OPERATIONS MANUAL
2015 - 2016

Office of Student Development
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## Disclaimer

Every effort has been made to provide the most current information in this publication of the Office of Student Development. The policies contained herein apply to all students. This edition of the Fraternity & Sorority Operations Manual supersedes all previous editions. Changes to local, state or federal regulations may require University policy changes that are not included herein. The University reserves the right to make revisions to all policies as needed.
I. INTRODUCTION

Stockton University values University social organizations as an important component of the student life experience. These organizations complement academic and student support services by permitting their members to pursue their educational goals while providing opportunities for leadership and service within the University and the community at large. Stockton University recognizes the importance of the professional support and expertise derived from cooperation with inter/national and local network of fraternities/sororities.

The Office of Student Development has adopted the following policies and procedures regarding the operations of fraternities/sororities. Student Development, with the advice and assistance of the Greek Council, administers these policies. All fraternities/sororities are responsible for knowing and complying with the rules, regulations and procedures contained in this manual as well as the Student Organization Manual. University benefits will be extended only to those organizations in compliance. Student organization members, just as other members of the Stockton University student body, must abide by the Stockton Code of Conduct, as well as federal, state and local laws. The Greek Council, the Office of Student Development, and the Division of Student Affairs may develop additional policies and procedures if conditions so require.

Stockton University expects all fraternities/sororities and other student organizations to uphold the integrity of the University’s mission.

II. ACCOUNTABILITY

Chapter officers are responsible for implementing these policies within their chapters and must ensure compliance with these regulations. Conflicts with local or national regulations and any others concerns must be reported to the Office of Student Development promptly. Failure to comply with these regulations could lead to referrals to the chapter sanctions, suspension of intake, or denial of clearance to proceed with intake.

III. POLICY

A. Authority

The Director of Student Development, under the directions of the Dean of Students Office, will exercise general supervision of the fraternity/sorority conduct functions. The Assistant Director of Student Development is responsible for the regular advisement of fraternity and sorority chapters, councils, and other affiliated groups including policy development, programming, education and governance.

Stockton University Fraternity & Sorority Operations Manual shall apply to fraternity/sorority-affiliated events both on and off campus. Each fraternity/sorority is responsible for the conduct of their individual members at any fraternity/sorority-affiliated event. The Director of Student Development, in consultation with the Assistant Director of Student Development will decide whether the circumstances of an incident constitute a fraternity/sorority-affiliated event.

The authority to recognize fraternity and sorority organizations is under the Dean of Students Office with consultation of the Office of Student Development. The University will not recognize a fraternity or sorority if the organization has not been granted an invitation to
campus and fulfilled and maintained the requirements for recognition outlined in the Expansion Policy (APPENDIX D). Chapters will retain recognition annually through satisfactory completion of the **Growth & Recognition Plan**, which outlines the following minimum standards to remain in good standing with Stockton University:

- **Annual Report**: Each chapter must submit its annual report (Growth & Recognition Plan) for review as directed by the Office of Student Development.
- **(Inter)National Good Standing**: Each chapter must be in good standing with their respective inter/national organization.
- **Finances**: Each chapter is required to pay all Student Development, Council, and University bills on time and in full.
- **GPA**: Each chapter is required to achieve at least a 2.5 GPA each semester.
- **Intake/Recruitment**: Each chapter submits recruitment/intake paperwork on time and is not documented for hazing related activities.
- **Membership Updates**: Each chapter must update their membership roster as directed by the Office of Student Development.
- **Programs (Student Development and/or Council Sponsored)**: Each chapter is required to participate in all workshops, seminars and programs sponsored by Student Development and the governing councils.
- **Advisor(s)**: Each chapter has at least one advisor who’s name and contact information is on file with the Office of Student Development.
- **University/Student Development Policies**: Each chapter and its members must comply with all University and Student Development rules, regulations and policies as they apply to recognized fraternities and sororities.

Any reference in the *Fraternity & Sorority Operations Manual* to the role or responsibilities of a specific University official may be delegated by him or her to an appropriate designee.

### B. Interpretation & Amendments

Any question of interpretation or application of *Fraternity & Sorority Operations Manual* shall be referred to the Director of Student Development for final determination.

