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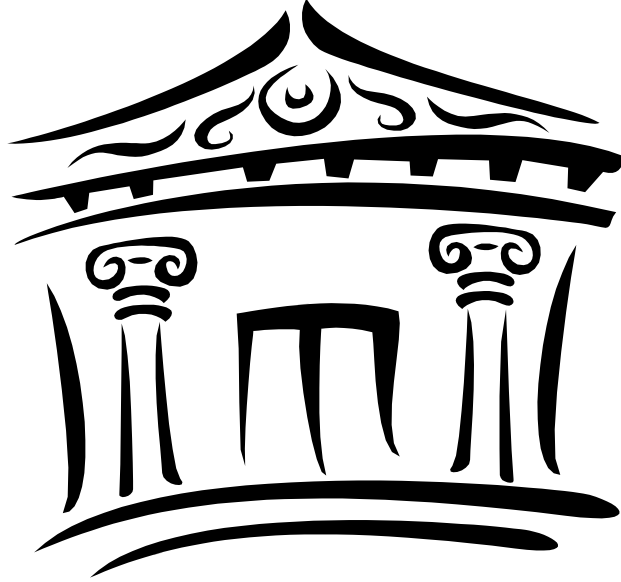
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**MONMOUTH  
UNIVERSITY**

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where leaders look forward<sup>SM</sup>



2010 - 2011

# **Fraternity and Sorority Life Handbook**

**Office of Student Activities and Student  
Center Operations**

# FRATERNITY AND SORORITY LIFE HANDBOOK

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This policy manual was created to be used in conjunction with the Student Organization Handbook and the Monmouth University Student Handbook. Chapter members should refer to the Student Organization Handbook and the Student Handbook for policies regarding event planning, financial information, publicity, and advisors.

This Policy Manual details certain policies unique to the fraternities and sororities at Monmouth University.

## **MONMOUTH UNIVERSITY FRATERNITIES AND SORORITIES**

- ◆ All fraternities and sororities at Monmouth University must be nationally recognized organizations.
- ◆ All chapters must complete and turn into the Office of Student Activities and Student Center Operations each semester: chapter roster/anti-hazing acknowledgement, officer roster, new member class roster, new initiate roster, and new member education plan.
- ◆ All chapter members must maintain at least a 2.0 cumulative grade point average to remain active within the chapter (some chapters require higher).
- ◆ Chapter members who fall below a 2.0 cumulative grade point average will be considered on academically inactive status by the Office of Student Activities and Student Center Operations. A member on academically inactive status must continue to be placed on the chapter, roster, however; they cannot participate in any campus-wide fraternity/sorority events such as recruitment and Greek Week.
- ◆ Chapter officers must maintain at least a 2.5 cumulative grade point average or they must step down from office.

## **MONMOUTH UNIVERSITY'S FRATERNITY/SORORITY GOVERNING SYSTEM**

### **Monmouth University Greek Senate**

#### **Interfraternity Council (IFC)**

Phi Kappa Psi	New Jersey Beta Chapter
Sigma Pi	Delta Beta Chapter
Sigma Tau Gamma	Epsilon Omicron Chapter
Tau Kappa Epsilon	Kappa Kappa Chapter
Theta Xi	Gamma Xi Chapter

#### **Multicultural Greek Council (MGC)**

Lambda Theta Alpha	Tau Chapter
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#### **Panhellenic Council (PHC)**

Alpha Sigma Tau	Beta Omega Chapter
Alpha Xi Delta	Iota Nu Chapter
Delta Phi Epsilon	Delta Omega Chapter
Phi Sigma Sigma	Delta Phi Chapter
Zeta Tau Alpha	Kappa Nu Chapter

#### **Professionally Affiliated Fraternal Organizations**

Alpha Kappa Psi (Business)	Monmouth University Colony
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## DEFINITION OF TERMS

