Policies and Procedures for Greek Letter Organizations

2012-2013
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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 diversity. We have member organizations that include inter/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 Greek Affairs have compiled the rules and regulations that govern all Greek Council organizations. This compilation serves as a guideline for all Greeks and is provided as a support to the standing rules and regulations observed by the University community. These policies are also not exhaustive and complement those included in the Greek Council Constitution, Statutes, and SGA Constitution.

The Center for Student Involvement is here to enhance the Greek Council experience through programming and education. To assist students in their membership activities, 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 inquiries are welcome. We can also be reached on the web at: www.montclair.edu/greekaffairs.

Good luck and have a productive year!

Fraternally,

Center of Student Involvement
Office of Greek Affairs
ACTIVE STATUS

The University requires that members of the Greek Letter Organization Community fulfill certain requirements in order to be considered active. The following are the requirements for active status as per the Office of Greek Affairs. These requirements are not in lieu of Greek Council requirements as stated in their statutes and supersede all rules and regulations by Greek Council and governing national organizations.

Rosters:
All organizations must submit a roster of all active members on campus. This list should be comprised of current Montclair State University undergraduate students and include the members names, addresses, contact numbers, e-mail addresses, campus wide identification numbers, and Executive Board position where applicable.

Executive Board Members must be current undergraduate students of Montclair State University that are registered for a minimum of 12 credits and hold a cumulative grade point average of a 2.25.

Rosters are to be submitted at the beginning of each semester; no later than by the 3rd Friday of classes or before the 1st event hosted by the organization, whichever comes first. Rosters must be submitted in their entirety before consideration for an initiation process will be entertained. Please visit the Greek Affairs website for the link to submit your roster.

Insurance:
All organizations must carry proof of liability insurance to maintain active status. An organization will not be allowed to function without insurance. The minimum requirement is $100,000. All policies must state Montclair State University on the certificate. Proof of insurance is to be submitted at the beginning of the fall semester; no later than by the 3rd Friday of classes or before the 1st event hosted by the organization, whichever comes first. If your policy expires prior to the conclusion of the academic year you are required to submit the new certificate prior to your insurance lapsing. If your certificate is not current, all activities for the chapter/organization will cease until your new insurance certificate is submitted.

If the above documents are not submitted by the due date, your chapter/organization will be deemed inactive for the corresponding term.
Initiation

Every student wishing to join a fraternity or sorority must attend a hazing prevention workshop facilitated by the Leadership Coordinator for Fraternities and Sororities (LCFS) or their designee, before the start of the process. The workshop must be attended during the semester the initiation process is to take place. If a student does not attend a hazing prevention workshop the semester of the initiation process they are ineligible for initiation. Previous attendance of a hazing prevention workshop will not count.

Each organization wishing to have an initiation process must have the chapter/organization President and New Member Educator attend a hazing prevention workshop facilitated by the Leadership Coordinator for Fraternities and Sororities (LCFS) or their designee, before the start of the process. This must take place each semester the organization plans to have new members.

Organizations wishing to host an initiation process must submit an Intake Calendar by the third Friday of each semester they wish to host an initiation process. Failure to do so will result in the organization’s inability to host an initiation process for that corresponding semester.
Recruitment and Initiation Policy

Recruitment:

- In order to participate in recruitment, an organization must be in good standing with the University, Student Government Association, Inc., and the Greek Council. (Good standing means not suspended and/or completed any sanctions given by either party mentioned above.)
- Recruitment for any organization will not begin the first week of semester. Recruitment will be permitted to begin the first day of the second week of each semester. Recruitment may not be permitted to begin prior to the date set each semester by the University.
- All fliers/calendars must be approved for posting according to the University posting policy and Student Government Association, Inc. posting guidelines. Those items that do not designated a final destination and/or are offering rides off campus will not be approved. Examples: “Meet in the lobby of University Hall” or “Meet in front of Rec Center for a ride” will not be approved for posting.
- During the recruitment process the leadership of the chapter/organization must inform potential new members that they are required to attend a hazing prevention workshop.
- Any violation of the Recruitment Policy will result in a chapter/organization’s inability to take new members that term.