The *Fraternity & Sorority Operations Manual* will be reviewed in its entirety every year. Any substantive changes will be reviewed by the Director of Student Development in consultation with the Assistant Director of Student Development.

### C. Fraternity & Sorority Privileges

1. Full recognition from the Office of the Dean of Students includes:
   - a. Posting approved flyers, posters, banners, & table tents;
   - b. Mailing address & chapter mailbox;
   - c. Inclusion in University publications;
   - d. University web space;
   - e. Student organization reservation privileges for campus space and facilities;
   - f. Advisement by a self-selected faculty/staff advisor;
   - g. Eligibility for Student Involvement & Greek Awards;
   - h. Receive grade checks for all chapter members and Fraternity/Sorority community grade summary sheets each semester;
i. University collaboration with inter/national headquarters, regional, graduate, and alumni/a advisors, and University faculty and staff;
j. Support and advisement for day-to-day operations of the chapter including event planning;
k. Post events to the campus-wide calendar;
l. Apply for lockers in the Campus Center;
m. Support for student leadership/officers;
n. Display of organization’s banner;
o. Host informational and recruitment activities;
p. Utilize new membership/intake and membership education processes as described in Membership Recruitment/Intake Policy (APPENDIX C);
q. Nominate outstanding members for recognition through Order of Omega Leadership Honor Society and the Fraternity & Sorority Awards Process;
r. Social hosting privileges including responsible use of alcohol;
s. Participate in Greek Week;
t. Risk management and risk reduction training;
u. Connection to regional and national resources including: NGLA & UIFI; and
v. Officer training

D. Fraternity & Sorority Responsibilities

1. Values
   a. Recognized as a unique community of values-based organizations, each chapter is charged to live and act in a manner consistent with their (inter)national organization’s espoused values.
b. The Fraternity & Sorority Community collectively acknowledges academic achievement, civic responsibility, leadership development, personal growth, and lifelong friendships as shared values.
c. Responsible & ethical fiscal management.

2. Education
   a. Chapters are expected to provide intentional and educational experiences for their members around the areas of scholarship, service, social justice, philanthropy, leadership, life-long membership, sustainability, wellness, and risk management.
b. All chapters must demonstrate and document intentional learning opportunities and educational experiences provided for their members over the course of a semester through the Growth & Recognition Plan.
c. All chapters must design and submit detailed new member education/intake programs. These programs should outline the intentional learning outcomes and goals created for new members.
d. All chapters must attend Greek Council mandated programming.

3. Membership Recruitment/Intake
   a. All Chapters must abide by regulations set forth by the University (APPENDIX C.)
b. All Chapters must abide by regulations set forth by the Greek Council, Interfraternity Council, and Panhellenic Council, respectively.
c. All chapters must adhere to policy and regulations set forth by their inter/national, regional, graduate, alumni, and/or advisor organizations.
4. Insurance
   a. All Chapters must have a current Certificate of Insurance on file with the Office of Student Development

E. University Expectations for Behavior
   1. ALCOHOL AND DRUGS
      a. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity/sorority-affiliated event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity/sorority, must be in compliance with any and all applicable laws of the state, province, county, city and the University, and must comply with either the BYOB (APPENDIX A) or Third Party Vendor Guidelines (APPENDIX B).
      b. No alcoholic beverages may be purchased through or with chapter funds, nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs, cases, or 30 packs, is prohibited. This includes, but is not limited to slush funds, pooled monies, and/or payments from the official chapter account.
      c. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity/sorority, without specific invitation, where alcohol is present, are prohibited.
      d. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
      e. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity/sorority-affiliated event or at any event that an observer would associate with the fraternity/sorority is strictly prohibited.
      f. No chapter may co-sponsor an event with an alcohol distributor or tavern at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at or on the property of a tavern for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
      g. No chapter may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
      h. All recruitment, rush, or intake activities associated with any chapter will be alcohol-free. No recruitment/rush/intake activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
      i. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes, but is not limited to the practice of consuming shots equating to one's age, "beer pong," "power hour," "quarters," "flip cup," card games that directly or indirectly require the consumption of alcohol, or any other
activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

j. No alcohol shall be present at any pledge/associate member/new member/novice program, activity, or ritual of the chapter. This includes, but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities, and initiation.