- **Inter/national Fraternity or Sorority:** a fraternity or sorority holding membership in the North American Interfraternity Conference, the National Panhellenic Conference, the National Pan-Hellenic Council, National Association of Latino Fraternal Organizations, National Multicultural Greek Council, or a fraternity/sorority that has inter/national status.
- **Colony:** a group of Monmouth University students who have been organized under the auspices of an inter/national fraternity or sorority for the specific purpose of being established as one of its undergraduate chapters.
- **National Panhellenic Conference (NPC):** a collaborative association of sororities whose member organizations typically have multiple chapters. NPC is an organization established to foster inter-sorority relationships, to assist collegiate chapters of the NPC member groups, and to cooperate with colleges and universities in maintaining the highest scholastic and social standards.
- **National Pan-Hellenic Council (NPHC):** a collaborative association of the nine historically African American fraternities and sororities whose member organizations typically have multiple chapters.
- **North American Interfraternity Conference (NIC):** a collaborative association of fraternities whose member organizations typically have multiple chapters. The NIC advocates the needs of fraternities through enrichment of the Greek experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.
- **National Association of Fraternal Latino Organizations (NALFO):** is an umbrella council for Latino Greek Letter Organizations whose member organizations typically have multiple chapters. The purpose of NALFO is to promote and foster positive interfraternal relations, communication, and development of all Latino Fraternal organizations through mutual respect, leadership, honesty, professionalism and education.
- **National Multicultural Greek Council (NMGC):** is an umbrella council for Multicultural Greek Letter Organizations whose member organizations typically have multiple chapters.
- **Monmouth University Greek Senate (Senate):** the overall fraternity and sorority governing body at Monmouth University. The Senate consists of an executive board, committees and sub-committees to ensure the Greek community is meeting satisfactory standards.
- **Interfraternity Council (IFC):** the sub-council of the Senate that represents the NIC fraternities. IFC is the legislative body consisting of a council officer and delegates. The IFC coordinates activities, programming and support to member chapters.
- **Panhellenic Council (PHC):** the governing body of NPC sororities. Panhellenic is a legislative body consisting of the Panhellenic Council. The Panhellenic Council consists of a leadership team and delegates. The PHC coordinates joint activities, programming and provides support to member chapters.
- **Multicultural Greek Council (MGC):** the governing body of NALFO, NMGC, and NPHC chapters. The MGC is the legislative body consisting of an administrative board and delegates. The MGC provides joint activities, programming, and support to member chapters.

## DEFINITION OF TERMS CONTINUED

- **Greek Judicial Board (GJB):** the extension of the Senate that hears cases concerning fraternal organizations.
- **Office of Student Activities and Student Center Operations:** the department of Monmouth University whose responsibilities include the advisement of all recognized fraternities and sororities as well as the governing councils.

## FRATERNITY AND SORORITY EXPANSION PROCESS

Monmouth University recognizes a strong fraternity and sorority community is a constructive element of student life. The University also recognizes the community must be adequate in size so as to provide opportunities for every student who has the desire and the means to join.

The Office of Student Activities and Student Center Operations has devised a process of orderly chapter expansion. The Interfraternity Council, Multicultural Greek Council, and Panhellenic Council share responsibility for administering expansion within their sub-council. In overseeing this process of expansion, there must be substantial evidence of the ability of the proposed organization to contribute to the fraternity/sorority community, and to conduct itself in a manner consistent with the principles and policies stated in the Monmouth University Student Handbook and Student Organization Handbook.

To insure fraternities and sororities desiring to expand at Monmouth University possess those qualifications deemed necessary for their success and for the continued strength of the Monmouth University Fraternity/Sorority community, the following standards and procedures have been established.

### Policies

1. Monmouth University will only grant recognition to inter/national fraternities/sororities.
2. Fraternity and sorority expansion must be undergraduate student initiated.
3. Students interested in starting an organization must have at least a minimum number of interested students, as required by the appropriate council's expansion policy, meeting all academic and credit criteria in order to start the recognition process.
4. All students and inter/national fraternities/sororities wishing to be recognized at Monmouth University must follow the procedure outlined in this recognition policy as well as comply with their respective governing body expansion policy.
5. It is the responsibility of the Office of Student Activities and Student Center Operations in cooperation with the Interfraternity Council, Multicultural Greek Council, or Panhellenic Council to administer the recognition process and make final decisions regarding recognition.
6. The groups can apply to be recognized by the Interfraternity Council, Multicultural Greek Council, or Panhellenic Council.
7. Fraternities/sororities cannot alternate between governing bodies during the recognition process.

