USU;
- D. Use of the University’s event resources including priority booking of campus facilities at free or discounted rates, access to event equipment, and use of Aggie Shuttle/motorpool minibuses;
- E. Priority booking in the Taggart Student Center for one signature event per chapter, per year at a free or discounted rate;
- F. Participation in student organization recruitment activities promoted and monitored by each FSL Council.
- G. Participation in USU educational/training, social, and recreational programs and activities such as Day on the Quad (free of charge), Welcome Week, Homecoming Week activities, etc.;

- H. Access to the AggieFunded crowdfunding system;
- I. Training and support for chapter advisors on university policies, procedures, and fraternity and sorority advisement;
- J. Access to leadership training opportunities offered through the Student Involvement and Leadership Office; and
- K. In a case where a chapter is subject to probationary status and/or suspended recognition, it may receive assistance from the Office of the Vice President for Student Affairs in developing a corrective course of action for the chapter in conjunction with the inter/national organization.

III. Responsibilities of Utah State University

Consistent with university policy and practice, the Office of the Vice President of Student Affairs, the Student Involvement & Leadership Office (SILO), and the Office of Student Conduct are authorized and obligated to enforce USU's code of conduct, including sanctioning any misconduct of recognized fraternity and sorority chapters and their members. In consultation with the applicable FSL council, the recognition status of chapters may be changed in accordance with that policies and procedures set forth in Section XIV of this Agreement.

The Vice President and the SILO also commit to provide the following support to recognized fraternity and sorority organizations:

- A. USU will employ a full time Fraternity and Sorority Advisor (FSA);
- B. USU will take steps to enforce policies by holding chapters and their members accountable for misconduct;
- C. SILO will advise the FSL Councils;¹
- D. SILO will conduct chapter event check-ins to help promote student safety and maintain positive relationships with USU and the community;
- E. SILO will publish an online Student Organization Status Report (SOSR) that will be publicly available;
- F. SILO will offer leadership and professional development opportunities for members and officers upon request;
- G. SILO will provide recruitment and retention advice for members and officers;
- H. The university will provide trainings as required by the Department of Justice;
- I. SILO will provide relevant training and leadership development opportunities for chapter advisory boards, upon request;
- J. USU will provide chapters with access to University resources as outlined in the Section II and in accordance with university policies; and
- K. USU will create an annual review process of this Relationship Agreement that will involve chapter members, staff, and alumni from recognized fraternities and sororities.

¹ The FSL Councils may also receive advice from umbrella organizations and inter/national organizations.

IV. Responsibilities of the College Panhellenic Council (CPC) and Interfraternity Council (IFC).

The CPC and IFC (collectively referred to herein as the “FSL Councils”) will oversee their fraternity and sorority member chapters as outlined in their respective constitutions and bylaws. To that end, the CPC and IFC will do the following:

- A. Establish and uphold standards for their member chapters that support university and national organization missions, expectations and promote integrity, leadership, responsibility, safety, and brotherhood/sisterhood;
- B. Where applicable, hold judicial proceedings for violations by a chapter of FSL council standards, constitutions, bylaws, or other governing documents. These processes will be separate from the Misconduct Incident Process (see Appendix C of this Relationship Agreement);
- C. Promote FSL unity on campus as well as harmony with FSL members and chapters and USU faculty, administrators and campus groups;
- D. Work with the FSA to support and provide opportunities for learning and growth in the core areas of leadership, scholarship, recruitment, service, and health and safety to member fraternities and sororities; and
- E. Continually promote the fundamental values of fraternity and sorority life to the University and surrounding community.
- F. Provide and support student Leads to the Event Monitoring Committee (EMC).

V. Responsibilities of Individual Chapters

This Section sets forth the obligations of all individual chapters. All chapters are required to:

- A. Abide by any and all University and council policies, including, but not limited to, all applicable local, state, and federal law;
- B. Abide by any and all university training and education requirements, including USU's required sexual misconduct in-person training.
 1. If 10% or more of the chapter has failed to complete the required trainings by the deadline that chapter will receive Warning Status. See Section XVI. of this Relationship Agreement for terms of Chapter Recognition Statuses.
 2. New members shall participate in USU sponsored educational programs and trainings and complete them within (60) days after their official affiliation with the chapter begins.
 3. Officers shall participate in USU sponsored trainings and shall receive additional yearly training as needed;
- C. Retain membership in their respective FSL Council recognized by USU.
- D. Submit an outline of planned new member education programs, including initiation dates, to the FSA each semester;
- E. Allow access to any USU representatives conducting chapter check-ins at formal or informal events;
- F. Fill at least one of their advisor roles with a university employee;
- G. Keep up-to-date rosters with the FSA, including up-to-date membership, officer,

- advisor, and house corporation members;
- H. Submit all changes to the chapter roster or chapter officers to the FSA within 48 hours; and
- I. Maintain a grades release form for all active members on file with USU;
- J. Not host or co-host events that utilize any of the benefits outlined in Section II with a club or organization that is not recognized by USU.
- K. Appoint the active member responsible for upholding chapter standards to the Event Monitoring Committee.