2. HAZING
a. No chapter, colony, student, or alumnus shall conduct nor condone hazing activities. The University defines hazing as "any action taken, or situation created that negligently, intentionally, or recklessly subjects any person to the risk of bodily harm, physical discomfort, harassment, emotional or mental degradation, abuse, or interferes with academic activities; or causes or encourages any person to commit an act that would be a violation of law or University regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization."

b. Any observation by a member of a fraternity/sorority of any hazing activity as described above must be reported to University authorities.

c. The express or implied consent of a person is not a defense to any hazing activity described above.

3. SEXUAL ABUSE AND HARASSMENT
a. The fraternity/sorority will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities, or events, whether on chapter premises or off-campus that are abusive or harassing to an individual or group, including but not limited to sexual harassment, stalking, or sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers, or similar performers, whether professional or amateur, at a fraternity/sorority-affiliated event as defined in this policy is prohibited. This includes hosting a fraternity/sorority-affiliated event at a club or business that employs or uses performers as outlined above.

4. PERSONAL ABUSE
a. The fraternity/sorority will not tolerate or condone any form of bullying, intimidation, harassment, invasion of privacy, defamation, or physical abuse on the part of its members, whether physical, mental or emotional. Abusive or harassing conduct directed at an individual or group because of membership in a protected category may result in an enhanced sanction.

5. PROPERTY
a. The fraternity/sorority will not tolerate or condone the unauthorized use or possession, or theft, damage, defacement or destruction of property belonging to others.

6. INTEGRITY
a. Failure to meet financial obligations with respect to University funds, or conducting any financial transaction unlawfully or unethically.
b. Falsifying or being party to the falsification of any identification, record, or
document submitted to the University.

7. FAILURE TO COMPLY WITH DIRECTIVE(S)
   a. Chapters must comply with any written or verbal directive from the
      University or Greek Council that is included in current University or Greek
      Council policy and/or constitution or that is a result of a policy violation
      and/or outcome of a conduct or partnership process.

8. COMPLIANCE WITH LAW & UNIVERSITY POLICY
   Chapters must comply with all federal, state and local laws and ordinances and
   University policy including:
   a. Any University policy, rule or regulation published in hard copy or available
      electronically on the University website.
   b. Any federal, state, or local law.
   c. Any policy or mandate issued by a fraternity/sorority’s (inter)national
      organization.

9. DISRUPTION/OBSTRUCTION
   a. Disruptive to, or obstruction of teaching, research, administrative, disciplinary
      proceedings, or other University activities or normal operation on or off
      campus.
   b. Behavior that disrupts the peace, academic study, or sleep of others on or off
      campus.

F. Procedural Standards
   1. COMPLAINT
      a. Filing a complaint. Any member of University community may file a
         complaint documenting a fraternity or sorority for possible violations of the
         Fraternity & Sorority Operations Manual, including a representative from the
         Office of the Dean of Students on behalf of a person outside the University
         community if the incident has an adverse effect on the University and there is
         documentation from a verifiable source. A complaint must be prepared in
         writing and submitted to the Director of Student Development. Any complaint
         should be submitted as soon as possible after the event takes place, preferably
         within 30 days. However, the Director of Student Development has discretion
         to accept a report and investigate a complaint, and may issue any charges
         against a fraternity or sorority regardless of when the complaint is submitted if
         the conduct poses a possible threat to the University community. Reports will
         not be accepted anonymously, but under extraordinary circumstances, a
         representative of the Director of Student Development or Dean of Students
         Office may bring charges against a fraternity or sorority on behalf of any
         persons who do not want to participate in the hearing process or disclose their
         identity to the fraternity or sorority for safety reasons.
      b. Investigation. The Director of Student Development will conduct an
         investigation in consultation with the Assistant Director of Student
         Development to determine if the information in the complaint merits any
         charges against a fraternity or sorority, a formal admonishment, no charges,
         whether the incident warrants referral to the appropriate governing council for
         action, or if the incident can be addressed through an alternate dispute
         resolution process such as mediation.
c. **Charge(s).** Any charges will be presented to the accused fraternity or sorority in writing through the chapter president’s University email address, as the official means of communication at the University, and a conference with the Director of Student Development shall be scheduled within a timely period. Under exceptional circumstances, an interim suspension of the chapter may be instituted prior to a hearing to ensure the health, safety or welfare of members of the University or property of the University.