## Procedures

1. Students interested in establishing an undergraduate chapter must first meet with the Assistant Director of Student Activities for Fraternity and Sorority Life to review the Monmouth University expansion policy and to determine which governing body expansion policies will be followed.
2. The leadership of the interested students will then be in contact with the appropriate council chair and provided with an application for expansion to complete and returned to the council chair. The application will consist of submitting the names, Monmouth University student ID numbers, and signatures of interested students as well as a brief essay explaining why the group is interested in expanding and what a new organization can bring to campus.  
*\*Please note individual councils may require more on their application.*
3. When the application is submitted to the council chair, the chair will arrange for the interested members to attend a council meeting to express their interest to representatives from all chapters of the council. The council members will then vote to allow for or deny the application.  
*\*Should a council deny the application, written rationale will be provided to the petitioning group.*
4. If a group is granted permission to pursue expansion, the group will be permitted two interest meetings to garner additional interested members. The group will follow any guidelines prescribed by the council regarding expansion.
5. Interested groups will be required to invite 2-3 national organizations to campus for formal interviews.

## Procedures (cont.)

6. Of the national organizations that are invited to campus, the University also require in addition to the information requested by the governing body the following:
  - a. Copies of the following inter/national policies, procedures, and programs:
    1. New Member Program
    2. Risk Management Policy and Procedures
    3. Hazing Policy
    4. Financial Requirements
    5. Scholarship
    6. Judicial Procedures
    7. Code of Conduct
  - b. Outline of the requirements for Good Standing (for colonies and chartered chapters)
  - c. Proof of liability insurance (minimum of \$1,000,000.00)
  - d. Description of the type and length of professional staff commitment that will be given to the newly colonized chapter.
  - e. Description of the Local/Alumni Advisory Board set-up and expectations of the volunteer advisors
  - f. A colonization outline that includes week-by-week schedules.
  - g. A copy of the constitution and by-laws of the inter/national organization.
7. After meeting with the national organizations, the interest group will provide the council chair with a written rationale of which organization to invite and colonize at the campus
8. The council chair will inform the Office of Student Activities and Student Center Operations and will make a final recommendation to the Vice President for Student Services. Upon receipt of approval the Office of Student Activities and Student Center Operations will notify the petitioning organization of their recognition status within 14 days of the governing body meeting.

## **Procedures (cont.)**

The University reserves the right to deny any inter/national recognition if any of the following occur:

- a. Mission and purpose of the inter/national organization is not congruent with the University and/or the Office of Student Activities mission.
- b. Required amount of members is not met.
- c. Interested members conduct themselves in a manner that does not promote the high standards of fraternal relations among all fraternities and sororities.
- d. Inter/national new member program does not fit within Monmouth University's new member guidelines.
- e. Interested or new members do not meet Monmouth University's and/or their respective governing body's minimum academic and/or credit requirement.
- f. There is evidence of lack of inter/national organizational support.
- g. A low level of staffing will not allow us to adequately support additional chapters.
- h. The interested members do not proceed properly through the University and/or their respective governing body's expansion policy.
- i. Recruitment of members occurs before the allowed time period.

## REQUIREMENTS OF FRATERNITIES AND SORORITIES TO REMAIN IN GOOD STANDING

1. Adhere to the principles and ideals contained in your **RITUAL, CREED, and CONSTITUTION** (a weekly reading to your members at chapter is one way to reinforce this idea).
2. Comply with your national policies: hazing, risk management, attendance at leadership schools and convention.
3. Register your chapter with the Office of Student Activities and Student Center Operations each semester. (Complete and hand in your chapter roster/anti-hazing acknowledgement, officer roster, and other forms as requested.)
4. Delegates attend weekly Greek Senate meetings.
5. Chapter submits Greek Challenge standards each year and maintains a 3-Star status.
6. Comply with the State of New Jersey and Monmouth University Anti-Hazing Policy.
7. All new members attend New Member Education Sessions.
8. All new members must be initiated within six weeks following recruitment.
9. Multicultural Greek Council organizations must inform the Office of Student Activities and Student Center Operations, prior to intake, of the dates of intake activities and interest group members.
10. Chapter is represented at mandatory meetings, training sessions, or educational workshops.
11. Chapters have an active chapter advisor (MU faculty or staff status) who:
  - **serves** as a mentor and resource for individual members and chapter.
  - **ensures** the chapter is focusing on their academic endeavors.
  - **ensures** the chapter is working toward the Greek Challenge and requirements of fraternities and sororities.
12. Chapter President meet with the Assistant Director of Student Activities for Fraternity and Sorority Life a minimum of once per month while school is in session.
13. Chapter continually meets academic standards.