Initiation:

- In order to have an initiation process, an organization must complete in its entirety the following documents before consideration for an initiation process will be entertained: All documents required to obtain “Active Status” (Active Member Roster and Insurance) and Intake Calendar
- In order to have an initiation process, a chapter/organization must have active status. No exceptions will be made.
- A chapter/organization must be in good standing with the University, Student Government Association, Inc., and the Greek Council in order to host an initiation process.
- Initiation processes may begin once all required documents have been received, hazing prevention workshops attended, and chapter/organization has been granted permission from the LCFS or his/her designee.
- Initiation processes are not to exceed 6 weeks
- The last day of a new member period will be set by the University each semester. This date will typically be two weeks prior to the start of final exams. No initiation process will be allowed to extend pass that date.
- No summer initiation processes will be permitted
- “Pre/Post Pledging” is a violation of the Initiation Policy. Participation in such activities will result in suspension of the chapter/organization and/or loss of initiation privileges.
- All students participating in an initiation process will be required to attend various additional workshops as designated by the Office of Greek Affairs. Those include, but are not limited to: New Member Series, e-Chug/e-Toke workshops and service day(s).
• All new member classes, as a collective, must maintain a semester GPA of 2.0 during the semester of their process. The GPA’s of the new member class will be recorded at the end of the applicable semester. Organizations will not be allowed to have a new member 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 are to 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 initiation.

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 Services’ 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 at Montclair State University.

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 or 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:
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 alumnus 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 Prevention 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 Prevention 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 University's 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 in accordance with the law can result in criminal 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 intiation 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

F. To be a good citizen and to protect his/herself and others from danger.

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 all 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 Prevention 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 Prevention 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 Prevention 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.
“Meet the Greeks” was designed to educate those men and women interested in learning more about Greek Letter Organizations and the Greek Letter 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 recognized by and are in good standing with the University as well as 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 unless otherwise authorized by the Leadership Coordinator:

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)
Rock Policy

Being Revised As Construction Continues
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.
Hawk Accreditation System

REVISED SUMMER 2012
Montclair State University

Hawk Accreditation System (H.A.S.)

The Office of the Leadership Coordinator for Fraternities and Sororities 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 Organization of Excellence, Above Average Organization, and Accredited Organization.

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 the Leadership Coordinator to disseminate proper records/statistics to requesting departments. There is an expectation that each organization will meet the minimum expectation of an Accredited Organization and continue to work toward Above Average and Organization of Excellence.

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 will be due on the last day of classes.
- Submit all documents in an organized manner through the use of a 3 ring binder (.5” or 1”). These binders will be reviewed at the end the academic year.
  - While it is encouraged for you to be creative with the binder/folder 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 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 Rating Scale**

- Organization of Excellence = 50 points - 56 points
- Above Average Organization = 42 points – 49 points
- Accredited Organization = 34 points – 41 points
Montclair State University
Office of Greek Affairs
HAWK ACCREDITATION SYSTEM (HAS)

SCHOLARSHIP (5 – 11 PTS)

☐ ___ All Active Members must attend one (1) Academic Development Workshop (ADI) per semester
☐ ___ All New Members must attend one (1) Academic Development Workshop (ADI) the semester of intake
☐ ___ Chapter has achieved an average of a 2.25 grade point average (Fall & Spring GPAs combined) = 1pt
☐ ___ Chapter has achieved an average of a 2.5–2.7 grade point average (Fall & Spring GPAs combined)=2pt
☐ ___ Chapter has achieved an average of a 2.75 + grade point average (Fall & Spring GPAs combined) =3pts
☐ ___ Fall New Members achieved 2.25 grade point average =1pt
☐ ___ Fall New Members achieved 2.5–2.7 grade point average = 2pts
☐ ___ Fall New Members achieved 2.75 +grade point average =3pts
☐ ___ Spring New Members achieved 2.25 grade point average =1pt
☐ ___ Spring New Members achieved 2.5–2.7 grade point average =2pts
☐ ___ Spring New Members achieved 2.75+ grade point average = 3pts

TOTAL POINTS FOR SCHOLARSHIP___________

COMMUNITY SERVICE (5 PTS)

☐ ___ All Fall Active Members must complete 10 hours of community service each semester=
  o  THE EQUATION: Hours x Actives = Total Hours to Complete Each Semester
☐ ___ All Spring Active Members must complete 10 hours of community service each semester=
  o  THE EQUATION: Hours x Actives = Total Hours to Complete Each Semester

