

Policies and Procedures :

Greek Letter Organizations

Revised Summer 2011
(subject to change at anytime)

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Introduction

Thank you for taking an interest in our Greek system at Montclair State University. Here at MSU, we pride ourselves on having one of the most diverse campuses in New Jersey and our Greek community reflects that as well. We have member organizations that include national and local sororities, fraternities, and Honor Societies. We truly can say “We have it all”!

The Center of Student Involvement and the Office of the Leadership Coordinator for Fraternities and Sororities feel that it is necessary to compile the rules and regulations that govern all Greek Council organizations. This compilation serves as a guideline for all Greeks. However, they must still abide by all the standing rules and regulations that the rest of the University observes. These policies are also not exhaustive. There are also a set of policies included in the Greek Council Constitution, Statutes, and SGA Constitution as statutes that must be adhered to.

The office is here to enhance the Greek Council experience through programming and education. In pursuant to that, we employ an open door policy. If you ever have a question about a policy or practice, please feel free to contact us via e-mail or stop by the office. All inquires are welcome. We can also be reached on the web at: www.montclair.edu/greekaffairs.

Good luck and have a productive year!

Fraternaly,
Center of Student Involvement
Office of the Leadership Coordinator for Fraternities and Sororities

Code of Ethics

Student Rights and Responsibilities

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the promotion of the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

I. Access

Montclair State is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, marital status, handicap, or Vietnam-era veteran status in providing access to the University's benefits, services, and employment opportunities in compliance with relevant federal and state legislation. The University is open to all students who are qualified according to its admission standards, within the limits of its funding and facilities.

II. Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an appropriate basis, not on opinions or conduct in matters unrelated to academic standards. Students shall be made aware of the standards by which they are to be evaluated and that procedures exist by which the standards are reviewed and evaluated. Faculty bear responsibility to inform students of their grading standards and procedures.

A. Protection of Freedom of Expression

Students are free to take exception, in a reasonable manner, to the data or views offered in any course of study and to reserve judgment about matters of opinion. They are, nonetheless, responsible for learning the content of any course of study for which they are enrolled. The instructor will judge the extent to which the student has met this requirement.

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to restrict the freedom of professors to teach or of the right of other students to learn. If a student persists in disruptive behavior in class after the professor has explained the unacceptability of such conduct, the professor may dismiss the student from the class and may refer the matter to appropriate personnel for disciplinary proceedings.

B. Protection Against Improper Disclosure

Information about student views, beliefs, life styles, and political associations, which professors acquire in the course of their work as teachers, advisors, and counselors, is considered confidential. Protection of students against improper disclosure is a serious professional obligation and is mandated by the Federal Family Rights and Privacy Act of 1974.

III. Student Records

A. Permanent Educational Records

Montclair State has a carefully considered policy as to the information which should be a part of a student's permanent educational records and the conditions of access to each are set forth in an explicit policy statement.

Transcripts of academic records contain only information about academic status. Information from disciplinary or counseling files is not available to unauthorized persons on campus, or to any persons off campus without the express consent of the student involved except by court order or in cases where the safety of persons or property is involved. Provisions are also made for periodic routine destruction of non-current disciplinary records and counseling files. Administrative staff and faculty member should respect confidential information about students, which they acquire in the course of their work. A policy statement pertaining to this matter may be obtained from the Office of the Vice President for Student Development and Campus Life.

B. Directory Information

<http://www.montclair.edu/sdcl/ferpa/>

Under the Family Education Rights and Privacy Act of 1974 (FERPA), Montclair State may provide information of a directory nature to those who request it without the consent of the student. However, students are entitled to know what is classified as directory information and have the right to request that it not be disclosed by contacting the Office of the Dean of Students within the first two weeks of each semester.

IV. Student Development & Campus Life

In Student Development and Campus Life, certain standards are maintained to preserve the freedom of students.

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the college community. They should be free to organize and join associations to promote their common interests.

1. Membership, policies, and actions of student organizations will be determined by vote of only those persons who hold bona fide student membership in the college.
2. Affiliation with an extramural organization will not itself disqualify a student organization from institutional recognition.
3. Campus advisors are required, but each organization is free to choose its own advisor. Campus advisors advise organizations according to each individual constitution. They do not have the authority to control the policies of such organizations.
4. Student organizations are required by the Student Government Association (SGA) to submit a statement of purpose, criteria for membership, rules of procedure, and a current list of officers to the President of the Student Government Association.
5. Campus organizations, including those affiliated with an extramural organization, shall have no policies or procedures, which violate university policy or applicable rules.

B. Demonstration Regulation

Montclair State University recognizes the rights of members of the University community to freedom of assembly and speech, and strongly believes in fostering discourse and the free exchange of ideas at the University. However, as a matter of law and University policy, these rights and interests are restricted, and must be exercised on University property in a manner consistent with the mission and operation of the University and the rights of other members of the University community.

Nonetheless, some members of the University community may not exceed the bounds of appropriate expression during the course of demonstrations, by interfering with the educational activities and business of the University and with the rights of others. It is therefore desirable to re-affirm the importance of appropriate time, place and manner restrictions on demonstrations. Accordingly, and in order to provide further consistency in the application of University policies to on-campus demonstrations, the Office of the Vice President for Student Development and Campus Life is issuing the following guidelines for responding to demonstrations on University property.

The University shall routinely and consistently apply the provisions of the student codes of conduct and other relevant policies and procedures to on-campus demonstrations.

The University shall take steps through appropriate procedures to hold demonstrators accountable for actions which violate University policies and regulations. Such improper actions include but are not limited to:

Material disruption of or interference with instructional activities, other University business and campus events;

Actual or threats of physical violence, or other forms of harassment, or destruction of University, other public or private property;

Interference with free entry to or exit from University facilities and free movement by individuals; and

Interference with the rights of other members of the University community to freedom of speech and assembly, and other rights.

Demonstrations are limited to appropriate public forums, which do not include, among other locations, faculty and administrative offices, classrooms and other instructional facilities. (Public forums are locations, which by tradition or policy are available for public assembly and speech such as where students have traditionally gathered to debate issues.) To the extent that a public forum exists within a University building, any demonstrations within that forum shall take place during the building's normal operating hours.

Where appropriate, the University shall endeavor to maintain open lines of communication with demonstrators and to provide opportunities for discussion of matters in dispute so long as the demonstrators act consistent with the University policy and the rights of others. However, as a general rule the University shall not negotiate with individuals who occupy any University facility, or with associated demonstrators, while any such occupation continues, and shall never negotiate within an occupied facility.

These guidelines are intended to support, not supplant, existing University policy. They apply to all members of the University community, including undergraduates, graduate students and employees, as well as to guests and visitors. The guidelines should be implemented as consistently as possible, recognizing that special circumstances may on rare occasion require limited and judicious deviation from the guidelines.

No student, or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations in public areas of grounds and buildings will be permitted. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section. To ensure that the business of the University is carried out without disruption, the institute maintains the right to designate the areas for expressions of opinion and to determine the time and manner in which the expressions occur.

C. Freedom of Inquiry and Expression

1. Students and student organizations are free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They are also free to support causes by orderly means, which do not disrupt the regular and essential operations of Montclair State. It should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Duly organized student groups are encouraged to invite and to hear any person of their own choosing. Routine procedures required by MSU before a guest speaker is invited to appear on campus are designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted in a manner appropriate to an academic community, and does not infringe on the rights of others. Institutional control of campus facilities is not used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the university.

D. Student Participation in Institutional Government

As constituents of the university community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined processes to participate with the Administration in the formation and application of institutional policy affecting academic and student affairs. The role of the Student Government and both its general and specific responsibilities should be made explicit, and the actions of the Student Government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures as delineated by the Board of Trustees of Montclair State University through the constitution of the Student Government Association. The role of the Student Government Association is to serve as the official student voice for students on matters of all university policy and concern.

E. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities, and of formulating student opinions on various issues on the campus and in the world at large.

Montclair State provides editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of the operation. At the same time, the editorial freedom of student editors and student managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. The following provisions protect the editorial freedom of student publications.

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All student publications should explicitly state on the editorial page that the opinions therein expressed are not necessarily those of the university or student body.