## RECRUITMENT POLICIES

- ◆ The Office of Student Activities and Student Center Operations will coordinate the beginning of recruitment activities with the Greek Senate. **Campus-wide recruitment shall not begin until after the first full week of classes has begun.**
- ◆ No one may receive an invitation to join a fraternity or sorority who has not successfully completed 12 credit hours at Monmouth University. For those students taking 050 classes in their first semester they must have successfully completed at least ten credit hours before they can participate in recruitment. (Students who transfer 12 or more credits to Monmouth University may be eligible to participate in recruitment. The Office of Student Activities will evaluate their transcript from their previous institution to ensure the Potential New Member meets the minimum GPA required.)
- ◆ Students who wish to associate must be currently a full-time registered undergraduate student at Monmouth University.
- ◆ In order to receive a bid from a fraternity or sorority, students must have at least a 2.500 cumulative grade point average. Please note that some chapters may require higher than the minimum grade point average to extend a bid.
- ◆ First semester Resident Assistants are not eligible to associate as a new member of a fraternal organization. Continuing Resident Assistants must obtain written approval from their Residence Hall Director to participate in the recruitment process.
- ◆ Students wishing to associate with a Professional Fraternal Organization in addition to an IFC, PHC or MGC organization may not participate in the new member process for both within the same semester.
- ◆ All credits and grades must be checked and approved by the Office of Student Activities and Student Center Operations prior to the extension of a bid or invitation.
- ◆ Chapters must submit to the Office of Student Activities and Student Center Operations a New Member Class Roster the Friday following bid day containing the names, signatures, and student id numbers of those who have signed bids to the respective fraternity/sorority.
- ◆ Violations of recruitment policies may result in disciplinary action and/or chapter suspension.
- ◆ The Office of Student Activities and Student Center Operations does recognize interest groups and interest members in conjunction with the Multicultural Greek Council.

## NEW MEMBER PERIOD

- ◆ **All new member programs may last a maximum of six weeks.** The Office of Student Activities and Student Center Operations will determine the dates for the new member period.  
*(Please note that six weeks is a maximum period, new member processes may conclude prior to six weeks)*
- ◆ All new members must attend all New Member Education Sessions to be considered a recognized member of the Monmouth University Fraternity/Sorority community.
- ◆ All new member educators must turn in their new member program for approval by the date established by the Office of Student Activities and Student Center Operations.
- ◆ All new member activities must end by 10pm during the week. (Monday – Thursday)
- ◆ New member activities may be held on Friday Nights and Saturdays with the following provisions:
  - Activities may be held from 7pm to midnight Friday evening and may not exceed 2 hours in length
  - Activities may be held from 1pm to midnight Saturday and may not exceed 3 hours in length
- ◆ No New Member activities will be permitted on Sunday
- ◆ At the conclusion of the new member period, all new initiates must sign a New Initiate Roster which must be turned into the Office of Student Activities and Student Center Operations.

## **APPROVAL OF NEW MEMBER ACTIVITIES**

The Office of Student Activities and Student Center Operations recognizes that while the University policy regarding hazing attempts to set appropriate standards for new member activities that support the state's laws against hazing and the University's standard of conduct, it is impossible to list every possible new member activity. Thus, it is recognized that the list of prohibited activities in the policy by no means covers all activities and actions which can be considered hazing. Furthermore, certain activities that technically fall within the above prohibited categories may be permissible if carried out within certain guidelines.

Therefore, in order to prevent organizations from engaging in hazing activities, while not overly restricting organizations from engaging in new member activities (which would not violate the principles of the institutional policy on hazing), the Office of Student Activities and Student Center Operations has established the following approval process.