VI. Responsibilities of Chapter Leadership

This Section sets forth the obligations and requirements of chapter leadership. Chapter leadership are subject to the following requirements:

- A. Chapter presidents shall serve as the primary liaison between their chapter and USU;
- B. The member of chapter leadership designated as the chapter delegate shall represent their chapter and be its voice to their respective FSL council;
- C. Chapter leadership shall acknowledge adherence to all requirements of this Relationship Agreement;
- D. Chapter leadership shall work to actively promote the values of their organization;
- E. Chapter leadership shall encourage, support, and provide developmental opportunities for their members;
- F. Chapter leadership shall hold members accountable, and work in concert with their alumni/alumnae, respective council and USU to enforce the expectations set forth in this Agreement;
- G. Chapter leadership should report any known incidents of sexual misconduct within the University community; and
- H. Chapter leadership must report any known incidents involving hazing or other harm such as violence, accident, hospitalization, etc. through the channels specified in Section XIII of this Agreement.

VII. Responsibilities of Chapter Members

This Section describes the various requirements to which Chapter members are subject. It also sets forth practices that Chapter members are encouraged to engaged in.

- A. Chapter members are subject to the following requirements:
 1. Members of a recognized chapter are required to conduct themselves responsibly and in accordance with all applicable university policies and procedures and local, state, and federal laws;
 2. Members of a recognized chapter are required to complete all education and training requirements that USU requires for FSL members;
 3. Chapter members acknowledge that repeated violation of university policies and procedures and/or local, state or federal laws by individuals

or a group of members may result in negative consequences for both the individual(s) involved, as well as the recognized chapter as a whole. For example, if the conduct of one or more individual(s) leads to a hostile environment within the recognized chapter, the university will need to address the hostile environment in the chapter.

- B. Chapter members are encouraged to:
 - 1. Report to a University employee any policy violations, such as hazing, sexual misconduct, etc.; and
 - 2. to file a Student of Concern Form if they believe any member of the USU community is experiencing significant challenges or is in distress. They have an additional responsibility to seek help for members of the FSL community.

VIII. Policies and Procedures for Fraternity & Sorority Life

This Section VIII of the Agreement and the following Sections IX-XVI set forth the expectations and applicable processes for chapters affiliated with USU. The following outline of the policies and procedures and their intent focus on student safety and fostering a culture of care for FSL community members. For resources related to these policies and procedures, please see the Resource Guide attached hereto as an Appendix A.

IX. Recognition Process and Procedure

- A. All chapters may apply for USU recognition via the Annual Student Organization Recognition Application (ASORA).
 - 1. Upon meeting the RSO eligibility requirements and fully executing this Relationship Agreement, the chapter will then be granted the rights and privileges of an RSO. Any ASORA that is not approved by the FSA will be sent to the Council of Advisors for additional review.
 - 2. Chapters who choose not to apply or do not receive recognition will not receive the benefits listed in Section II.

X. Types of Events

- A. Formal Chapter Events – There are two types of formal events, those that require registration and University approval and those that do not.
 - 1. Chapter events that require registration must be planned at least five (5) days in advance. The following are examples of chapter events that require registration: closed parties, formals, themed events, socials, and recruitment events.
 - 2. Chapter events that only involve members of the chapter (active and/or alumni) or that are being held on campus do not need to be registered. The following are examples of chapter events that do not need to be registered: brotherhood/sisterhood events, ritual, and chapter meetings.
 - 3. Additionally, the University shall be informed of any chapter events that involve undergraduate members traveling outside of Cache Valley.
- B. Informal Chapter Events
 - 1. While most chapter-sponsored events are scheduled and planned well in advance, this Agreement recognizes that this is not always the case.

Events that do not fit within the Formal Event category will be known as Informal Events.