V. Off-Campus Freedom of Students

A. Exercise of Rights of Citizenship

Students are both citizens and members of the university community. As citizens students enjoy the same freedoms of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the university community, they are subject to the obligations, which accrue to them by virtue of this voluntary membership. Institutional powers shall not be employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship off campus.

B. University's Interest

Students who violate the law may incur penalties prescribed by statutes and civil authorities. Montclair State's interest as an academic community may be involved by violation of law and may provide a basis for disciplinary action.

Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority will not be used to merely duplicate the function of general laws. Only where the institution's interest as an academic community is distinct and clearly involved shall the special authority of the university be asserted.

VI. Student Rights Within the Instructional Context

In the interest of enhancing the quality of student life and of maintaining and improving excellent relationships between students and faculty, the Student Affairs Council of the Faculty Senate has adopted the following list of student rights within the instructional context:

1. During the first two weeks of classes students should receive a course outline describing all required assignments and evaluation procedures and clearly spelling out the attendance and make-up policies. If subsequent modification becomes necessary, changes should be made by the professor as soon as possible, but in no case after the final date for withdrawal from a course without academic penalty. (See also #7.)
2. Students may expect to receive (on a regular basis throughout the semester) a full course of instruction. Class periods, labs and studios should be held for the prescribed length of time.
3. Books and other materials ordered by faculty for purchase by students should be available. Faculty should consider cost factors along with pedagogical ones and take into account the amount of material that can reasonably be covered in a single semester.
4. Students should receive instruction from an appropriate and qualified instructor on a regular basis. In all cases of faculty absence, students should be notified as early as possible. It is recommended that instructors devise a way of communicating with their students if the absence will be more than one day.

5. Faculty members shall post and maintain three (3) scheduled office hours per week at different hours and on each day corresponding to the faculty member's teaching schedule. The number of days on which office hours are maintained need not exceed three (3). Faculty members shall inform students of these hours and of their availability by appointment at other reasonable times.
6. Students may expect that the substance and scope of all courses conform generally to the course descriptions in the university catalog or other written documents concerning curriculum content. This is urgent when the course is part of a sequence or required as part of a major.
7. Faculty are obligated to provide either a mid-term or alternative evaluative procedure graded and returned at least several days before the last date for official withdrawal without academic penalty. So that students may know the basis of grading, the course syllabus should contain information regarding the methods and dates of such evaluation.
8. Students may expect assessments, written and oral, to be evaluated in writing within a reasonable period of time.
9. Final exams will be administered at the time and place specified in the **SCHEDULE OF COURSES BOOKLET** for the semester. Even if there is no final exam, the class is required to meet for a final evaluation.
10. Students have the right to expect just and unbiased evaluations of all assignments and exams and to be assigned a final grade by the administrative deadline as posted in the Academic Calendar.
11. Students have the right to be treated in the classroom and on campus in a dignified and respectful manner that is wholly free from discrimination based on race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, marital status, handicap, or Vietnam-era veteran status.
12. Students may feel free to bring to the attention of the appropriate college personnel (e.g., the faculty member involved, Chairpersons, School Deans, Administrative Supervisors or University Ombudsperson) situations in which it is believed there are violations of any of these rights, following established college procedures.

VII. Student Right to Know

1. Student Right-to-Know - December 1, 1995 - Part V pp. 61775-88 (34 CFR Part 668.46). These regulations implement remaining provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Text of the Jeanne M. Cleary Disclosure of Campus Security is available on the web at www.montclair.edu/universitypolice/clery/
2. Equity in Athletics - November 29, 1995 - Part V pp. 61423-42 (34 CFR Part 668). These regulations implement the Equity in Athletics Disclosure Act, which requires the disclosure information on men and women's intercollegiate athletic programs

Active Status

The Office of the Leadership Coordinator, serving as an office of the University, requires that members of the Greek Community fulfill certain requirements in order to be considered active. Concurrent to that, the Office of the Leadership Coordinator will also honor restrictions imposed by the Greek Council itself when considering an organization for active status. The following are the requirements for active status as per the Office of the Leadership Coordinator. These requirements are not in lieu of Greek Council requirements as stated in their statutes.

Rosters

All organizations must submit a roster of all active members on campus. This list should be comprised of current Montclair students and include the member names, addresses, contact numbers, e-mail addresses and campus wide identification numbers. This list is due by the Friday of the 3rd week of classes or before the 1st event hosted by the organization, whichever comes first. Rosters must be submitted in its entirety before your process can begin. This form will be submitted online. Please review the Greek Affairs website for the link.

Insurance

All organizations must have proof of insurance at all times. An organization will not be allowed to function without insurance. The minimum requirement is \$100,000 in liability coverage. Chapters of national organizations that fall under a blanket policy must provide a letter from the national board stating that the Montclair State University chapter is in good standing and state the period for which the chapter is covered. Policies not under a blanket policy should state Montclair State University. The national organization should provide proof of a blanket policy as well. Proof of insurance is due by the Friday of the 3rd week of classes or before the 1st event hosted by the organization, whichever comes first. Proof of insurance must be submitted before your intake process can begin.

Executive List

Each organization must submit a list of their officers. The required listings are President, Vice President, Treasurer, Secretary (corresponding), Greek Council Representative, and new member intake coordinator (or equivalent). This list should consist of names, ranks, contact numbers, e-mail addresses, and term of office. If there are additional positions on the officer level, they may also be included. Executive board members must be current students of Montclair State University that are registered for a minimum of 12 credits and hold a 2.25 grade point average. These names will be submitted along with the online roster. Please review the Greek Affairs website for the link.

Intake

Note: From this document forward, 'pledges' will be referred to as 'new members' and the 'pledging period' will be referred to as the 'new member process'.

Every student wishing to join a fraternity or sorority must go through an anti-hazing workshop facilitated by the Leadership Coordinator for Fraternities and Sororities or their designee, before the start of the process.

- In order to have intake, an organization must have active status. No exceptions will be made.
- An organization must be in good standing with the University, Student Government Association, Inc., and the Greek Council in order to have intake.
- RUSH will not be permitted to begin prior to the set date set each semester.
- Any violation of the RUSH policy will result in an organization's inability to have intake that term.
- The new member process/intake may begin as early as the first day of RUSH provided all required documentation has been submitted and a hazing prevention workshop has been completed. New member classes/lines may begin once all required documents and the hazing prevention workshop has been completed and given the "green light" from the advisor or their designee but are NOT to exceed 6 weeks. The last day of a new member period will be set by the advisor each semester but it typically will be two weeks prior to the start of final exams. No new member/intake period will be allowed to extend past that date.
- No summer intake will be permitted
- All students wishing to participate in an intake process must attend hazing prevention workshop hosted by the Office of the Leadership Coordinator during the semester they intend to go through the process.
- All students participating in an intake process will be required to attend various additional workshops as designated by the Office of the Leadership Coordinator for Fraternities and Sororities. Those include, but are not limited to: Leadership Workshops, e-CHUG/e-TOKE workshops, service day(s), and New Member Programs.
- "Pre-pledging" and "Post-Pledging" are violations of the intake policy. Participation in such activities will result in suspension of the organization and/or loss intake.

- **All new member/intake classes must maintain a semester GPA of 2.0 during the semester of their process. The GPA's of the new member/intake class/line will be recorded at the end of the applicable semester. Organizations will not be allowed to have a new member/intake program the following semester if their prior program resulted in a semester GPA of less than a 2.0. In addition, each member of the organization will be required to attend two Learning Competencies Workshops sponsored by the Center for Academic Development and Assessment before they are granted permission to have intake again. These workshops should be completed by the following semester. Any organization receiving either consecutive "no intake" letters or multiple letters within a two (2) year span will not be permitted to have intake again until a thorough review of their practices are reviewed and revamped with the Intake Advisory Board (IAB)**
- **Cross pledging is absolutely prohibited at Montclair State University. An organization must be recognized and have an active charter at MSU before initiating any MSU student to their organization. Violation of this policy may result in sanctions including, but not limited to, permanent prohibition of said organization.**
- **The Leadership Coordinator for Fraternities and Sororities shall have the final decision regarding intake.**

Uniforms/Social Probation/Marching

Organizations that wear uniforms have the following stipulations added to this privilege:

- All potential new members must have a minimum of two (2) uniforms throughout the duration of their process
- The following items/stipulations must be added to their uniform to ensure safety from the elements: raincoat, poncho, or umbrella. All uniforms must have the ability to be modified so that they are weather appropriate (adding either a thicker coat for the winter or thinner jacket for spring, adding thermals for the winter or lighter clothing for spring)
- All overnight occupancies are banned. All organizations must follow Residential Education and Service's visitor and room occupancy policies.