1. If a fraternity or sorority is unsure whether a certain activity is permissible or if it believes a planned activity technically violates the policy list of prohibited activities but should not be banned as a violation of this policy, it should be submitted as a written request for approval of the proposed activity to the Office of Student Activities. Requests must be submitted prior to the submission of the New Member Program to the Office of Student Activities and Student Center Operations.
2. The written request for approval shall set forth a full description of the nature of the proposed new member activity.
3. The Office of Student Activities will quickly review each written request and inform the organization in writing whether its request has been approved. The Office of Student Activities shall have authority to request further information or clarification and to place any appropriate conditions it believes necessary upon any such approvals.
4. If the request is approved, the organization and its members will not be charged with hazing for such new member activity so long as the new member activities conform to the description set forth in the written request and any conditions imposed by the Office of Student Activities. This protection will not apply for any activity that takes place prior to the receipt of approval from the Office of Student Activities or for any activity that falls outside the scope of the written request for approval or any conditions imposed thereon.

## **ANTI-HAZING POLICIES**

*From the Monmouth University Student Handbook*

Students should be aware that hazing violates campus regulations and state law. The following information has been prepared by the Office of Student Activities. The information is designed to assist members of the University community in understanding University and state positions on hazing activities. The information is intended to be educational and should not be viewed as all-inclusive in its content and definitions. Specific questions should be referred to the Office of Student Activities and Student Center Operations at 732-571-3586.

### **Statement on Hazing**

Monmouth University recognizes that student groups and associations including, but not limited to, clubs and organizations, fraternities and sororities, and intercollegiate or club sport teams are an integral part of the University. They contribute to the academic and social experience of the students and the Monmouth community. This relationship carries with it certain rights of the University to protect and preserve an appropriate environment in which all students and student associations may operate. As such, all students are expected to conduct themselves as responsible members of the University community and to respect their fellow citizens. Any departure from these standards as defined in the Student Handbook, the National fraternity/sorority documents, and state regulations, may subject any individual(s) or group(s) to disciplinary action.

### **Hazing: A Definition**

The following act was passed by the New Jersey State Legislature in 1980 with regard to hazing and aggravated hazing under the New Jersey Criminal codes:

Hazing- A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he/she 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. A person is guilty of aggravated hazing, a crime of the fourth degree, if he/she commits an act prohibited in subsection "a" that results in serious bodily injury to another person. Monmouth University and the IFC, MGC, and PHC define hazing as any action taken, created, or situated intentionally (on or off campus) to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue, physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste in public, engaging public students and buffoonery, and other morally degrading games or activities.

## Examples of Hazing

Depending upon circumstances, these activities have at one time or another have been construed as hazing by the courts and/or institutions of higher education. Such actions are often required or implied as conditions of inclusion or exclusion from a group, form or informal. Thus, hazing may be perpetrated by individual(s), individual against group, or group against individual.

- a. Requiring calisthenics such as sit-ups, push-ups, running, or any form of physically abusive exercise.
- b. Forcing, requiring, or endorsing consumption of alcoholic beverages or any other drug.
- c. Requiring the ingestion of an undesirable, unwanted substance (e.g. spoiled food, drink, concoctions, etc.)
- d. Requiring the carrying of items such as rocks, bricks, pumpkins, etc.
- e. Scavenger hunts, treasure hunts, road trips, kidnappings, drop-offs, or any other such activities
- f. Morally degrading or humiliating games and activities such as requiring members to sing in public or act like animals.
- g. Assigning or endorsing pranks such as borrowing or stealing items, painting property and objects, or harassing other individuals or groups.
- h. Deprivation of sleep.
- i. Blindfolding or hand-tying
- j. Verbal harassment including yelling and screaming
- k. Requiring any personal servitude such as running errands
- l. Line-ups, kangaroo courts, or any interrogations not consistent with legitimate testing for information about the history, purpose, or direction.
- m. Requiring new members to wear publicly apparel that is conspicuous and/or not normally in good taste.
- n. Requiring new members to be branded
- o. Requiring new members to answer phones or doors with chants, riddles, songs. Or rhymes.
- p. Deceptions and/or threats contrived to convince the new member he or she won't be able to the join the organizations
- q. Conducting activities that do not allow adequate time for study or sleep
- r. Requiring new members to enter a house or building through a side door or entrance not normally used to enter.
- s. Requiring new members to yell when entering or leaving the house or building.
- t. Work projects without the participation of the full membership.
- u. Any action which could be perceived as inflicting physical abuse/harm to an individual, for example, paddling or throwing things at new members.

PLEASE NOTE: This list by no means covers all activities and actions that can be considered hazing. Should you have questions or desire clarification of any of these items, please contact the Office of Student Activities and Student Center Operations at 732-571-3586.