2. Chapters whose inter/national organization outlines what constitutes a chapter-sponsored event must use those guidelines when deciding if an incident at an event warrants a Misconduct Incident Reporting Form (MIRF) (see Section XIII, below).
3. For chapters whose inter/national organization do not define or outline what constitutes a chapter-sponsored event, a reasonable person standard will be used to determine whether an event is an informal chapter event. This may include factors such as: use of chapter funds, advertising, sending out invites, etc. Where When the reasonable person standard renders an event an informal chapter event, this determination also determines whether a MIRF should be filed.
4. If an event cannot be classified as either a Formal Event or Informal Event, it will simply be subject to the general risk management protocols of the host chapter(s) and any applicable federal, state, and local laws and university regulations.

XI. Event Registration Form

- A. Chapters will be required to submit an Event Registration Form (ERF) to hold formal events. See Section X.(A) of this Relationship Agreement for examples of formal events.
- B. ERFs must be submitted (10) days prior to any formal chapter event where alcohol will be present and (5) days for all other formal chapter events.
- C. The submitted form will be used as the guide for check-ins at formal events.
- D. If a chapter fails to submit (2) ERFs for events that require the course of the semester, the chapter will receive Warning Status. If a chapter fails to submit any ERF while on Warning Status that chapter will receive Probation Status. See Section XVI. of this Relationship Agreement for terms of Chapter Recognition Statuses.

XII. Check-in Guidelines

- A. Each chapter must agree to periodic check-ins by the Event Monitoring Committee (EMC). The purpose of these check-ins is to determine whether appropriate risk management measures are being taken by the chapter to prevent misconduct and infractions, and to verify that the chapter is taking reasonable steps to ensure a safe environment. Therefore, chapters on good standing shall receive 24-hour notice by the EMC or FSA prior to a registered event that a check-in will be taking place. Only chapters on probationary status will be subject to *random* check-ins.
- B. The Event monitoring Committee (EMC) will consist of the IFC President and the CPC President as the EMC Leads, and the undergraduate chapter executive member responsible for upholding standards from each of the recognized chapters respectively. Two members from the committee, as assigned by the EMC Leads, may perform check-ins at registered formal and informal chapter events held by chapters. EMC members conducting an official check-in may not

belong to the chapter whose event is subject to a check-in. The FSA and other SILO staff can be substituted for any member of the EMC when requested by the EMC Lead. Each chapter must secure authorization for and not impede the EMC's access to all common areas during a requested check-in.

- C. When the EMC attempts to perform a check-in the hosting chapter(s) may decline access. However, if evidence of misconduct and/or infractions appear to be occurring at the event a Misconduct Incident Reporting Form (MIRF) will be filed by the EMC or University. In addition, if the EMC believes that there is an immediate safety issue, they will contact the police to address the matter.
- D. In the case of an informal event, the EMC will explain why they believe an informal chapter event is in progress, based on Section X(B)) of this agreement, and provide supporting evidence prior to requesting access to perform a check-in.
- E. Check-ins at chapter facilities will be restricted to common areas. Common areas include any portion of the building that is used by and intended for the benefit of all residents of the facility and their invitees. Common areas typically include foyers, lounges, dining areas, and designated social or party spaces, as well as the facility's main kitchen. They do not include private spaces, such as bedrooms and accompanying bathrooms, or the hallways that adjoin them.
- F. If the EMC has reason to believe that a policy violation or safety issue is occurring in private spaces, they will seek permission from the chapter to inspect those spaces. If access is denied to the private spaces, a note will be made on the ERF or Check-in Form and may result in the filing of a MIRF and the corresponding Misconduct Incident Process. If the EMC believes that there is an immediate safety issue, they will contact the police to address the matter.
- G. If misconduct is observed at a check-in, a MIRF will be filed with the Event Registration Form or Check-in Form as the supporting documentation. The misconduct incident process will then be followed.
- H. Chapters will submit a standard event risk management policy once per academic year as part of the ASORA, or within 30 days of when changes are made to the policy. This policy will be used as a guide for check-ins of informal events.

XIII. Reporting Requirements and Procedures

This section outlines the different reporting requirements of chapter leadership to USU. These reporting requirements include: (A) the Semester Summary Report (SSR), (B) the Sexual Misconduct Reporting Form (SMRF), (C) the FSL Semester (SSMRF) Sexual Misconduct Reporting Form, and (D) the Misconduct Incident Reporting Form (MIRF) and its accompanying Findings Report. Failure to meet any of these requirements may result in sanctions to the individual(s) or the chapter as a whole. The overarching objective of these reporting requirements and procedures is the safety and well-being of members of the FSL community. See Misconduct Incident Process Flow Chart attached hereto as Appendix C.