d. **Conference.** The chapter president of the fraternity or sorority accused will meet with the Director of Student Development for a conference to discuss the grounds for any charges, process, and sanctioning practices. An advisor of the chapter president’s choice and an additional undergraduate member of the organization may be present during the conference. If after notice, a chapter president does not attend a scheduled conference, the Director of Student Development may make a decision on the information available and make a decision on responsibility including assigning any sanction to the fraternity or sorority if deemed appropriate.

e. **Informal Hearing.** An informal hearing will immediately be schedule by the Director of Student Development following a conference. The chapter’s selected advisor may remain present for the informal hearing, but may not represent the fraternity or sorority or address the Director of Student Development. His or her role is limited to providing support to the students and chapter by observing or advising the students outside of the proceeding. The additional undergraduate representative of the fraternity or sorority that accompanies the chapter president may address the Director of Student Development and participate in the hearing. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in fraternity or sorority conduct proceedings. The Director of Student Director may temporarily adjourn the informal hearing if he or she determines that further review or clarification is necessary including, but not limited to, interviewing the complaining party and/or other witnesses.

1. **Joint hearing.** In cases involving more than one accused fraternity or sorority, the Director of Student Development may permit the hearing concerning each organization to be conducted either separately or jointly.

2. **Information.** The informal hearing provides an opportunity for the accused fraternity or sorority to be heard and to provide information such as written witness statements. The chapter president may accept or deny responsibility for any charges on behalf of his or her fraternity or sorority.

3. **Decision.** The Director of Student Development will determine whether the fraternity or sorority is responsible for any charges. If the fraternity or sorority is found not responsible for any charges, the process is concluded. If the fraternity or sorority is found responsible for any charges, the Director of Student Development will then assign any appropriate sanctions.

4. **Appeal.** The chapter president may appeal the decision and/or any sanctions issued by the Director of Student Development in writing to the Associate Dean of Students. (Please see Section f. Appeal Procedures for more information.)

f. **Appeal Procedures**
1. **Five days to appeal.** A fraternity or sorority is afforded one single opportunity to appeal a decision by a hearing administrator. A decision or any sanctions issued by an administrator through an informal hearing may be appealed to the Associate Dean of Students within five days of the decision.

2. **Required format.** All appeals must be in writing and include any supporting documentation that the fraternity or sorority wishes to be considered. Deference is given to the original hearing administrator or board’s findings of fact and decision of responsibility and/or any sanctions, therefore the burden of proof is on the chapter filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision, or any sanctions. An appeal will generally be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the purposes below, provided however the administrator may request additional information or clarification from the accused fraternity or sorority, complaining party, and/or witnesses for purposes of this review.
   a. **Process review.** To determine whether the hearing was conducted in accordance with published procedures and without bias on the part of the hearing administrator. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. **Information review.** To determine whether there was information presented in the hearing that, if believed by the board or administrator, was sufficient to establish that a violation of the *Fraternity & Sorority Operations Manual* occurred.
   c. **Sanction review.** To determine whether any sanctions imposed were appropriate for the violation of the *Fraternity & Sorority Operations Manual* which the fraternity or sorority was found to have committed.
   d. **New information.** To consider new information, submitted by the appealing fraternity or sorority within the prescribed five day period, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information was not known to the fraternity or sorority appealing at the time of the original hearing.

3. **Appeal decision.** An administrator reviewing an appeal may make one of the following decisions.
   a. **Affirm.** The administrator may decide to affirm the decision of the original hearing administrator or board.
   b. **Alter sanction.** The administrator may alter any sanctions issued by the original hearing administrator or board. Alteration in the sanction may include reducing or increasing the sanction or requirements.
   c. **New hearing.** The administrator may determine that a new hearing by a different hearing administrator is warranted to correct procedural irregularity or to consider new information. A fraternity or sorority may appeal a decision of the new hearing administrator or board.
d. **Remand.** The administrator may direct the original hearing administrator to review their original decision subject to any instructions from the administrator; and may affirm that decision or render a new decision consistent with those instructions. A fraternity or sorority may appeal a decision made by the original administrator or board if there are any changes after the review.