## CHAPTER EVENTS

A function/event may be deemed as a fraternal chapter event if any of the following criteria are proven:

1. Event is paid for by the chapter (*with chapter funds*)
  2. Event is endorsed by chapter
  3. Executive Board has knowledge of the event
  4. 50% of the chapter membership is in attendance (organizations with less than 10 members must have all members present)
  5. The average person would associate the event with the fraternal organization in question.
- ◆ All chapters must follow their national risk management guidelines as well as the risk management guidelines set forth by the Greek Senate, Interfraternity Council, Multicultural Greek Council, and/or the Panhellenic Council.

## ACTIVE STATUS

All chapters are required to register their membership at the beginning of each semester. This is done by turning in the roster supplied by the Office of Student Activities and Student Center Operations with the appropriate signatures and status codes for each member. Each member is considered an active member unless one of the following conditions applies:

- ◆ The member has taken **EARLY ALUMNI STATUS** and the appropriate documentation from the National Headquarters has been filed with the Office of Student Activities & Student Center Operations.
- ◆ The member has taken **INACTIVE STATUS** and the appropriate documentation from the National Headquarters has been filed with the Office of Student Activities & Student Center Operations.
- ◆ The member has graduated or left school. This requires no supporting paperwork.

***If no supporting paperwork is provided for those members who have gone inactive or have taken early alumni status, the Office of Student Activities and Student Center Operations will consider them in ACTIVE STATUS.***

All members who are in “Active Status,” “Early Alumni Status,” or “Inactive Status,” will be considered when determining chapter total for PHC organizations. Only those members who are in “Active Status” or “New Member Status” will be considered when determining percentage requirements for events and chapter grades.

## **INFORMAL INQUIRY PROCESS FOR FRATERNITY AND SORORITY ACTIVITIES**

Occasionally, the university is presented with information calling into questions a fraternal organization's compliance with university policies. The university may respond to this information in a number of ways, including but not limited to the conduct of an informal inquiry. An informal inquiry is a useful tool, enabling the university to determine the veracity of the information received and whether a situation warrants further investigation. This informal process also allows the university to quickly dispense with frivolous complaints or accusations.

During the conduct of an informal inquiry, a representative of Student Services may ask to speak with various members of the university community, including, but not limited to current or prospective members of the fraternity/sorority community. The following protocol shall be observed when a current or prospective member of the fraternity/sorority community is asked to speak with a representative of Student Services:

- ◆ The meeting shall be scheduled at a mutually-agreed upon time.
- ◆ At the start of the meeting, the student shall be advised of the purpose of the meeting and why his or her presence was requested.
- ◆ The purpose of the meeting shall be to seek information relevant to the subject-matter of the inquiry. The meeting shall not be used to discuss other non-related issues unless the parties consent.
- ◆ The meeting shall be conducted in an informal and civil manner. At no time shall either party engage in threatening or belligerent behavior.
- ◆ The student may bring a mutually agreed-upon third party observer to the meeting. The observer shall be the advisor to the student's organization. If that advisor is not available, or if the student is not yet affiliated with a particular organization, then the student may bring another mutually agreed-upon advisor. The observer may not be an attorney.
- ◆ The primary role of the third party observer is to serve as a neutral witness. However, either the student or the Student Services representative may confer privately with the third party to ensure that fairness of the inquiry. The third party, however, shall not serve as either party's representative.
- ◆ Students are obligated to cooperate with the inquiry. The Student Services representative may draw appropriate inference from a student's failure to respond to an inquiry, and students are reminded that they remain subject to the policies and sanctions described in the Student Handbook.
- ◆ To the extent possible, all participants in the process shall keep the inquiry confidential.
- ◆ At all times, the university reserves the right to proceed with a formal investigation of the matter.

## CRISIS MANAGEMENT GUIDELINES

There are times when unfortunate events occur in or to our chapters. It is during these times when we must seize an opportunity to show one of the most incredible aspects of being a member of a fraternity or sorority; pulling together as a group and community to support one another. It is important to remember that proper decision making skills need to be utilized when in a crisis. The safety and health of individuals is more important and valuable than the potential discipline the individual and/or organization may face as a result of the incident/event.

These guidelines were created previously by a focus group of fraternity and sorority members to remind chapter members of the steps to take in the event of a crisis.