Organizations participating in marching will not be permitted to march during the following hours:

- Sunday - Thursday 10pm - 8am
- Friday - Saturday 12am - 12pm
- Organizations must abide by courtesy hours at ALL times

Violation of this policy by ANY organization will result in suspension of such activities for ALL organizations.

Probates/Coming Out Shows/New Member Presentations

No organization shall be permitted to have a probate/coming out show/new member presentation individually. All probates/coming out shows/new member presentations will take place on one day selected by the Leadership Coordinator for Fraternities and Sororities. The show date will take place after the semester crossing date given by the Leadership Coordinator for Fraternities and Sororities. The purpose of this change is to promote unity amongst ALL Greek Letter Organizations and reduce costs to each organization.

Hazing Prevention Policy

Hazing Defined

As set forth by New Jersey State Law, hazing is defined as follows:

1. A person is guilty of hazing, a disorderly person's offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates, or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.
2. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act prohibited in subsection (a) which results in serious bodily injury to another person.

Montclair State University defines hazing as any action taken or situation created intentionally, to create:

- a. physical or psychological discomfort
- b. embarrassment
- c. harassment
- d. paddling in any form
- e. required/forced branding or tattooing
- f. engaging in public stunts and buffoonery
- g. morally degrading or humiliating games and /or activities
- h. forced consumption of food, alcohol, and/or any intoxicants
- i. any activity that causes or results in public disturbance
- j. any actions and/or activities that endanger the student, the university community, or the academic process
- k. possession of firearms and other dangerous weapons on university property contrary to law
- l. intentional damage of university property or of property on university premises belonging to others
- m. failure to comply with directions of the university officials and their authorized agents acting in performance of their duties
- n. any requirements by a member or new member which compel another member/new member to go against an individual's moral or religious beliefs, or which is contrary to the rules/regulations of the university
- o. conduct that is made a crime by the criminal law of the State of New Jersey or the United States of America and takes place on university property and/or property supervised in the course of a college activity

NOTE: Hazing with or without the consent of a student is prohibited by the university. Violation of that prohibition renders both parties to be subject to discipline.

Montclair State University's Code of Student Conduct statement on hazing

The minimum sanction for hazing is suspension and the maximum is expulsion.

1. A student will be found responsible for hazing if, in connection with the initiation of applicants to or members of a student organization (including but not limited to fraternities and sororities, athletic teams, SGA organizations, honor societies, etc.) he or she organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which a) places or may place another person in danger of mental or bodily injury or b) demonstrates indifference or disregard for another person's rights, dignity or well-being. Examples of hazing include, but are not limited to the following:
 - Forced or required ingestion of alcohol, drugs, food or any undesirable substance.
 - Participation in sexual rituals or assaults.
 - Forced or required participation in criminal conduct, conduct which violates the civil rights of others, or conduct which is mentally abusive or degrading to the participants or others.
 - Acts that could result in physical, mental or emotional deprivations or harm.
 - Physical abuse, e.g. whipping, paddling, beating, tattooing, branding and exposure to the elements.

2. Organizations charged with hazing, as distinct from individuals so charged, face University disciplinary action and may be additionally referred to the Greek Council or to SGA Judiciary Boards.

NOTE: Hazing with or without the consent of a student is prohibited by the university. Violation of that prohibition renders both parties to be subject to discipline.

EXAMPLES OF HAZING

1. Physical hazing shall be defined as any activity which is physically harmful, or humiliating to the individual, (i.e. paddling, abandonment, excessive exercise, eating repulsive food, exposure to extreme temperatures, nudity, consumption of alcohol or drugs, violation or intrusion into any body parts, etc.)
2. Psychological hazing shall be defined as a public act or in-house act which compromises the personal dignity of an individual thereby causing personal embarrassment or shame, causing an individual to be the object of malicious amusement or ridicule, or causing an individual psychological harm or emotional strain.
3. Total nudity at any time.
4. Dropping food (eggs, grapes, liver, etc.) into the mouths of new members.
5. Extremely loud music or chanting during pre-initiation week and or between portions of the ritual.
6. Throwing whipped cream, water paint, eggs, etc., onto a new member.
7. Pushing, shoving, or tackling new members.
8. New members being awakened time and time again during the night
9. Less than six continuous hours of sleep for new members each night during pre-initiation or initiation periods.
10. Forcing new members to drink alcoholic beverages.
11. Required eating of spoiled food.
12. Putting new members in a room which is uncomfortable and /or will physically or mentally harm them.
13. Assigning "pranks" such as stealing, painting objects, panty raids, harassing another organization, or any other act, which infringes upon the rights or well being of new members or other persons.
14. Active members intentionally messing up the house or a room for the new members to clean.
15. Referring to or calling new members any word or name other than their own.
16. Associates or new members not being permitted adequate time for studies during pre-initiation of initiation periods.
17. Yelling and screaming at new members.
18. New members being expected to do anything that the active members say.
19. Excessive physical exercise and/or exertion.
20. New members being blindfolded and told that everyone before them has jumped onto a "nail" and that they must too. They do not know that there is no nail, as such; or any similar situation in which a pledge is blindfolded and instructed to do something that might harm themselves even though there is no real possibility of harm.
21. New members being booed and hissed at or demeaned when they make a mistake in recitation in front of the chapter.
22. Bracing and/or finger-snapping in new members' ears.
23. Any use of strobe lights or any continuous flickering of lights
24. Use of any intimidation tactics

THESE ARE ONLY EXAMPLES AND NOT AN EXHAUSTIVE LIST OF HAZING ACTIVITIES.

Please refer to the following resources for more information on hazing:
www.hazing.hanknuwer.com , www.stophazing.org , www.insidehazing.com

**Examples of Positive Activities to make a New Member Program a
Challenging,
Positive Experience
(THE LITMUS TEST)**

PROMOTE SCHOLARSHIP: Invite University speaker to discuss test taking skills, study methods, how to succeed in college; designate quiet hours; take advantage of University academic and tutoring services.

AID CAREER GOALS: Use college resources for seminar on resume writing, job interview skills; invite different alumni to speak on various careers.

DEVELOP LEADERSHIP: Assign each potential new member to a chapter committee, and require the potential new member class to plan and implement its own activities. (ex. Have a member of the Center for Student Involvement come to a meeting to discuss the programming process)

BECOME FAMILIAR WITH GREEK COUNCIL AND SGA, INC. POLICIES: Invite the leadership of the Greek Council and the Student Government Association, Inc. to discuss the policies and procedures of both governing bodies. This is also an opportunity for the new members to learn about the benefits of serving as the organization's Greek Council representative and involvement in the SGA, Inc.

DEVELOP PROBLEM-SOLVING ABILITIES: Have potential new members discuss chapter weaknesses such as poor rush, apathy, and poor scholarship, and then plan solutions, which the active chapter might then adopt.

FOSTER INTAKE CLASS UNITY: Have potential new members challenge another fraternity's potential new member class to a football or basketball game; potential new members can plan and implement a community service project, or a social event.

DEVELOP CHAPTER UNITY OF BOTH NEW MEMBERS AND ACTIVES: Involve potential new members on chapter committees; hold potential new member/active member sporting events with mixed teams of potential new members and actives, have an active chapter-intake class retreat; invite potential new members to sit in on chapter business meetings.

INSTILL A SENSE OF BROTHERHOOD OR SISTERHOOD: Plan special nights where the entire chapter gets together to watch Monday night football, attend a movie, play, concert (check for group and/or student rates), or some other type of group activity.

DEVELOP SOCIAL SKILLS: Hold a seminar on table etiquette and other social graces, plan a seminar with language, eye contact, and other aspects of communicating.

BUILD AWARENESS OF CHAPTER HISTORY: Invite an older alumna to talk about the chapter's early days, its founding, the high and low points of its history, special chapter traditions, and prominent alumni.