- A. **Semester Summary Report (SSR).** Once during fall semester, spring semester and summer semester, the chapter will submit a Semester Summary Report (SSR)
 - 1. The SSR will include a compilation of all misconduct involving the

organization. Additional information will also be submitted, such as total service hours, chapter GPA, campus involvement, philanthropic dollars raised, and any awards received on a local or inter/national level.

2. The SSR will be due by 5:00 pm on the second Friday of the following semester. Chapters who fail to submit the SSR by this deadline will receive Warning status. Chapters who fail to submit the SSR within (7) days of this deadline will receive Probation Status. See Section XVI. of this Relationship Agreement for terms of Chapter Recognition Statuses.
3. The university will use the SSR to enable the publication of the **Student Organizations Status Report (SOSR)**. The SOSR will be published each semester and with the help of SSRs, will enable the University to track metrics for all current chapters. This includes data on alcohol infractions, hazing, service hours, chapter GPA, campus involvement, philanthropic dollars raised, and any awards received on a local or inter/national level. Only credible misconduct will be reflected in the SOSR. The SOSR will be posted on a public website and will include data from the last three semesters for each chapter. Additionally, the SOSR will list the current status of each chapter.

B. Sexual Misconduct Reporting

1. If chapter leadership becomes aware of sexual misconduct, they should report that information via the Sexual Misconduct Reporting Form (SMRF). After the SMRF is submitted to the USU Office of Equity, the Title IX Coordinator, or their designee, will email resources to the person that filed the report. That person is highly encouraged to pass along those resources to the victim/survivor.

C. FSL Semester Sexual Misconduct Report (SSMR)

1. Once a semester, by 5:00 PM on the second Friday of the following semester, chapters must submit to the USU Title IX Coordinator a report of each incident chapter leadership is aware of regarding sexual misconduct (sexual assault, relationship violence, sex-based stalking) via the FSL Semester Summary Report (SSR). Semester reports may ask for a variety of information, but the only required element is the type of misconduct and urgency of the report.
2. The Office of Equity will share the report(s) with the USU Police Department when there is a report of sexual assault, relationship violence, or sex-based stalking that occurred on campus for Clery Act reporting purposes.

D. Other Misconduct Reporting (MIRF)

1. MIRF's must only be filed if the following criteria are met:
 - a) The misconduct occurs at a formal or informal chapter event; and
 - b) Law enforcement is involved, and a written warning or citation is issued.
2. A MIRF must be filed in all cases of misconduct that involve the use, or misuse of controlled substances (excluding alcohol), hazing, physical harm or acts of violence.
3. If these criteria are met a MIRF must be filed. The MIRF must be submitted within 24 hours of chapter leadership learning of the misconduct.

4. If a chapter fails to submit a MIRF by the deadline or fails to submit a MIRF for any misconduct that would otherwise require one, that chapter will be placed on Warning Status. If a chapter on Warning Status fails to submit a MIRF by the deadline or fails to submit a MIRF for any misconduct that would otherwise require one, that chapter will be placed on Probation Status. See Section XVI. of this Relationship Agreement for terms of Chapter Recognition Statuses.
5. If Findings Report
 - a) A Findings Report is the electronic form that chapter leadership must use to provide information to USU related to misconduct that was previously submitted via the MIRF.
 - b) Organizations have up to seven (7) calendar days to conduct their internal processes and submit the Findings Report. Every MIRF filed must result in a Findings Report.
6. Interim Action for Health & Safety
 1. When a MIRF is submitted, or a chapter(s) is believed to have committed a serious policy violation, action(s)/behavior(s) affecting the safety, health, or general welfare of a student and/or the USU community, etc., an Interim Action (IA) against the chapter may be issued by the Vice President for Student Affairs or designee to help ensure the health, safety and well-being of the chapter members, the FSL community, and/or the USU campus community.
 2. An IA does not supplant the Misconduct Incident Process, which determines if a change in the chapter status or other sanctions are warranted. An IA can be issued or modified by the Vice President of Student Affairs or designee at any point. IA's will stay in place until the health and safety concern is resolved.
 - a) As a matter of course, an IA will be automatically reviewed every two weeks until withdrawn. Each bi-weekly review will result in a decision regarding whether the action will be continued. Chapters may submit relevant evidence to the Office of the Vice President for Student Affairs at any time to aid the Vice President for Student Affairs or designee in determining whether to continue or withdraw the IA.
 3. A chapter may formally challenge an IA. Should the chapter choose to formally challenge an IA, it may submit any relevant evidence and a statement of no more than fifteen (15) typed pages to the Office of the Vice President for Student Affairs challenging the IA. Such submissions must be submitted no later than the thirteenth day following the initial date of the IA.
 - a) When such a submission is made, the Vice President for Student Affairs or designee will review the file along with the chapter's submission and issue a written decision within twenty-one (21) days of the initial Interim Action.