g. **Disciplinary Record Keeping Practice**

1. **File maintenance.** A fraternity or sorority charged with a violation of the *Fraternity & Sorority Operations Manual* has a file created and maintained by the Office of Student Development. Files are maintained indefinitely.

h. **Violation of law and Fraternity & Sorority Operations Manual.** Fraternity or sorority conduct proceedings may be instituted against a fraternity or sorority or individual student charged with conduct that potentially violates both the criminal law and University policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Associate Dean of Students. Determinations made or sanctions imposed under these procedural standards will not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
APPENDIX A
“BYOB” PROCEDURES & GUIDELINES
Stockton University

BYOB Procedures:
1. Alcohol must only be brought to the event by guests or members of legal drinking age.
2. Only persons of legal drinking age may consume or possess alcohol.
3. The maximum amount of alcohol allowed at the event is limited to one six-pack of beer or one four-pack of wine coolers per person of legal drinking age.
4. No hard alcohol, liquor and/or spirits are permitted.
5. Any entrance(s) must be staffed by at least one sober, trained monitor whose duties include checking of personal identification of guests and members, ensuring all persons entering party are members or invited guests, and ensuring that no person who appears, or is known, to have consumed alcohol enters the event.
6. A minimum of one sober monitor per 20 attendees must be at the event. Monitors should be an initiated member who will be able to effectively enforce chapter and University guidelines and intervene when appropriate. These monitors should be certified through the TIPS training program offered by the University or demonstrate completion of similar risk management training.
7. Any person who appears, or is known to have consumed alcohol must be provided transportation from the fraternity/sorority event by designated driver, taxi, or by emergency response personnel if the person appears to be severely intoxicated.
8. Wristbands, non-washable stamps or other non-transferable designation must be provided for persons of legal drinking age.
9. Any areas where alcohol is distributed should be controlled by designated members who are of legal drinking age and who are not consuming alcohol. These members must control access to the alcohol to ensure that alcohol is not distributed to persons under the age of 21 or intoxicated persons. No alcohol may be distributed from any other area (for example, individuals’ rooms in the house.)
10. The event must always be in accordance with school, local and state ordinances and must not exceed a duration of 5 hours.

BYOB Guidelines:
1. Chapters should have a safe ride program or alternate transportation in place for the event.
2. There should be a non-alcohol based theme or activity associated with the chapter event so that the entire event does not center on the consumption of alcohol.
3. No glass containers should be permitted.
4. An ample supply of alcohol-free beverages and non-salty foods should be provided.
5. An appointed party monitor should immediately take the person’s alcohol to the bar and exchange it for a ticket stating the brand of alcohol and the number of containers. The ticket should then be given to the event participant who brought the alcohol.
6. Each time the attendee receives a drink from the bartender; his or her ticket must be punched or marked appropriately. Only one drink per visit to the bar and only those who have a ticket and a wristband or other designation may receive a drink.
7. Service of alcohol should stop at least one hour before the scheduled ending time.
8. Chapter should determine with the aid of advisors, (inter)national headquarter staff and/or University officials whether any security personnel should be at the event.
Third Party Vendor Procedures:
1. Ensure that the bartender and the location are both licensed to sell alcohol.
2. Obtain a copy of these licenses.
3. Ensure that the bartender and location are both insured. At a minimum, this policy should be a $1,000,000 general liability policy that includes “off premise liquor liability coverage and non-owned hired auto coverage.” The certificate of insurance should name the local and national chapter of your fraternity/sorority as an additional insured party.
4. Obtain a copy of the insurance policy certificate.
5. Insure that your vendor agrees in writing to the following responsibilities;
   a. Checking identification cards;
   b. Not serving minors or persons who appear to be intoxicated;
   c. Controlling the distribution of all alcohol; and
   d. Restricting access to and prohibiting possession of alcohol by the fraternity or sorority at the end of the event.
6. A minimum of one sober monitor per 20 attendees must be at the event. Monitors should be an initiated member who will be able to effectively enforce chapter and University guidelines and intervene when appropriate. These monitors should be certified through the TIPS training program offered by the University or demonstrate completion of similar risk management training.
7. The event must always be in accordance with school, local and state ordinances and must not exceed 5 hours.