KNOWLEDGE OF THE GREEK SYSTEM: Invite the Leadership Coordinator to address the intake class on the system, its background, its purposes and activities, government, rivalries, opportunities for involvement, and its regulations and sanctions.

INVOLVE POTENTIAL NEW MEMBERS IN THE COMMUNITY: Visit a nursing home or youth center to sing, play games, coach, or just talk. Get involved with local Boy Scouts and/or Girl Scouts. Big Brothers/Big Sisters of America, or other community groups (such involvement might well continue after initiation); pledges can plan their own campus or community service project such as Red Cross Blood Bank or Kidney Foundation organ bank.

DEVELOP GOOD RUSH SKILLS: Have one of the chapters best rushers hold a seminar on recruitment skills, how to approach a person, what to talk about, what to look for in a person, what positive opportunities that exist, and/or have each potential new member invite prospective members to various chapter functions.

IMPROVE RELATIONS WITH OTHER GREEKS: Have potential new members plan an intramural event with another fraternity intake class; intake classes get together to plan joint fraternity social or service activities; have potential new members recognize founding date with a serenade and flowers.

KNOWLEDGE OF THE GREEK COMMUNITY: Have potential new members present to the active membership what they have learned about each of the recognized Greek organizations at Montclair.

IN ALL INTAKE CLASS ACTIVITIES: Keep these objectives in mind: mutual respect, honesty, organization, determinations, strong and real leadership.

OTHER IDEAS:

- Each potential new member tosses his wallet to a pile, retrieves one, and finds its owner (breaks the ice and builds trust)
- "Income tax work seminar" with a representative from the IRS.
- Invite candidates running for public office to speak to the chapter.
- Recognize an outstanding potential new member each week- a little recognition goes a long way toward motivation.
- Invite karate expert to hold a demonstration during the process.
- Have a program on personal safety and risk management with University Police.
- Invite experts to give presentations on backpacking, hiking, canoeing, rafting, and have a weekend where these activities are executed with the intake class or make it a chapter trip.
- Encourage potential new members to participate in intramurals.
- Have songfests where the potential new members learn new songs from the brothers- but be sure it is a combined effort instead of a humiliating sing along under severe dictatorial choir directors.

NOTE: Hazing with or without the consent of a student is prohibited by the university. Violation of that prohibition renders both parties to be subject to discipline.

New Member Process Agreement

NOTE: Each organization's president, new member educator, and each potential new member must read, understand, and sign the attached New Member Process Agreement after reading the Montclair State University Hazing Policy, New Member Bill of Rights, and Grievance Procedure. In addition, each potential new member must complete the attached New Member Registration form. This must be done before the new member period commences. New Members' families will be notified of the student's decision to partake in an intake process.

New Member's Bill of Rights

The Montclair State University Hazing Policy shall serve as a Bill of Rights for all students who may choose to join a fraternity or sorority that is recognized by the Greek Council of Montclair State University and chartered by the Student Government Association, Inc. of Montclair State University. These shall be interpreted as the minimum rights to be awarded to each new member. **A Bill of Rights is a basic document, which guarantees all men and women freedom from any type of irresponsible behavior on the part of individuals or organizations. Such a document shall serve to reassure new members of their rights and enhance the initiating organization's knowledge of hazing.** Therefore, each new member shall know that he or she is not required to participate in any form of activity or 'requirement' which may endanger the life, health, and/or physical well being of the individuals. The Hazing Policy identifies the basic restrictions on the actions of both the new member and the initiating organization, which shall be abided by at all times. Any person(s) witness to any hazing activities has a responsibility to report such actions immediately. Failure to comply with these regulations could result in hazing charges, disciplinary actions on behalf of the Judiciary Court of the Greek Council of Montclair State University, and/or action by Montclair State University.

The potential new member understands that he/she has the following responsibilities:

- A. To read, understand, and abide by the Montclair State University Hazing Policy, Bill of Rights, and Grievance Procedure.
- B. To maintain his/her satisfactory academic standing with the University while participating in an intake process.
- C. To refrain from questionable activities that may jeopardize or demean the image of Fraternities/Sororities in the Montclair State University community.
- D. To make a constructive contribution to his/her chapter/organization and to its intake program while participating in the intake process.
- E. To report any acts of hazing occurring while you are in pursuit of obtaining membership into a fraternity/sorority and thereafter

The chapter officers understand that they each have the following responsibilities:

- A. To read, understand and abide by the Montclair State University Hazing Policy, Bill of Rights, and Grievance Procedure.
- B. To conduct an Intake Program that is a positive, educationally sound developmental growth experience that is adapted to the needs of each individual potential new member.

Grievance Procedure

Any individual(s) witness to hazing or who feels that he or she has been hazed should immediately report these actions to the Leadership Coordinator. Upon receipt of such reports an investigation will be conducted immediately. In most cases, reports of hazing are given to University Police to conduct the investigation because hazing is a crime. Once the investigation has been completed a final decision is rendered and the organization as well as potential new members will be notified.

NEW MEMBER PROCESS AGREEMENT

NOTE: Each organization's president, new member educator, and each potential new member must read, understand, and sign the attached New Member Process Agreement after reading the Montclair State University Hazing Policy, New Member Bill of Rights, and Grievance Procedure. In addition, each potential new member must complete the attached New Member Registration form. This must be done before the new member period commences.

The undersigned potential new member understands that he/she has the following responsibilities:

- A. To read, understand, and abide by the Montclair State University Hazing Policy, Bill of Rights, and Grievance Procedure;
- B. To maintain his/her satisfactory academic standing with the University while participating in an intake process;
- C. To refrain from questionable activities that may jeopardize or demean the image of Fraternities/Sororities in the Montclair State University community.
- D. To make a constructive contribution to his/her chapter/organization and to its intake program while participating in the intake process.
- E. To report any acts of hazing occurring while you are in pursuit of obtaining membership into a fraternity/sorority and thereafter

The undersigned chapter officers understand that they each have the following responsibilities:

- A. To read, understand and abide by the Montclair State University Hazing Policy, Bill of Rights, and Grievance Procedure.
- B. To conduct a Intake Program that is a positive, educationally sound developmental growth experience that is adapted to the needs of each individual potential new member.

MEET THE GREEKS POLICY

“Meet the Greeks” was designed to educate those men and women interested in learning more about Greek Letter Organizations and the Greek Community. In order to effectively accomplish this task the following policy has been implemented:

The only organizations permitted to participate in a Meet the Greeks are those in good standing with the University and are recognized by the Student Government Association, Inc and the Greek Council. Each participating organization will be limited to five (5) members to represent the organization at the event. This 5 should be limited to: current members of the Montclair State University chapter and campus advisor and/or graduate/alum advisor. These members will represent the organization in all aspects which includes the presentation/introduction of the organization, tabling, and stepping and strolling. All names of members participating must be submitted to the Leadership Coordinator for Fraternities and Sororities not less than 24 hours prior to the event. The organization should include the names of two (2) alternate members in the event that a staffing change must take place. The only persons permitted into the venue will be those listed on the submission form. Alternates will only be permitted if one of the original listed will not be able to attend. Those names not submitted within the 24 hour time frame will not be permitted into the venue. Each participating member must present identification.

The structure of the Meet The Greeks shall will take place in one of the following formats:

Format A: Individual organization introductions accompanied by a brief step/stroll, a question and answer period for attendees, and concluded with organization fair (attendees visit each organizations information table)

Format B: Organizations hold a panel discussion which includes individual organization introductions, followed by a step/stroll presentation (time is limited), and concludes with an organization fair (attendees visit each organizations information table)

POSTING POLICY

Montclair State University Posting Regulation

The posting of printed literature, posters, placards and banners on campus (except in the residence halls) must be approved by stamp in the Scheduling Office (located on the fourth floor of the Student Center) or at the Center for Student Involvement. The posting of non-University related materials is limited to designated areas. Posting in the residence hall must be approved by the appropriate Residence Hall Director. Department and designated organization boards are maintained by the respective department or organization and are not available for general use. The name of the sponsoring department, group, or organization must be printed legibly on all materials. The University encourages sensitivity to all members of our diverse community in posting.