- b) The formal challenge is a separate process from the bi-weekly review described in Section XIII(E)(2). The Vice President for Student Affairs or designee shall perform automatic bi-weekly reviews regardless of whether the chapter exercises a formal challenge herein described. The bi-weekly reviews shall continue even after the Vice President for Student Affairs issues a decision in a formal challenge as herein described if that decision results in continuing the IA.
- 4. If a chapter is placed on an IA, they may be required to suspend all organized social activities until the IA is resolved and the chapter and/or its members may be restricted from participating in any USU-sponsored or recognized activities/events or using USU facilities.

XIV. Reporting Requirements for USU Chapter Advisors

The University requires that all chapters have a faculty or staff advisor. They must be Utah State University employees and will be considered Campus Security Authorities (CSA) under the Clery Act. They will receive the necessary training required for this role. As CSA's they will report Clery Crimes that fall within the geographic area(s) as outlined by the law. CSA's are only required to report aggregate data. These USU faculty/staff advisors will be reporting employees.

XV. Safety and Urgency

If during an FSL event or activity someone is in imminent threat, danger, or if a death has occurred call 911 immediately. If the threat is not imminent but a dangerous or critical incident has occurred in connection with an FSL event or activity (i.e., an act of violence, accident, hospitalization, hazing, etc.), contact the FSA immediately.

XVI. Chapter Recognition Statuses

This section sets forth and describes the various FSL statuses.

- A. Good Standing – Any fraternity or sorority that has met all deadlines, completed all requirements, and is free from misconduct. Fraternities and sororities in Good Standing are given all rights and privileges afforded them in this Relationship Agreement and the Student Code of Conduct.
- B. Warning - Any fraternity or sorority that has failed to meet deadlines or complete all requirements will be placed on Warning. Such a fraternity or sorority will not lose rights or privileges. Placing a fraternity or sorority on Warning is an official administrative action taken by University staff.
- C. Probation – Any fraternity or sorority that has repeatedly failed to meet deadlines, complete requirements or has been found responsible for organizational misconduct will be placed on Probation. The applicable student governing body adjudicating the alleged violations shall outline the specific terms of Probation on a case by case basis in accordance with the requirements below. Probation shall

last no less 12-weeks and no more than one full year. The 12-week period shall not include any semester breaks or summer semester.

1. Probation shall include specific sanctions designed to address the misconduct and its root cause(s). All terms of the Probation, and the requirements to regain Good Standing, will be specifically outlined by the applicable student governing body.
2. At the conclusion of the Probation period the applicable student governing body shall meet to determine if the sanctions have been met and the fraternity or sorority will return to Good Standing. If the fraternity or sorority fails to meet the terms of their Probation, it may be extended/updated, or they may have their recognition suspended.
3. Fraternities and sororities on probation status will automatically be subject to random check-ins by the Event Monitoring Committee (EMC) for both formal and informal events sponsored by said chapters.

D. Suspension of Recognition - A suspended fraternity or sorority shall lose all rights and privileges afforded them in this Relationship Agreement and the Student Code of Conduct. Suspension of Recognition means the fraternity or sorority cannot participate in any University function as a group. For all intents and purposes, a fraternity or sorority does not exist in the USU community during the term of their Suspension. The applicable student governing body adjudicating the alleged violations shall outline the specific terms of Suspension on a case by case basis in accordance with the requirements below.

1. Suspension shall last no less than one full semester and no more than one full year.
2. At the conclusion of the suspension period the applicable student governing body shall meet with the fraternity or sorority and hear their case to regain recognition. The fraternity or sorority may regain recognition in Good Standing or Probation status.

E. Loss of Recognition – For all intents and purposes, a fraternity or sorority who loses recognition does not exist at USU. If the applicable student governing body determines Loss of Recognition is warranted, they will work with the Office of the Vice President for Student Affairs to determine the length of time it will be in effect. At a minimum, Loss of Recognition shall last two years.