Third Party Vendor Event Guidelines:
1. Chapters should have a safe ride program or alternate transportation in place for the event.
2. There should be a non-alcohol based theme or activity associated with the chapter event so that the entire event does not center on the consumption of alcohol.
3. An ample supply of alcohol-free beverages and non-salty foods should be provided.
4. Service of alcohol should stop at least one hour before the scheduled ending time.
5. Chapter should determine with the aid of advisors, (inter)national headquarter staff, venue representative(s) and/or University official(s) whether any security personnel should be at the event.
APPENDIX C
NEW MEMBER RECRUITMENT AND INTAKE REQUIREMENTS
Stockton University

As the recruitment of new members is integral to the success and longevity of any organizations, the University has adopted the following procedures and protocols to foster and support Fraternity and Sorority New Member Recruitment and Intake.

For our purposes all students who have entered into a new member or intake process shall be called “new members”.

New Member Eligibility
No chapter shall offer membership to a student not listed as eligible by the Office of Student Development. A list of those eligible can be found on the Fraternity & Sorority Blackboard.

Recruitment
All recruitment activities must follow inter/national and Stockton policies. All recruitment activities must be alcohol-free and end by midnight.

Membership Invitations
No chapter shall extend bids or membership invitations to a student not listed as eligible by the Office of Student Development.

New Member Activities & Intake Processes
1. Chapters must receive approval from the Office of Student Development before beginning a new member or intake process. Before approval, a chapter must:
   a. Submit a New Member & Intake Program Outline with cover sheet
   b. Submit a signed Hazing Prevention Compliance Form
   c. Submit a New Member List

2. Guidelines for New Member Activities & Intake Processes:
   a. New member/intake processes must be no longer than 8 weeks
   b. New member/intake processes must conclude prior to modified class schedule begins
   c. New members must be given notification of the initiation date 1 week in advance
   d. New member activities must not exceed 15 hours of programming per week
   e. New member activities must conclude by 12:00 midnight
   f. New member activities must be alcohol-free
   g. Any new member who drops out of the new member/intake process must complete a New Member Drop Form

Initiation
An Initiation Form must be submitted to the Office of Student Development within 24 hours of initiation/crossing.

New Member Presentations
All New Member Presentations or Coming Out Shows must be scheduled at least 7 days in advance and follow the guidelines set forth in the Presentation of New Members Policy.
Recognizing the social, academic, and developmental benefits of fraternity and sorority life, Stockton University resolves to provide and adhere to the fundamentally fair and reasonable expansion policy for all interested full-time Stockton University students. Understanding both the opportunities and challenges presented by expansion, the Office of Student Development will work in concert with the Office of the Dean of Students in all matters relating to chapter expansion.

Expansion Committee
The Expansion Committee shall encompass a representative from the Dean of Students Office, the Director of Student Development (or his/her designee), the Assistant Director of Student Development who oversees the fraternity and sorority community (who will act as Chair), and two student members. One student will be the Vice President of the Greek Council, while the other student will be selected by the Office of Student Development in consultation with the Greek Council Executive Board to ensure fair representation of the community.

The Expansion Committee shall encompass a representative from the Dean of Students Office, the Office of Student Development and two members of Greek Council executive board.

Exploration
Interested students must meet with the Director of Student Development to discuss the possibility of expansion.

1. Students are encouraged to explore current chapters at Stockton University before continuing in the process. Students should be prepared to explain how they explored any existing fraternities and sororities.
2. If, after exploring and assessing the existing chapters, a student feels that his/her interests are not represented, Stockton University has established the following policy for the creation of a new group.

Petition
A. Student Driven Process
   1. Interested student(s) must submit a letter of interest to the Office of Student Development. This letter will detail:
      a. Stated interest in starting a new fraternity or sorority;
      b. Efforts the student(s) have made to explore and assess the current fraternity and sorority community;
      c. Reasons why an additional fraternity/sorority is needed and the needs the new group would meet;
      d. Number of students currently interested in starting a new chapter: including full names, Z numbers, and email addresses;
      e. Any organization(s) with which the student(s) want to affiliate; and
      f. Formal request to explore the potential of a new chapter on campus through three (3) interest meetings.