- A. Materials may be posted on campus bulletin boards and kiosk only (excluding special purpose bulletin boards specially designated by campus departments or groups). A bulletin board is defined as a tackable board surrounded on all four sides by a frame. Kiosk panels are designed for tape, not tacks and also surrounded by a frame.
- B. Tacks and staples are to be used on bulletin boards (no tape or other adhesives). Only removable tape is to be used on kiosks. Items are not to be attached to bulletin board and kiosk frames or surrounding areas.
- C. The maximum flyer/poster size for bulletin boards is 17" x 22".
- D. There is a limit of one flyer/poster per event on each bulletin board on kiosk panel.
- E. Posting of flyers/posters/banners is not permitted on windows, window treatments, painted surfaces, wall, furniture, brick, concrete, wood surfaces, buildings, light poles, trees, or campus signage.
- F. Flyers may not be left on vehicles.
- G. Door windows may not be obstructed by posting or other materials except to provide directional and scheduling information.
- H. Materials may be posted for a maximum of two weeks from date of approval. The sponsoring party is responsible for removing its postings at the end of the approved period or within 24 hours after the event, whichever comes first.
- I. Materials making reference to the use, sales, or distribution of alcohol/drugs will not be approved.
- J. Materials not stamped or incorrectly posted will be removed. The posting group may lose future posting privileges. The Student Government Association maintains posting guidelines in addition to these regulations, so student organizations need to be aware of any additional requirements or penalties.

K. Large postings can be displayed only in placard holders located on the campus. Placard locations may be reserved for a period of seven consecutive days. All placards must be on rigid boards that fit the internal dimensions of the placard holder. Special directional placard locations for conferences and other recognized campus events may be reserved for the day(s) of the event only. All placard

locations must be reserved through the Scheduling Office at least one week prior to posting and will be based on location availability. The group reserving the placard holder is responsible for the posting and removal of approved placards.

L. The areas in front of the Student Center and between the Student Center and the Drop-In Center are open to recognized student organizations, SGA, and CSI to display placards. Placards cannot block traffic patterns or be attached to buildings or cause damage to University property.

M. Chalking on campus is limited to recognized student organizations and is permitted only on paved walkways. Approved locations include the areas in front of the library, Student Center, Dickson, and Residence Halls. Chalking must be done in open areas, which are directly washed by rain.

Exceptions for special events and programs may be requested through the Scheduling Office for approval by the Vice President for Student Development and Campus Life. Request should include: (1) the reason an exception is requested, (2) the special material to be posted, (3) location(s) desired, and (4) time period.

Student Government Association Posting Policy

Flyers and Posters

1. Size

- a. Posters – maximum 17” x 22”
- b. Flyers – maximum 8 ½ x 11”

2. Circulation

- a. One flyer per board
- b. Two flyers or one poster per room
- c. Four flyers or two posters on Kiosks.
- d. Use non-department bulletin boards only. No posting on trees, light posts, building, doors glass windows, and painted surfaces.
- e. No flyers should be placed on vehicles.
- f. Large quantities of flyers can be left at the Student Center Information Desk.
- g. Do not use tape on bulletin boards
- h. Posting within residence hall must be approved by the appropriate residence hall director or posting authority.

3. Sponsorship

- a. All posting should state the sponsoring organization, (i.e., sponsored by OSAU or OSAU is a Class I organization)
- b. All posting should have date of printing.

4. Removal

- a. All posters and flyers should be removed by the sponsoring organization within one month of the date of printing.

Plywood Signs and Other Non-Paper Signs

1. Size

- a. 4' x 8' plywood or less

2. Location

- a. First come, first serve basis.
 - b. Should not impede the flow of traffic or restrict pedestrians or motorists visibility.
 - c. Sign should be secured such that they are immobile, but not nailed into trees.
- Student organizations that do not abide with the SGA posting policy may face penalties. See Violations and Penalties SGA Statutes Article V, Section 8 of the SGA Policies and Procedure manual. Copies may be obtained at the SGA Office.

Posting Policy for the Student Center

All distribution of printed materials (i.e. posters, flyers, etc.) must be authorized by the Scheduling Office. Flyers and posters must be stamped. Groups wishing to publicize events should speak to the Director of CSI or Associate Director of Student Center Programs prior to distributing their literature. The Student Center reserves the right to determine the location/presentation of the material. Special regulations pertaining to circulating postings in the

Student Center and Annex are summarized as follows:

1. The display of materials at the Information Desk is limited to University departments and recognized campus organizations. Legitimate identification of the sponsoring organization is required.
2. Lobby easels are available to programs occurring in the Student Center two days before and the day of the program.
3. The Student Center only provides space for distribution of publications produced by the university departments and recognized campus organizations.
4. Professionally made banners can be hung from the 3rd floor balcony. Permission must be obtained from the Associate Director of Student Center Programs. If approved, the banner can be hung the day before and the day of the program.
5. One flyer per bulletin board. Student offices housed in the Student Center regulate their own bulletin boards outside their respective offices.
6. No tape or any kind of adhesives. Please use tacks on bulletin boards only. No posting on trees, building, brick, wood, glass, metal or painted surfaces.

Rock Policy

The word “rock” is defined as any painted or unpainted large rock structure or “stand alone” boulder of any size. This includes all natural and man-made formations. All rocks are considered and shall remain the property of Montclair State University. All access to aforementioned rocks is solely at the permission of the University.

As per the University Senate motion #96014 of September 18, 1996, the No Rock Paint Zone is as follows: ‘a line running east-west from McEachern Building between Mallory and Richardson, in front of the Student Center, between Partridge and the Student Center and through Lot 14 (now excavated) would signify a “No Paint Zone” to the south. This “No Paint Zone” is essentially the academic core. Painted rocks that are currently in this area will be removed or returned to their natural state.’

Any University recognized organization wishing to paint any rock on campus or in the surrounding environs (this includes repainting a rock your organization already has) must apply to the Leadership Coordinator for Fraternities and Sororities prior to ANY actions. Organizations may not “tag” rocks prior to consulting the Leadership Coordinator. Each organization must complete a form detailing the location of the rock and how the rock will be altered. All alterations must be within University Student Conduct Code and must not be derogatory to any group or individuals.

Once permission is given to an organization, the rock requested should be painted not tagged. If an organization needs to tag its designated rock for identification purposes, it must be tagged within three (3) days of approval and completed in its entirety within seven (7) days of approval. All deadlines for an organization will be outlined on the rock painting form required to paint a rock. The rock painting form must be completed and approved prior to any alteration of any rock. The form can be found on the Greek Affairs website or in the Center for Student Involvement (CSI) located in the Student Center room 104. Any organization wishing to alter any rock on campus or its environs must be in good standing with the University and the Student Government Association, Inc. Organizations will only be allowed to alter rocks on campus after the Leadership Coordinator has accompanied an executive board member of the petitioning organization to inspect the rock. If the rock is eligible to be altered, the organization may proceed. A previously altered rock is only eligible to be painted if the previous organization’s charter has been expired for 5 or more calendar years or at the discretion of the University.

The University, represented by the Center for Student Involvement, reserves the right to prohibit certain rocks from being altered either because of their location, aesthetic qualities or history. Their decision shall be final in all such matters. Any organizations violating this policy will be subject to the loss of University privileges and status as determined by the Office of the Dean of Students.

Order of Omega

The Order of Omega is a National Greek Honor Society founded in 1959 on the campus of the University of Miami. The Montclair State University chapter, Sigma Sigma, was founded in April 2001 and has been growing steadily. Its members consist of former Greek council executive boards, SGA executive boards and distinguished faculty and administration.

New members may be chosen either annually or semi-annually. The number of students initiated into membership in any one year may not exceed three percent (3%) of the total number of enrolled full-time Greek undergraduates at the beginning of the academic year on the campus, or fifteen (18), whichever number is greater. The current membership of the Sigma Sigma chapter will decide when they will take applications for membership.

The advisor to the Order of Omega is the Leadership Coordinator.

Drug and Alcohol Policy

University Policy

All Greek Council activities and those under its jurisdiction are subject to the Montclair State University's alcohol policies.