2022-2023 ACADEMIC YEAR

We, the undersigned, have read, understand, and shall comply with the Utah State University Relationship Agreement for the Recognition of Fraternities and Sororities and shall *share all of the undersigned policies with our general chapter membership regarding* the terms and conditions of this Relationship Agreement for the 2022-2023 academic year.

*If any of the below positions are not applicable to your chapter, they may be left unsigned.

Fraternal Organization: _____ Chapter Designation: _____

Chapter President (print): _____

President's Signature: _____ Date: _____

Judicial/Standards Officer (print): _____

Judicial/Standards Officer Signature: _____ Date: _____

Health & Safety Officer (print): _____

Health & Safety Officer Signature: _____ Date: _____

New Member Educator (print): _____

New Member Educator Signature: _____ Date: _____

Advisor (print): _____

Advisor Signature: _____ Date: _____

Utah State University Representative:

Dr. James D. Morales

Vice President for Student Affairs Signature: _____ Date: _____

APPENDIX A

I. Resource Guide

A. General University Resources

1. **Office of Fraternity and Sorority Life**
Advisor: Ian Nemelka TSC338; (435) 797-0292
Email: ian.nemelka@usu.edu
Website: <https://involvement.usu.edu/fs/>
2. **Student Involvement and Leadership Office**
Executive Director: Linda Zimmerman
Associate Director: Kevin Webb
TSC 326; (435) 797-2912
Email: linda.zimmerman@usu.edu
kevin.webb@usu.edu
Website: <https://involvement.usu.edu>
3. **Office of the Vice President for Student Affairs**
Vice President: Dr. James Morales
TSC 220; (435) 797-9250
Email: james.morales@usu.edu
Website: <https://studentaffairs.usu.edu>

B. On-Campus Resources for Sexual Assault Survivors

1. **Sexual Assault and Anti-Violence Information (SAAVI) Office**
Advocates can help you: navigate options, seek medical attention, get a forensic exam, file a report, and receive counseling
TSC 311; (435) 797-7273
Website: <https://www.usu.edu/saavi/>
2. **Counseling and Psychological Services (CAPS)**
Emotional and psychological support to help you process your experience and manage its effects
TSC 306; (435) 797-1012
Website: <https://counseling.usu.edu/>
3. **Student Health & Wellness Center**
Treats injuries resulting from sexual assault or dating/domestic violence experiences
850 E 1200 N; (435) 797-1660
Website: <https://health.usu.edu/>
4. **USU Police Department**
(435) 797-1939
Website: <https://dps.usu.edu/police/>
5. **Office of Equity**
Enforces USU's policies on non-discrimination and sexual misconduct. Also provides:
 - a) Prevention education for students and employees
 - b) Supportive measures
 - c) Other resources to assist USU community members
Old Main Room 161; (435) 797-1266
Website: <https://equity.usu.edu>

- C. **Community Resources for Sexual Assault Survivors**
1. **Citizens Against Physical & Sexual Abuse (CAPSA)**
Provide safe, caring, and confidential shelter, advocacy, and support for victims of domestic violence and sexual assault
(435) 753-2500 (24/7 crisis line)
 2. **Cache Valley Hospital**
Sexual Assault Nurse Examiners (SANE's) can conduct a sexual assault forensic exam and treat injuries
2380 E 400 E, North Logan; (435) 719-9700
- D. **Resources for Safety and Mental Health**
1. **Utah State Safe App**
Utah State Safe is the official safety app for the USU Logan campus.
Website <https://dps.usu.edu/safeapp>
 2. **SafeUT**
A free and confidential service that can answer crisis calls and chats about yourself or someone else.
Website: <https://healthcare.utah.edu/uni/safe-ut/#>
 3. **ACT Guide**
An online self-help program designed by psychologists at USU to foster emotional wellbeing and help individuals cope with mental health issues including depression, anxiety, and stress. Currently enrolled USU students can access the program for free for six months
Website: <https://scce.usu.edu/services/act-guide/>
- E. **Amnesty Policies**
1. Amnesty policies are laws or acts that protect individuals who seek help or medical attention involving alcohol or drugs.
 - a) State of Utah Law--32B-4-423. Immunity regarding alcohol consumption offenses when seeking emergency aid for another person.
 - b) Utah State University Policy—USU's amnesty policy for people seeking medical attention and reporting sexual misconduct is located within the USU Student Code, Article II, Section II-4.