1. Always be familiar with your inter/national organization's crisis management guidelines.
2. Make sure that every chapter member understands that the chapter president is in charge of an emergency situation. The chapter should develop a system for identifying which officers take over if the president is absent.
3. Assess the situation and, **if appropriate, call your local police department and/or 911 immediately.** Briefly and calmly explain the situation so the appropriate emergency personnel can respond.
4. Unless there is a need for your guests to evacuate the apartment/house, close the apartment/house. **Do not allow guests to leave;** they may be needed to answer questions. Do not allow new guests to enter; the chapter president cannot give instructions with members and/or strangers entering or leaving.
5. **Call your chapter advisor and/or Assistant Director of Student Activities for Fraternity and Sorority Life.** If they are unreachable, contact MUPD.
6. Call your inter/national headquarters. If the event happens in the evening, call first thing the following morning. Campus administrators responding to the crisis are willing to assist you in making the call.
7. Should the crisis result in a medical emergency involving a chapter member, do not call the parents. Appropriate medical personnel will make the call.
8. At the earliest opportunity, assemble an informal chapter meeting. Keep the chapter informed and up-to-date on the incident. Make the chapter aware they will be told what they can, however, due to privacy issues may not be told everything. Remind members not to discuss the incident with anyone, including boy/girlfriends, family members, and the media, until the situation has been resolved. However, chapter members are expected to cooperate with Monmouth University officials and law enforcement personnel.
9. Document all factual information, as it may be helpful to appropriate administrators and/or emergency personnel. Please document only things you know to be fact; do not include information you may have heard from a third party or is opinion in nature.
10. Designate a spokesperson, preferably the president.

## CRISIS MANAGEMENT GUIDELINES CONTINUED

11. The spokesperson should be the only member permitted to talk to the media. For assistance with speaking to the media, contact Tyler Havens, Assistant Director of Student Activities for Fraternity and Sorority Life; Mary Anne Nagy, Vice President for Student Services; or Petra Ludwig, Director of Public Affairs.
12. Make sure your members understand the importance of rumor control regarding the incident. Remind members not to discuss the incident with anyone, including boy/girlfriends, family members, and the media, until the situation has been resolved. However, **chapter members are expected to cooperate with Monmouth University officials and law enforcement personnel.**

## CHAPTER ACADEMIC STANDARDS

The Office of Student Activities and Student Center Operations has set the following academic standards in an effort to recognize chapters succeeding academically, to help motivate chapters who need to further evaluate their academic performance and to set goals within the fraternity and sorority community to increase academic performance among members. It is the goal of the Office of Student Activities and Student Center Operations to work with all chapters and their advisors to look at academic performance and set appropriate goals in order for the all Monmouth University fraternities and sororities to be above Monmouth University's all men's and all women's grade point average and to achieve the highest academic level possible. The Office of Student Activities and Student Center Operations has also set these standards to remind chapters and its members that one of the tenets for all national fraternal organizations' is the value of education and academic integrity.

### CHAPTER ACADEMIC STANDARDS

- ◆ Each chapter must elect a scholarship chair who is responsible for monitoring members' academic performance and arranging special programs to meet the chapter's and individual member's needs.
- ◆ Scholarship chair must have a minimum cumulative grade point average of 2.80.
- ◆ Each chapter must develop and implement a chapter scholarship program that includes a scholarship mission statement, a statement on academic policies, information on programs and resources, and a rewards program.

## Chapter Academic Standards

CHAPTERS' SEMESTER GPA	RECOGNITION/SANCTIONS
Meet or exceed all men's/all women's average	<p>Chapter will be considered in good standing.</p> <p>Chapter will receive a certificate of recognition.</p> <p>Will be recognized in The Outlook.</p> <p>A letter will be sent to National Headquarters commending the achievement.</p>
At or above 2.700	Chapter will be considered in good standing.
Below 2.7000	<p>A written notification outlining the violated policy, university recognition status, and the sanction requirements will be provided to the chapter, chapter advisor, and the chapter's national headquarters</p> <p>Chapter President and Scholarship Chair must meet with Assistant Director of Student Activities for Fraternity and Sorority Life and their Chapter Faculty/Staff Advisor to review and approve academic goals and action steps for the chapter.</p> <p>Chapter will be required to develop and execute an academic success seminar with the provisions provided.</p> <p>Chapter will also adhere to the semester specific consequences provided.</p> <p>The chapter is placed on <b>Probation</b> for the following semester.</p> <p>The chapter is given one semester to increase academic standing at or above 2.700 or they will remain on <b>Probation</b>.</p>