B. Fraternal Organization Driven Process
   1. The interested fraternal organization(s) must submit a letter of interest to the Office of Student Development. This letter will detail:
      a. Stated interest in starting a new fraternity or sorority;
b. Reasons why their fraternity or sorority is needed at Stockton University and what unique aspect it brings;
c. The names of any students that have expressed interest in the organization expanding to Stockton University; and
d. Formal request to explore the potential of a new chapter on campus through three (3) interest meetings.

Petition Review
A. All petitions will be placed on file with the Office of Student Development.
B. If the Expansion Committee has determined that expansion is appropriate, a review will begin of petitions on file (with the exception of National Panhellenic Conference Sorority petitions [see below]). Petitions may be prioritized using any or all of the following criteria:

   1. Expressed interest from current undergraduates;
   2. Date petition was received;
   3. Community need;
   4. An organization’s prior existence at the University:
      a. Reason for loss of recognition
      b. Past working relationship between the University and the alumni leadership of the organization and/or the (Inter)national organization.
C. After prioritizing the petitions, the Expansion Committee will invite the student(s) or fraternal organization to meet with them to review their petition. Any letters of interest submitted by students or fraternal organizations in reference to National Panhellenic Conference organizations will be collectively delegated to the Panhellenic Association Extension process. Should the Expansion Committee prioritize the need for a new Panhellenic Association group, the NPC Extension Process will begin here.
D. If the Expansion Committee is satisfied with the information detailed in the letter of interest, the group will be recognized as an interest group and will afford the group the opportunity to host three (3) interest session meetings.

Interest Sessions
A. All interest meetings must be scheduled through the Assistant Director of Student Development.
B. All interest meetings must be hosted on-campus and be alcohol-free.
C. No other organizations are allowed to co-sponsor the interest meetings and no other events or activities may be scheduled, sponsored, co-sponsored, or hosted by the interest group.
D. The interest group must submit their sign-in lists after the final interest session to the Assistant Director of Student Development. The sign-in list should include:
   1. Student’s full name, Z number, email address, and credits completed.
E. After the completion of the interest sessions, the interest group or organization will submit a full list of interested members and a potential new member grade release form to the Assistant Director of Student Development.

Association
A. If a student driven initiative, the interest group will work with the Assistant Director of Student Development to invite representatives of the prospective organization to present to the interest group and Greek Council.
   1. Although not required, the University encourages interest groups to consider inviting more than one organization to present.
Organization

A. The interest group shall submit an official request to the Expansion Committee and the Assistant Director of Fraternity & Sorority Life that includes:
   1. A complete list of all interested students, their email addresses, and units completed.
   2. A letter of support from a faculty/staff member at Stockton University willing to serve as the faculty/staff advisor to the group.
   3. The name, address, and website for the organization with which the interest group would like to affiliate.
   4. The name and contact information of the individual(s) in charge of expansion for the affiliate organization.
   5. A letter of guaranteed support from the organization with which the interest group would like to affiliate. This letter should detail:
      a. Resources available to the group as they move toward active status membership,
      b. Involvement of the affiliate organization in this process, and iii. Any other provisions that have been made to ensure the success of the group.
      c. The proposed program, policies, and procedures for the following areas:
         i. New Member Program/Intake Process
         ii. Membership Eligibility Standards
         iii. Recruitment Program
         iv. Hazing Policy
         v. Membership Development Program
         vi. Financial Policies
         vii. Leadership Development
         viii. Scholarship
         ix. Accountability Program/Code of Conduct
         x. Community Service and Philanthropy
         xi. Career Counseling/Networking
         xii. Programming Resources
         xiii. Chapter Development
         xiv. Risk Management/Insurance Coverage
         xv. (If the affiliated organization is not a member of NPC, NPHC, NIC, NALFO, NMGC, or NAPA, students must document any reasoning for the decision and cite how the organization would achieve the same level of support provided by these umbrella organizations)

B. An Expansion Committee member will schedule a new business agenda item during a regular Greek Council meeting to present its work and findings to the Greek Council.

C. After doing so, the expansion committee will answer any questions from the Greek Council regarding the process or its findings. This questions and answer period will be moderated by the Assistant Director of Student Development. Any questions that cannot be answered by the committee should be taken back to the interest group/affiliate organization by the chair of the Expansion Committee.

D. As per regular the adopted voting procedures of the Greek Council, the vote on the petition will be tabled for 1 meeting.