1. In this state, the sale of alcoholic beverages is expressly prohibited unless under the authority of a license or permit. The use of alcoholic beverages on this campus will be limited to the Student Center and University premises eligible under the Alcoholic Beverage Commission Special Permits. All participants must be at least 21 years of age. Proof of age must be shown.
2. At those activities where a permit to serve alcohol has been granted, Dining Services or the Host is responsible for the above regulations. Alcohol is restricted to the licensed area only. In general however, the Program Coordinator is responsible for monitoring of this policy throughout the building and will work with the Dining Service Manager where appropriate.
3. On occasion, when someone brings liquor into an area where alcohol is not permitted, the Program Coordinator will inform the individual of the University's alcohol policy and present the alternatives. That person has the option of leaving the facility with the alcohol or surrendering it to a staff member for disposal. However, if the person appears incoherent or inebriated, assistance from University Police and/or supervisor will be sought. (www.montclair.edu/pages/studentcenter/alcohol.html)

Off Campus Events

All activities at off campus locations still have implications on a group's on-campus status. Any arrests or complaints registered against groups or individuals at off campus events can and will be used to evaluate the aforementioned groups.

Weekend Party Policy

PARTY POLICY

The following procedure and regulations may be in effect for all Type D events at the discretion of the University Chief of Police. Type D events are those student organization sponsored events where the attendance exceeds 200 guests both MSU students and non-MSU students and the event is a dance and/or money is being collected. There are two types of parties: A Type 1 Party and a Type 2 Party. This policy will apply to both types of parties, unless otherwise indicated.

Organizations may sponsor one party per year and co-sponsor one party per semester.

Attendance:

- Maximum capacity for parties:
 - Type 1 Party—400
 - Type 2 Party—200
- Maximum number of workers – 30 (must be MSU students only)
- MSU students and their guests must possess a valid college student ID or military ID. **NO DRIVERS LICENSES WILL BE ACCEPTED.**
- MSU students are permitted to have no more than two (2) guests. MSU students are RESPONSIBLE for their guests and the actions of their guests. Should a guest of an MSU student violate any policy, the MSU student will also be responsible.
- NO VISITORS will be admitted. Any non-MSU students MUST be accompanied and signed in by an MSU student.

Admission Procedures:

- Partygoers will enter into the party from the outside doors of the main cafeteria.
- All IDs will be checked by MSU POLICE – **only college student ID's and Military ID's will be accepted.** A worker from the sponsoring organization(s) must be posted outside of the door to check ID's before the student or guest gets inside the party entrance.
- Any MSU Alumni wishing to attend MUST present an Alumni ID.
- All partygoers will have to go through a metal detector.
- An MSU student with guests must accompany them at the time of entrance. An MSU student CANNOT sign in a guest after they have already entered the event.
- Guest IDs will be collected. The IDs will be placed alphabetically in a box. IDs will not be collected from MSU students.
- Once the IDs are collected, the MSU student and his/her guests shall pay the admission and receive wristbands.
- The sponsoring student organization and MSU Police have the right to be selective in the cases where a student or guest is visibly intoxicated, high, or extremely belligerent.

- No hats, headgear, uniforms, colors or organizational affinity other than college student associations in evidence will be permitted.
- Discretion will be given to University Police to determine public safety concerns that may prohibit entry. Whenever possible, these matters will be discussed at the required security meeting and posted at the entrance.
- All guests are required to park in the Red Hawk Deck.

Departure Procedures:

- A guest who wants to leave prior to the end of the party must pick up their ID, have their wristband removed and then exit the building.
- Music must be turned **OFF**, and all lights turned on at 12:45am. If there is a coat check, then music goes off and lights go on at 12:30am. NO “exit music” will be played.
- All exits are final for MSU students and guests.

Security Procedures:

- For Type 1 Parties: 10 University Police Officers are required.
- For Type 2 Parties: 5 University Police Officers are required.
- Members of the sponsoring organization must be present through the entire event.
- A member of the sponsoring organization must be the designated program coordinator and must make him/herself accessible at all times.
- Members of the sponsoring and co-sponsoring organization(s) are required to patrol the inside of the party at all times.
- Three students will be stationed inside the party on patrol. The students will not interfere with any situation that arises within the party but will inform the MSU Police immediately.
- If lighting other than the fixed ballroom lighting is being used, the level of lighting must be approved by CSI staff before doors open.
- A police officer and/or security will be stationed at the entrance.
- The MSU Party Policy will be posted.
- University Police and security will be responsible for disbursing the crowd outside the party at the conclusion of the event. The sponsoring organization will be financially responsible for any additional time/fees this process incurs.
- Note: The number of officers assigned for weekend parties is the number required to secure all entrances and exits.

Advertisement:

- Flyers may not be posted until a meeting has been held with CSI and University Police.
- It must be clear that the SPONSORING organization has “top” billing on all means of advertising. Co-sponsoring organization may be included on all marketing tools but only in a capacity of co-sponsor.
- **All advertisement must have administrative approval prior to printing and distribution.**
- All flyers must have the starting and ending time of the event (9 pm-1 am).
- Flyers must state that all visitors must have valid College Student IDs or Military ID’s and must be accompanied by an MSU student.
- Flyers must state no alcohol or illegal substance will be permitted in the party.
- Flyers must state MSU has the right to be selective.
- Flyers must state that all guests are required to park in the Red Hawk Deck.

- Flyers must state that no hats, headgear, uniforms, colors or organizational affinity other than college student associations in evidence will be permitted.
- If the party is advertised as a Facebook event or group, it must be only listed under the Montclair network. Weekend parties may NOT be posted under the global network.

Procedural Requirement:

- A lottery will be offered the semester prior to the available party dates. All organizations in good standing are eligible to enter the lottery. The organization selected first will have first choice of dates, followed by the second, etc. Organizations will have 5 days to respond to the offering of a party date. After that time, they will forfeit their spot and date, and will not be considered for a party that semester. Organizations may only sponsor one party per year.
- Sponsoring and co-sponsoring organizations must meet with CSI and University Police at least 3 weeks prior to the party, at which time the party policy will be reviewed and a copy of the party policy signed, stating that they understand and will abide by the policy.
- Failure to meet the three-week deadline will result in the cancellation of the event and the removal of the organization and co-sponsoring organization from the next party lottery.
- A list of students who will be working the party will be submitted to CSI 24 hours prior to the event. All workers must be current MSU students.
- A member of CSI, University Police and the sponsoring student organization will be present at the counting of monies to verify the amount collected. The money will be placed in an envelope and sealed. The amount of money collected will be printed on the envelope and those individuals who were present for the counting of the money shall sign the envelope.
- All monies collected at the party will be locked in the CSI safe. All monies will be picked up by the sponsoring organization on the next business day, or as soon as possible.
- The hosting organization, as well as any co-sponsoring organizations assume responsibility for damages associated with the event inside or immediately outside the party space.
- ID boxes and guest lists will be reviewed to ensure policies have been followed. If violations are found, responsible organizations will be sanctioned.

Hawk Accreditation System



Montclair State University
Hawk Accreditation System (H.A.S.)

The Office of Greek Affairs in conjunction with the Center for Student Involvement has implemented the following evaluation system to improve the quality of Greek Letter Organizations at Montclair State University. The results of the system will be used to rank organizations as Five Hawk, Four Hawk, and Three Hawk organizations. The intent of this program is assist organizations in documentation of activities and accomplishments on an annual basis, while creating standards by which each organization should strive to achieve and surpass. In addition, this documentation will allow the Office of Greek Affairs to disseminate proper records/statistics to requesting departments. There is an expectation that each organization will meet and maintain the minimum expectation of a Three Hawk and continue to work toward Four and Five Hawk Accreditation.

This program will be reviewed on an annual basis for improvements.