## Chapter Academic Standards (cont.)

<p style="text-align: center;">Chapters remaining on <b>Probation</b> following two full semesters</p>	<p>Written notification outlining the violated policy, university recognition status, and sanction requirements will be provided to the chapter, chapter advisor, and the chapter's national headquarters.</p> <p>Chapter President and Scholarship Chair must meet with Assistant Director of Student Activities for Fraternity and Sorority Life and their Chapter Faculty/Staff Advisor to review and approve academic goals and action steps for the chapter.</p> <p>Chapter will be required to develop and execute an academic success seminar with the provisions provided.</p> <p>Chapter will also adhere to the semester specific consequences provided.</p> <p>Chapter will be placed on <b>Inactive Status</b> for the following semester.</p> <p>The chapter is given one semester to increase academic standing at or above 2.700 or they will remain on <b>Inactive Status</b>.</p>
<p style="text-align: center;">Chapters remaining on <b>Inactive Status</b> following two full semesters</p>	<p>Written notification outlining the violated policy, university recognition status, and sanction requirements will be provided to the chapter, chapter advisor, and the chapter's national headquarters.</p> <p>Chapter President, Scholarship Chair, and Faculty/Staff Advisor must meet with the Assistant Director of Student Activities for Fraternity and Sorority Life to discuss chapter's scholarship issues.</p> <p><b>Chapter will be considered for loss of recognition as an organization at Monmouth University.</b></p>

## NEW MEMBER ACADEMIC STANDARDS

All new member educators will be required to submit a scholarship plan that has been approved by the Assistant Director of Student Activities for Fraternity and Sorority Life and Chapter Advisor which covers the entire semester the new members begin to associate with the organization.

<b>NEW MEMBER SEMESTER GPA CATEGORY</b>	<b>RECOGNITION/SANCTIONS</b>
New member class GPA below 2.000	Chapter will only be eligible to accept a new member class of a size equal to the number of members achieving a 3.000 or higher the previous semester.

### **Academic Success Seminar Requirements:**

- Must be a minimum of 30 minutes long.
- A minimum of 75% of the chapter must be in attendance.
- All members with a 2.7 GPA or below from the previous semester must be in attendance.
- The Assistant Director of Student Activities for Fraternity and Sorority Life, or designee, must be in attendance.
- Seminar must be conducted at a mutually agreed upon time between the chapter and the Assistant Director of Student Activities for Fraternity and Sorority Life.
- Seminar must be presented by the chapter, for the chapter (i.e. the chapter can seek out resources from campus offices, faculty, and administrators, however, faculty and administrators cannot give presentations, all presentation must be conducted by chapter members).

**Probation:** The Office of Student Activities and Student Center Operations will limit the chapter's social activities which may include but are not limited to Homecoming, annual events, new member programs, mixers, and/or Greek Week.

**Inactive Status:** The chapter will have all privileges revoked which include but are not limited to participation in Homecoming, sponsoring events on or off campus, co-sponsoring/sponsoring mixers, participation in Greek Week, and intramural events. In addition the chapter will lose all voting privileges within the Greek Senate, though the chapter must continue to attend. Chapters will only be permitted to conduct business meetings in order to meet requirements set by the Office of Student Activities and Student Center Operations as part of the Probationary Period. The chapter will remain a recognized organization at Monmouth University.

Additionally, chapters would only be eligible to accept a new member class of a size equal to the number of members achieving a 3.00 or higher the previous semester (i.e. Rho Rho Rho Fraternity is placed on "inactive status" for the fall 2009 semester. During the spring 2009 semester 8 members of the chapter earned a 3.00 or better. The fall 2009 new member class cannot be more than 8 new members.).

**Loss of Recognition:** The chapter will lose all of its privileges including the ability to conduct business meetings and will not be a recognized organization until requirements set by the Office of Student Activities and Student Center Operations are met.

**All academic policies were adopted by both the Office of Student Activities and Student Center Operations and the Greek Senate.**

