GREEK LIFE POLICIES FOR 2014-2015

Office of Greek Life
Student Center, Office 104G
Emily Cordero
Coordinator for Greek Life
Requirements to Join

- Eligibility, all first semester freshmen and transfer students cannot go through intake, until they have completed 12 Montclair State University credit hours.
- To be eligible to go through any Greek recruitment process one must be a Montclair State University undergraduate student
- All students interested in joining must have the minimum cumulative grade point average established by the Office of Greek Life

General

- In order to participate in recruitment and begin your new member processes you must have submitted your proof of insurance along with your organizations roster. These documents must be uploaded to the Greek Life HawkSync page under FORMS the Sunday before the start of recruitment or before the chapter’s first campus event.
  - Your organization will be deemed inactive and unable to hold any events until those documents are uploaded and you have been notified by the Coordinator for Greek Life
- All fliers/calendars must be approved for posting according to the University posting policy and Student Government Association Inc. posting guidelines
- Recruitment Boards must be requested via HawkSync Greek Life page and approved. Boards can only be displayed around the Student Center and Bohn/Blanton quad. Recruitment boards are limited to 2 per organization
  - Recruitment board must come down at the end of the academic year
- Any violation of the recruitment policies will result in the organization’s inability for intake new members during that term

Initiation

- Intake will be permitted to start after the first full week of classes and will conclude one full week before the last day of classes (established by the University calendar)
  - Each semester the specific days will be sent out to the Greek community by the Coordinator for Greek Life
- In order to start your initiation process, you must submit a “REQUEST TO START” form via HawkSync in the Greek Life page. The form requires you to submit start/end dates along with the list of those going through the process. In order to start the process, every new member, the chapter president and the new member educator must attend ONE hazing prevention workshop and pass the Hazing Prevention Quiz. Once all members and chapter officers stated above complete this you will be notified by the Coordinator of Greek Life and will be allowed to start your process.
- Initiation processes may not exceed 6 weeks
- In order to have an initiation process an organization must have an active status. No exceptions will be made.
- No summer initiation processes will be permitted
- An organization must be in good standing with the University, Student Government Association Inc. and the Greek Council in order to have an initiation process. If at any time the organization’s status changes your process will immediately be stopped
- “Pre/Post pledging” is a violation of the Initiation Policy. Participation in such activities will result in suspension of the organization and/or loss of initiation privileges
Any organization receiving either consecutive “no intake” letters or multiple letters within a two year span will not be permitted to have intake again until a thorough review of their practices are reviewed and revamped with the Office of Greek Life

- Cross pledging is prohibited
- The Coordinator for Greek Life shall have final decision regarding all initiation practices

**Membership**

- If your chapter has zero membership of Montclair State students you will be deemed inactive even if your charter is recognized as active through SGA
  - For chapters who currently are at risk for zero membership, those chapters will be granted an extension until the end of the Spring 2015 academic year to take on membership or will cease to exist

**Uniforms/Marching**

- Uniforms will be permitted on campus; however they will not be permitted in the workplace. Therefore, any potential new member who works in a University office will be expected to change out of the organizational uniform prior to coming to work
- Marching in lines will not be permitted this includes saluting and cutting corners

**Social Probation**

- Organizations will be able to continue to engage in social probation however, it must be made clear to the potential new members that they are to respond to any University Official that speaks to them and that they are to act appropriately in the classroom, on campus, in the residence halls and in the work place.

  For example, if a student is assigned to work on a group project for a class assignment, they are expected to be engaged and actively participating. The ability to continue to have social probation places a great deal of responsibility on the chapters and the members to uphold these expectations. Please know that should these expectations not be upheld that it will result in the elimination of social probation.

**Probates/Coming out Shows/New Member presentations**

- No organizations shall be permitted to have a probate/coming out show/new member presentation individually

**Tabling**

- Tabling will not be permitted at any location. Greek organizations will be allowed to register for a table to showcase their organization during the first week of recruitment
  - Tabling does not include approved tabling through CSI which includes fundraising, informational, etc.
Metro Chapters

- Metro chapters must complete all expectations of the accreditation process
  - Metro chapters must complete the mandated programming requirements (via the accreditation process) here at Montclair State; programs held on another campus will not be accounted for as a requirement for accreditation

Greek Council

- To maintain the integrity of voting on decisions made for Montclair State University the Greek Council representative for every organization must be MSU undergraduate student
- The organization’s representative for Greek Council must be the same person from week to week, unless they email the Director of Greek Council with their replacement 24 hours in advance of a Greek Council meeting
- The organization’s representative cannot sit on the council if they just completed their first semester of their initiation process unless otherwise approved by the Director of Greek Council

Alumni Involvement

- If your organization mandates an alumni advisor serve as your new member educator, there still needs to be an undergraduate representative as the new member educator in conjunction with the alumni advisor
- Alumni are not to be included on active rosters submitted to the Office of Greek Life
- Alumni are welcomed to attend events on campus organized by their individual organizations or the Greek community, however they are not allowed to participate in events such as Homecoming, Greek Week, etc. as they are deemed only for the current active members of the Greek community

Inactive Status

- If at any time your chapter is deemed inactive by the Office of Greek Life, the following applies,
  - Not permitted to attend Greek Council or respective sub-house (council) meetings
  - Not permitted to attend Greek events
  - No space will be approved to hold events on campus
  - All events approved before the inactive status will be canceled until status is changed
  - Not permitted to hold chapter meetings
  - Not permitted to start and/or continue intake process
  - No longer be permitted to place flyers on campus
  - Not allowed to request funds through Greek Council
  - SGA chapter account will be frozen
  - HawkSync page will be deactivated
Organization 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 the Sunday before the start of recruitment for both fall semester and spring semester, or before the chapter’s first campus event to insure the most up to date information.

If your policy expires prior to the conclusion of the academic semester you are required to submit a new certificate prior to your insurance lapsing. If your certificate is not current, all activities for the chapter/organization will cease until your new certificate is submitted.

If the above documents are not submitted by the due date established by the Coordinator of Greek Life, your chapter/organization will be deemed inactive until insurance has been given to the University.