APPENDIX B

II. Glossary of Terms

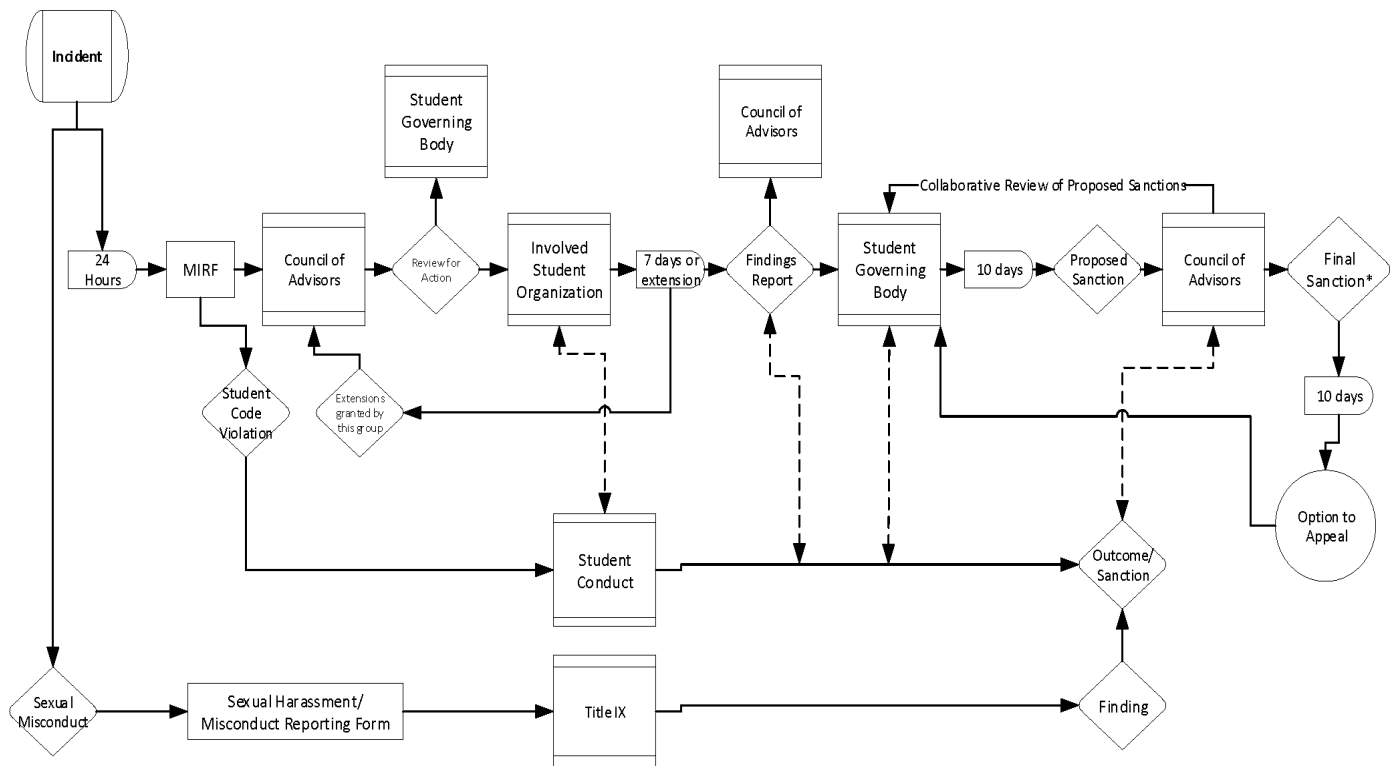
- A. **Amnesty:** A law that protects minors for seeking medical assistance after drug or alcohol use.
- B. **Annual Student Organization Recognition Application (ASORA):** This is the tool used to apply to be recognized as an official student organization with the Division of Student Affairs. It is also used for the annual renewal process for current Registered Student Organizations.
- C. **Chapter Member:** Any member or new member of the chapter who has been assessed dues or fees by their organization that semester (fall & spring) or who was assessed dues or fees the previous semester who has not graduated or resigned their membership (summer).
- D. **Chapter Leadership:** Any member of a chapter's executive board/council, as defined in their local or nation/international policy.
- E. **Check-in Form:** This form is used to conduct check-ins at informal events. The form will be based off each chapter's event risk management policies.
- F. **Common Areas:** These include any portion of the building that is used by and intended for the benefit of all residents of the facility and their invitees. Common areas typically include foyers, lounges, dining areas, and designated social or party spaces, as well as the facility's main kitchen. They do not include private spaces, such as bedrooms and accompanying bathrooms, or the hallways that adjoin them.
- G. **Council of Advisors (COA):** This body is USU's representative body in the student organization misconduct process. The Fraternity/Sorority Life Coordinator, USUSA Student Organization Advisor, Community Service Coordinator, Director of Campus Recreation, Director of the Inclusion Center, and the Director of Residence Life comprise the COA.
- H. **Division of Student Affairs (DSA):** The office that oversees all matters pertaining to students at Utah State University.
- I. **Event Monitoring Committee (EMC):** A group that is comprised of USU students and employees. They are responsible for conducting check-ins at registered formal and informal chapter events.
- J. **Event Registration Form (ERF):** the process by which certain activities or events hosted and/or sponsored by a chapter(s) are filed with and approved by USU.
- K. **Findings Report:** This is an electronic form that organizational leadership will use to provide updated or additional information related to misconduct that was previously submitted via the Misconduct Incident Reporting Form. Organizations have up to seven (7) calendar days to conduct any internal processes and submit the report.
- L. **Formal Chapter Event:** Activities or events directly hosted and/or sponsored by a chapter(s). Depending on the nature of the activity, it may require an ERF.