E. At least a two-thirds (2/3) vote of the membership establishing quorum will be required to grant the interest group pre-active chapter status.

F. All expansion voting will be conducted vocally; each chapter openly voting when their name is called from the roll.

G. Each Greek Council chapter will have one (1) vote on the viability of the group’s proposed plan.
H. If the interest group fails to receive the required votes, the Greek Council will present the interest groups with the reasons for the failed vote.
I. The Greek Council decision is presented to the Expansion Committee who will discuss it and make a recommendation to the Dean of Students.
   1. The Dean of Students has the final decision on granting or denying recognition to the interest group.
APPENDIX E
PRESENTATION OF NEW MEMBERS
Stockton University

All organizations must adhere to the following guidelines when presenting new members to the campus community.

A. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or prior to the last day of classes in the semester of initiation, whichever comes first.

B. Presentation shows (i.e. rollout, neophyte, etc.) are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.

C. Office of Student Development has received confirmation notice of event at least 7 days in advance.

D. No explicit or revealing attire is to be worn by the new members or other show participants/performers.

E. Disparaging comments about other organizations or use of foul language will not be tolerated.

F. No alcoholic beverages will be permitted.

G. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.

H. In the event of a fight during the presentation, those fighting will be disciplined immediately by the appropriate person (e.g., Student Development staff, graduate advisor, chapter president). If a member of the presenting organization is involved, the presentation show will be stopped immediately.

I. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc.

J. Presentations must begin no later than 10PM and last no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

K. A Student Development staff member (professional or graduate) MUST be in attendance at all new member presentations. The presenting organization must coordinate the schedule with the staff member who will be present.
APPENDIX F

STATEMENT ON UNRECOGNIZED GROUPS

Stockton University

Only student groups recognized by the Office of Student Development, or seeking recognition as interest groups (in accordance with the Expansion Policy regulations) will receive the benefits and privileges afforded to them by the University.

Stockton University strongly discourages student participation in any group that is not recognized, as the University (or national organization) does not provide any form of support or oversight for their members. Also, since these groups lack national affiliation, they may not have liability insurance; have risk management, hazing or sexual harassment policies or training. Therefore, if one of these groups would experience a civil lawsuit, a member of that group might be held directly liable by a complainant, exposing himself/herself and their family to unneeded risk. Furthermore, students who choose to become members of these groups may not obtain the benefits available to those in recognized fraternities and sororities.

It is important to understand that if you choose to become a part of any group not recognized, you will never be recognized by the University (or national organization) as an official member of that organization.

If you are unsure about an organization's status, please contact Stockton University's Office of Student Development.

Any Stockton recognized organization that co-sponsors an event with an unrecognized group will face disciplinary action by the Office of Student Development.
APPENDIX G
STATEMENT ON AUXILIARY GROUPS
Stockton University

Auxiliary organizations to the main organization are not permitted (i.e., Little Brothers, Little Sisters). Auxiliary organizations are defined as a formal group of individuals connected to an organization without being an initiated member. Such organizations open up the University to increased legal liability involving Title IX, and imperil the organizations with whom they are associated.
All Fraternities and Sororities are required by the Office of Legal Counsel to provide a certificate of insurance evidencing the following:

- General Liability insurance for bodily injury and property damage with a minimum of $1,000,000 in Combined Single Limit / $3,000,000 Aggregate
- The General Liability insurance must include Host Liquor Liability
- The General Liability insurance policy must name “Stockton University”, “The State of New Jersey”, “The New Jersey Educational Facilities Authority” and “Stockton Auxiliary Services Organization” as additionally insured with the certificate stating that the insurance coverage is primary over other collectible insurance

All certificates of insurance must have a thirty (30) days’ notice of any change or cancellation of the policy terms. Any such notice should be sent to the Office of Student Development.

In addition, if a particular policy is due for renewal during the academic year, an updated Certificate of Insurance should be provided no later than seven (7) days prior to the expiration date of the existing policy.

The above-specified limits are required minimums only. All fraternity and sorority chapter members and their alumni(ae) are encouraged to review their policies on a regular basis in order to determine whether additional coverage is advisable. The insurance requirements are strictly enforced. Failure to comply will result in immediate revocation of all campus privileges afforded to recognized chapters, including space reservations and new member processes, and may result in loss of recognition if not received.