****Your organization's ranking will be advertised on the Greek Affairs website****

Instructions

- ✚ Select an executive board member to spearhead/coordinate/complete the system application. Due to the documentation involved in this process it is wise to select someone who is organized and has good writing skills
- ✚ Read through the ENTIRE Accreditation System, making note of any questions you may have and make sure to ask the Leadership Coordinator as soon as you find them.
- ✚ Begin compiling all data immediately. Official forms will be located on the Greek Affairs website and binders will be due on the reading day of each Spring semester.
- ✚ Submit all documents in an organized manner through the use of a 3 ring binder (1" binder preferred). These binders will be reviewed at the end of Spring semester.
 - While it is encourage for you to be creative with the binder keep the information typed and visible
 - Only include social and educational activities that occurred at Montclair State University (The only exceptions are service and philanthropy activities.)
 - If your organization/chapter participated in an activity at another institution create a separate section for this documentation.
 - Only include activities that took place during a Fall/Spring time frame

Organization/Chapter Rating Scale

- ✚ Five Hawk Accreditation – Organization/Chapter of Excellence
- ✚ Four Hawk Accreditation – Organization/Chapter Above Average
- ✚ Three Hawk Accreditation – Accredited Organization/Chapter

THREE HAWK ACCREDITATION REQUIREMENTS

SCHOLARSHIP:

- Chapter Grade Point Average is a minimum of 2.25 cumulative GPA (not including new members)
- New Member Class(es) Grade Point Average is minimum of 2.25 (if applicable)
- 25% of Active Membership attendance at a minimum of 3 ADI programs
- 50% of New Member Class attendance at a minimum of 1 ADI program

COMMUNITY SERVICE

- 25% of Active membership participation in Greek Council sponsored Service Project (no duplicates)
- 10 hours of Community Service per active member

PHILANTHROPY

- \$25 raised per active member for Philanthropy
- 25% of Active membership participation in Greek Council sponsored Philanthropy (no duplicates)

CITIZENSHIP (UNITY, PRIDE, SPIRIT, AND COLLABORATION)

- Co-sponsor 3 events with another campus affiliated organization
- 25% of Active Membership attends Athletic event wearing MSU and Organization paraphernalia
- 25% Active membership attends 2 events out of sub-house (2 different sub-houses)

ACCOUNTABILITY

- Turn in ALL documents by due date (late submissions will not receive credit)
- 1 unexcused absence from Greek Council Meeting
- 1 unexcused absence from Sub-House meeting
- Greek Council representative must stay the same all year unless verified as per the Greek Council Statutes
- Submission of Greek Council dues by initial deadline (late submissions will not receive credit)
- On designated day; must meet with Leadership Coordinator for mid-year progress report

DEVELOPMENT (LEADERSHIP AND CULTURAL)

- Participation in Fall and Spring Greek Affairs retreats/trainings (requested organization members must be in attendance)
- Participation in Student Government Association, Inc Fall and Spring retreats(requested organization members must be in attendance)
- 25% of Active Membership attend 3 “In The Know” workshops sponsored by the Office of Greek Affairs (duplicates allowed)
- If your organization hosts an approved “In The Know” workshop, it will count as 1 of the “In The Know” requirements (an organization can only host 1 workshop and the workshop must be attended by the chapter as well as non affiliated members)

FOUR HAWK ACCREDITATION REQUIREMENTS

SCHOLARSHIP:

- Chapter Grade Point Average is a minimum of 2.5 cumulative GPA(not including new members)
- New Member Class(es) Grade Point Average is minimum of 2.5 (if applicable)
- 50% of Active Membership attendance at a minimum of 5 ADI programs
- 75% of New Member Class attendance at a minimum of 1 ADI program

COMMUNITY SERVICE

- 75% of Active membership participation in Greek Council sponsored Service Project (no duplicates)
- 20 hours of Community Service per active member

PHILANTHROPY

- \$50 raised per active member for Philanthropy
- 50% of Active membership participation in Greek Council sponsored Philanthropy (no duplicates)

CITIZENSHIP(UNITY, PRIDE, SPIRIT, AND COLLABORATION)

- Co-sponsor 4 events with another organization
 - 1 Greek, 1 Non-Greek, 1 University department, 1 at your discretion
- 50% of Active Membership attends Athletic event wearing MSU and Organization paraphernalia*
- 25% Active membership attends 3 events out of sub-house (3 different sub-houses)

ACCOUNTABILITY

- Turn in ALL documents by due date (late submissions will not receive credit)
- 1 unexcused absence from Greek Council Meeting
- 1 unexcused absence from Sub-House meeting
- Greek Council representative must stay the same all year unless verified as per Greek Council Statutes
- Submission of Greek Council dues at first requested date
- On designated day; must meet with Leadership Coordinator for mid-year progress report

DEVELOPMENT (LEADERSHIP AND CULTURAL)

- Participation in Fall and Spring Greek Affairs retreats/trainings
- Participation in Student Government Association, Inc Fall and Spring retreats
- 25% of Active Membership attend 5 “In The Know” workshops sponsored by the Office of Greek Affairs (duplicates allowed)
- 50% of Active Membership attends a cultural program sponsored by a Class 1 or Class 2 organization (must have signed attendance sheet from organization President)
- If your organization hosts an approved “In The Know” workshop, it will count as 1 of the “In The Know” requirements (an organization can only host 1 workshop and people including the chapter must be in attendance)

FIVE HAWK ACCREDITATION REQUIREMENTS

SCHOLARSHIP:

- Chapter Grade Point Average is a minimum of 2.75 cumulative GPA(not including new members)
- New Member Class Grade Point Average is minimum of 2.75
- 50% of Active Membership attendance at a minimum of 7 ADI programs
- 100% of New Member Class attendance at a minimum of 1 ADI program

COMMUNITY SERVICE

- 100% of Active membership participation in Greek Council sponsored Service Project (no duplicates)
- 30 hours of Community Service per active member

PHILANTHROPY

- \$75 raised per active member for Philanthropy
- 100% of Active Membership participation in Greek Council sponsored Philanthropy (no duplicates)
- 50% of Active Membership participate in a philanthropic event

CITIZENSHIP(UNITY, PRIDE, SPIRIT, AND COLLABORATION)

- Co-sponsor 6 events with another organization
 - o 2 Greek, 2 Non-Greek, 2 University department
- 50% of Active Membership attend 2 Athletic event wearing MSU and Organization paraphernalia
- 25% Active membership attends 3 events out of sub-house (3 different sub-houses)
- Participate in Homecoming (float/dance)
- Participate in Greek Week (all week long with a minimum of 1 event each day)

ACCOUNTABILITY

- Turn in ALL documents by due date (late submissions will not receive credit)
- 1 unexcused absence from Greek Council Meeting
- 1 unexcused absence from Sub-House meeting
- Greek Council representative must stay the same all year unless verified as per Greek Council Statutes
- Submission of Greek Council dues at first requested date
- On designated day; must meet with Leadership Coordinator for mid-year progress report

DEVELOPMENT (LEADERSHIP AND CULTURAL)

- Participation in Fall and Spring Greek Affairs retreats/trainings
- Participation in Student Government Association, Inc Fall and Spring retreats
- 25% of Active Membership attend 7 “In The Know” workshops sponsored by the Office of Greek Affairs (duplicates allowed)
- 50% of Active Membership attends a cultural program sponsored by a Class 1 or Class 2 organization (must have signed attendance sheet from organization President)
- If your organization hosts an approved “In The Know” workshop, it will count as 1 of the “In The Know” requirements (an organization can only host 1 workshop and people including the chapter must be in attendance)
- Sponsor a cultural event or workshop (not co-sponsored)

ELECTIVES FOR ACCREDITATION REQUIREMENTS

ASSISTS IN AREA OF CITIZENSHIP

- Active Members belong to another organization(s)/Athletic team(s)
 - List member's name and organization(s)/team(s)
- Active Members hold a leadership position(s) on campus (RA/DA, Peer Leader/Ambassador, etc)
 - List member's name and position(s)
- Form an intramural sports team
 - Provide team roster from Campus Recreation
- Facilitate 2 workshops on current world issues your organization feels strongly about
 - Provide copy of flier and sign in sheet from event

ASSIST IN THE AREA OF ACADEMIC DEVELOPMENT INITIATIVES (ADIs)

- Attend 1 event sponsored by Equity and Diversity will count toward 1 ADI workshop

ASSIST IN THE AREA OF SERVICE

- Work within the Center for Student Involvement for hours

INCENTIVES

- Certificate presented at Greek Council Banquet
- Most improved organizations receive a trophy
- 5 Hawk Organizations receive a trophy
- 5 Hawk Organizations will have name on plaque in Student Center
- 5 Hawk Organizations will be able to rent 2 machines from CSI for free for 1 event held in the SC
- 5 Hawk Organizations decorate/post on designated board in CSI for 2 weeks
- 5 Hawk Organizations will receive 5 free flier enlargements from the Information Desk
- 5 Hawk Organizations will have Lunch with University President
- 4 Hawk Organizations will be able to rent 1 machine from CSI for free for 1 event held in the SC
- 4 Hawk Organizations will receive 4 free flier enlargements from Information Desk
- 4 Hawk Organizations will have Lunch with the Deans
- 3 Hawk Organizations will receive 3 free flier enlargements from the Information Desk

DISINCENTIVES

- If you have not met at minimum 3 Hawk status you will not have intake for the Fall term and Spring is contingent upon your mid-year review
- If you do not turn in your roster by the due date you will not be permitted to have intake that semester (complete and accurate information required)

FREQUENTLY ASKED QUESTIONS

This section will be broken down by category and will respond to each level of the Hawk Accreditation System.