- M. **Fraternity and Sorority Advisor (FSA):** This university employee guides and facilitates the work of the councils and chapter officers in concert with their advisors. They challenge and support individual members, work to enhance training programs for these groups. In addition, the FSA works in collaboration with the inter/national organizations.
- N. **Informal Chapter Event:** Any event that meets the criteria outlined in Section X(B) of this Relationship Agreement.
- O. **Infraction:** a violation of local, state, or federal laws.
- P. **Interfraternity Council (IFC) and College Panhellenic Council (CPC):** These organizations consist of a body of elected officers along with their member chapters. Their corresponding constitutions and bylaws will apply to all member chapters. These groups serve as the Student Governing Body for the FSL chapters recognized by Utah State University.
- Q. **Interim Action for Health and Safety (IA):** A temporary action regarding the status of the chapter taken by USU to help ensure the safety and well-being of the FSL and university community until the formal Misconduct Incident Process is initiated.
- R. **Misconduct:** an incident that violates USU, CPC/IFC policies and/or procedures.
- S. **Misconduct Incident Process:** This process will be used to adjudicate organizational misconduct within the FSL community.
- T. **Misconduct Incident Reporting Form (MIRF):** This is an electronic form that organization leadership will use to report misconduct at a chapter sponsored event. This report must be submitted within twenty-four hours of the leadership learning of the misconduct.
- U. **New Member:** Any student who has begun participation in a chapter's membership process which signifies official affiliation (i.e. pledge ceremony, first degree, Sigma ritual, intake, etc.).
- V. **Office of Equity:** The office primarily responsible for enforcing USU's policies on non-discrimination and sexual misconduct.
- W. **Recognized Student Organization (RSO):** An organization that has agreed to uphold all policies and procedures. A student organization registration form is submitted annually and is reviewed by a council.
- X. **Semester Sexual Misconduct Reporting (SSMR):** The process through which chapters will submit a summary of any sexual misconduct they have become aware of over the previous semester.
- Y. **Semester Summary Report (SSR):** This is a structured report that student organizations will submit three (3) times per year. It will include a compilation of all Misconduct Incident Reporting Forms involving the organization along with all items listed under section XIII(A)(1)-(3). Additional information will also be submitted (i.e., total service hours, campus involvement, philanthropic money raised, etc.). The SSR will be due by 5:00 pm on the second Friday of the following semester. The SSR will feed the organization's annual Student Organization Status Report.
- Z. **Sexual Misconduct Reporting Form (SMRF):** The process and form through which chapter leadership will inform USU of sexual misconduct and/or identified patterns.

- AA. **Student Involvement & Leadership Office (SILO):** The office that oversees student organizations, USUSA Executive Council, and other student involvement opportunities.
- BB. **Student Organization Status Report (SOSR):** The Division of Student Affairs tracks a number of metrics for all current Registered Student Organizations. This includes data on alcohol infractions, hazing, service hours completed, etc. This information will be posted on a public website. The SOSR will cover the past three semesters of data for each Registered Student Organization. Any Registered Student Organizations who have lost recognition will also be listed.
- CC. **Students of Concern Report:** This process is used by university community members to report students who may be in distress so that university staff can reach out to these students to offer them support.

APPENDIX C

MISCONDUCT INCIDENT PROCESS FLOW CHART



*If COA & SGB don't agree VP will determine the final sanction