TOTAL POINTS FOR COMMUNITY SERVICE___________

PHILANTHROPY (5 PTS)

☐ ___ All Fall Active Members must raise $25 each semester=
  o  THE EQUATION: $25 x Actives = Total Dollars to be Raised Each Semester
☐ ___ All Spring Active Members must raise $25 each semester
  o  THE EQUATION: $25 x Actives = Total Dollars to be Raised Each Semester

TOTAL POINTS FOR PHILANTHROPY___________

20
CITIZENSHIP (3 - 10 PTS)

☐ ___ Co-Sponsor 4 events with another organization
  o 1 Greek
  o 1 Non-Greek
  o 1 University Department
  o 1 at your discretion

☐ ___ 25% of Active Membership must attend one athletic event per semester in organization paraphernalia

☐ ___ 25% of Active Membership attends six (6) Greek events (breakdown below)
  o Organization with-in your sub-house _________________________ (Organization Name/Event)
  o Organization with-in your sub-house _________________________ (Organization Name/Event)
  o Organization with-in your sub-house _________________________ (Organization Name/Event)
  o Organization outside of your sub-house _______________________ (Organization Name/Event)
  o Organization outside of your sub-house _______________________ (Organization Name/Event)
  o Organization outside of your sub-house _______________________ (Organization Name/Event)

TOTAL POINTS FOR CITIZENSHIP_________

ACCOUNTABILITY (6 PTS)

☐ ___ Turn in ALL documents by due date (late submissions will not receive credit)
☐ ___ No more than 1 unexcused absence from Greek Council Meeting
☐ ___ No more than 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

TOTAL POINTS FOR ACCOUNTABILITY_________
DEVELOPMENT (10 PTS)

- ___ Participation in Fall Greek Affairs retreat/trainings (requested organization members)
- ___ Participation in Spring Greek Affairs retreat/trainings (requested organization members)
- ___ Participation in Student Government Association, Inc. Fall retreat (requested members must be in attendance)
- ___ Participation in Student Government Association, Inc. Spring retreat (requested members must be in attendance)
- ___ Representation at three (3) In The Know workshops per semester
  - o In The Know #1_____________________
  - o In The Know #2_____________________
  - o In The Know #3_____________________
- ___ 50% of Active Membership attend each Large Scale Program from the Office of Greek Affairs (typically includes a speaker)
  - o National Hazing Prevention Week_____________________
  - o Leadership Program_____________________
  - o Leadership Program_____________________

TOTAL POINTS FOR DEVELOPMENT________
ELECTIVES FOR CITIZENSHIP (1PT EACH) – SEE ATTACHED DOCUMENTS

☐ Active Members Belong to a MSU Athletic Team
☐ Active Members Belong to a Recognized MSU/SGA, Inc Organization
☐ Actives are Employed by a MSU Department
☐ Actives Participated in Relay for Life
☐ Actives Participated in Red Hawk Day(s)
☐ Organization Hosted an Event(s) for: National Hazing Prevention Week, Red Hawk Nites, Fall Frenzy, and/or Spring Week
☐ Actives Formed an Intramural Sports Team(s)
☐ Actives Participated in Homecoming
☐ Actives Participated in Greek Week (the organization received no point reductions for unsportsmanlike conduct)
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.

What is an ADI?

An ADI or Academic Development Initiative are programs designed to focus on various topics pertaining to academics. This section can be fulfilled by attending CADA workshops, programs designed from the Office of Greek Affairs, programs designed from the CAST department, as well as programs coming from your academic department.

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 the Coordinator of the Community Service and Volunteer Resource Center they can be reached at 973-655-5318, or by visiting 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.
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.

FAQs about Citizenship:

What is paraphernalia?

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

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** (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 or other date designated by the Leadership Coordinator.

**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.
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.

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.

What happened to the levels of the accreditation system?  
It was the decision of the 2012 HAS Review Committee to eliminate levels and designate points per items to accomplish. Your point ranking will determine your chapter/organization’s accreditation level.

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.
These policies and procedures were updated spring 2013 and will continue to be revised. Changes are subject to occur at any time. The Greek Letter Organization Community will be notified of changes through one of the following: Greek Council, Trainings, website updates, and/or email.