FAQs about Scholarship:

Who calculates the Chapter's GPA?

The chapter's GPAs are calculated by the Leadership Coordinator (LC) at the end of each semester. There is no need to print each member's unofficial transcript. Note: The LC will not provide you with the grade point averages of the members only the cumulative grade point average of the chapter/organization.

Who calculates the New Member's GPA?

ALL new member GPAs are calculated by the Leadership Coordinator (LC) at the end of each semester. Do not print the unofficial transcript of each new member. Note: The LC will not provide you with the grade point averages of the new members only the cumulative grade point average of the new member class.

Why are there no longer ranges for the GPAs?

This was a decision of the review committee. The purpose is to set concrete minimums to give each organization something to work toward.

Where are the CADA workshops?

We are no longer using the CADA workshops, as there were many scheduling conflicts. In place of the CADA workshops we have instituted ADIs.

What is an ADI?

An ADI or Academic Development Initiative are programs designed to focus on various topics pertaining to academics. These have replaced the CADA workshops.

FAQs about Community Service:

What is considered community service?

Service is when there is an organization in need of services that your organization is willing and able to provide. Ex. (ACS needs to place a large mailing and needs volunteers to assist with stuffing the envelopes) A great resource for Service projects would be Isis Haylett; Coordinator of the Community Service and Volunteer Resource Center she can be reached at 973-655-5318, hayletti@mail.montclair.edu or visit her in SC-104J

What are the Greek Council Sponsored Service Projects?

Greek Council sponsored service projects are decided by the Greek Council E-Board and/or the Greek Council Service and Philanthropy Chair. An example of a Greek Council sponsored service project is the joint effort between the Greek Community, Educational Opportunity Fund Program (EOF), and MSU L.E.A.D. to provide and distribute holiday gifts to those at the Isaiah house in Newark, NJ.

What does “no duplicates” mean?

“No duplicates” means that the same person cannot be used each time. Everyone must take a turn.

FAQs about Philanthropy:

Does the philanthropy we raise money for have to be our national or chapter/org initiative?

The philanthropy you raise money for is up to your chapter/organization. You just need to clear your donations with the Student Government Association, Inc. and make sure that it is a legitimate charity.

What are the Greek Council Sponsored Philanthropy Projects

Greek Council sponsored philanthropy projects are decided by the Greek Council E-Board and/or the Greek Council Service and Philanthropy Chair. An example of a Greek Council sponsored philanthropy is the MSU Relay For Life.

What does “no duplicates” mean?

“No duplicates” means that the same person cannot be used each time. Everyone must take a turn.

FAQs about Citizenship:

To fulfill the 3 Hawk level of Citizenship can we program with any Montclair State University recognized student organization?

Yes you may. You are strongly encouraged to step outside of your norm and co-sponsor with a variety of organizations. This will allow more individuals the opportunity to learn about your organization, will increase your visibility, and assist you with recruitment.

What is paraphernalia?

Items such as clothing, key chains, or lanyards with your organization’s insignia and/or letters on them.

Does the Montclair State University and organization paraphernalia have to be visible in the photo?

Yes. No photo shopping permitted!

Does everyone participating need to have on both Montclair State University and organization paraphernalia?

Yes. No photo shopping permitted!

FAQs about Accountability:

How will you know if we showed to our meetings?

All sub-houses are required to take minutes and submit them to the Greek Council E-board. Your minutes include attendance.

What if we are having issues with our representative for Greek Council and/or the Sub-house?

You need to make sure you have strong alternates that can and will step up. You should also have conversations with your Greek Council Executive Board and put your concerns in writing to the E-Board and the Leadership Coordinator. NOTE: make sure your representative and alternate have the grade point average to serve in this capacity.

How do we verify a change in our Greek Council representative?

This will take place through the Greek Council Executive Board. You will also need to put your proposed change in writing. NOTE: make sure your representative and alternate have the grade point average to serve in this capacity.

At what point do we no longer get credit for turning in our Greek Council dues?

Anyone turning in Greek Council dues after they have increased from the initial amount will not receive credit.

At which point do we no longer get credit for documents required to be turned in?

Anyone turning in documents after they have the designated day/time will not receive credit.

Which documents are required to be turned in?

- *Rosters and roster change forms (even if there is no change something in writing must be submitted)*
- *Proof of insurance(if your insurance expires and you do not turn in your updated policy you will lose credit for this)*
- *Potential new member form at least 48 hours before your anti-hazing workshop*
- *Intake calendars*
- *Any other documents that the Leadership Coordinator may request at any time to deem you an active chapter/organization*

When are Greek Council dues required to be turned in?

This will be the decision of the Greek Council Executive Board.

What is the date for the mid-year progress report?

This will take place toward the end of the Fall semester when the Wednesday is designated as a Friday. Example: Fall 2011 mid-year progress report will take place on December 14, 2011

FAQs about Development:

Who and how many people must participate in the Greek Affairs retreats/trainings?

All individuals that are required by the Leadership Coordinator, typically 4-5 people per organization (unless you have less than that in your chapter/organization).

Example: the 2011 Summer/Fall training requires your four (4) main executive board members (i.e. President, Vice-President, Treasurer, and Secretary)

When are the Greek Affairs retreats/trainings?

Retreats/Trainings typically take place a few days prior to the start of the Fall term and a week or two into the Spring term. Dates will be determined and announced in a timely manner. Updates can be found on the Greek Affairs website

(Montclair.edu/greekaffairs) and will also be announced in Greek Council meetings each week.

Who and how many people must participate in the SGA, Inc retreats?

This is at the discretion of the SGA, Inc. It has typically been 1 person per organization with a preference in sending your President or Treasurer. Check your SGA, Inc mailbox for details. This information is also announced at Greek Council.

When are the SGA, Inc. retreats?

This is at the discretion of the SGA, Inc. They have typically take place during September/October for the Fall and January/February for the Spring. Check your SGA, Inc mailbox for details. This information is also announced at Greek Council.

What does “duplicates allowed” mean?

This means that the same individuals can be utilized to fulfill this requirement.

How does an organization get approved to host an “In The Know” workshop?

They must submit a program proposal to the Leadership Coordinator stating the time and place of the event, the content that will be covered and the proposed learning outcome. They must also provide information on any speakers you may have. Refer to proposal form under the H.A.S. forms located on the Greek Affairs website (Montclair.edu/GreekAffairs)

What are the criteria for a program to be considered “In The Know” workshop material?

It must be a program that will enhance the Greek Community through chapter or community development.

Why is an organization limited to hosting only 1 workshop?

Limiting hosting opportunities allows other organizations the chance to participate and also ensures attendance at pre-planned workshops through the Office of Greek Affairs.

What do you mean by “people including the chapter must be in attendance”?

In order to have a successful event you must have participants. This includes members of your chapter/organization. It cannot just be the responsibility of a handful of people. If it is a chapter/organization event; the chapter/organization must be in attendance. (If a member has class, they should attend class and proof of this should be attached to your sign in sheet)

What is meant by “cultural”?

Programs that will introduce yourself and others to diverse experiences such as new religions, a region of the world, and other nationalities to name a few. Example: World's Fair teaches everyone that participates about various cultural and regions of the world through food and dance.

FAQs about the Hawk Accreditation System (H.A.S.):

What is the purpose of H.A.S.?

To allow organizations to accurately track all that they have accomplished throughout the calendar year; thus making them eligible for various awards through their nationals (if applicable) and recognition at Montclair State University.

Are these requirements on a semester or annual basis?

This is an annual program.

Who is in charge of putting the binder together for our organization?

You should select your most organized and responsible individual in your chapter/organization to put the binder together.