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MONMOUTH  
UNIVERSITY

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2018-2019

**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, the Monmouth University Student Handbook and each organizations' National Headquarters guidelines. Chapter members should refer to the Student Organization Handbook; the Monmouth University Student Handbook, and their National organization's guidelines 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 reserves the right to amend or modify the provisions and policies in this handbook from time to time in its sole discretion. Such amendments and provisions shall be provided to the fraternities and sororities via email and will be posted on the Monmouth University portal.

The Office of Student Activities and Student Center Operations is excited to work with Monmouth's fraternities and sororities in 2018-2019! With their focus on engagement, leadership, service, philanthropy, respect, accountability, and celebration, fraternities and sororities are a natural fit with our office mission, vision, values, and learning outcomes.

We look forward to working with the 16 fraternity and sorority chapters that call Monmouth University home. Our entire staff will be available to assist chapters and councils with their programming and operational initiatives. Please note that the Office of Judicial Affairs will remain the point of contact on *Student Code of Conduct* policy-related matters.

The Fraternity and Sorority Handbook has been developed as a resource to help the Monmouth University fraternity and sorority community create shared expectations and, thus, shared responsibility. As we embark on this experience together, we ask that you **help us help you**. This means that we need you to communicate with us about individual, chapter, and council goals for the Monmouth fraternity and sorority community and utilize us as resources for event planning, recruitment/intake, scholarship/academics, leadership, risk management, and service and philanthropy. We also ask that you **help each other**. This means that we encourage you to view yourselves as a community, build that community together, and hold that community accountable when it does not meet shared expectations.

Please visit the Office of Student Activities and Student Center Operations staff in the Rebecca Stafford Student Center (2<sup>nd</sup> floor). We are delighted to partner with you to create strong fraternity and sorority chapters and a strong fraternity and sorority community. We look forward to sharing in the Monmouth University fraternity and sorority experience with you.

With fraternal pride,  
The Office of Student Activities and Student Center Operations' Staff

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

**Monmouth University Greek Senate**

**Interfraternity Council (IFC)**

Delta Tau Delta  
Phi Kappa Psi  
Sigma Pi  
Sigma Tau Gamma  
Tau Delta Phi

Kappa Gamma Chapter  
New Jersey Beta Chapter  
Delta Beta Chapter  
Epsilon Omicron Chapter  
Delta Tau Chapter

**Multicultural & Professional Greek Council (MPGC)**

Alpha Kappa Alpha  
Chi Upsilon Sigma  
Lambda Theta Alpha  
Lambda Theta Phi  
Omega Psi Phi

Tau Eta Chapter  
Gamma Beta Chapter  
Tau Chapter  
Pi Chapter  
Colony

**Panhellenic Council (PHC)**

Alpha Omicron Pi  
Alpha Sigma Tau  
Alpha Xi Delta  
Delta Phi Epsilon  
Phi Sigma Sigma  
Zeta Tau Alpha

Iota Theta Chapter  
Beta Omega Chapter  
Iota Nu Chapter  
Delta Omega Chapter  
Delta Phi Chapter  
Kappa Nu Chapter

## **MONMOUTH UNIVERSITY FRATERNITIES AND SORORITIES GUIDELINES**

The mission of Fraternity and Sorority Life is to provide programs and services that actively assist fraternities and sororities in shaping students' leadership, scholastic, and personal development. It is our goal to ensure all members have a safe and exciting fraternal experience at Monmouth University.

- ◆ All fraternities and sororities at Monmouth University must be nationally recognized organizations.
- ◆ All chapters must complete and submit the following information to the Office of Student Activities and Student Center Operations each semester: chapter roster, hazing compliance form, FIGP compliance form, and when applicable, new member class roster, grade release form, new initiate roster, new member education plan, and online training. Deadlines will be determined at the beginning of each semester, and will be within the first two weeks of the semester.
- ◆ All chapters must complete and submit a Greek Excellence Program each year (Date TBD at the start of each academic year).
- ◆ All chapter members must maintain at least a 2.25 cumulative grade point average to remain active within the chapter (some chapters require higher).
- ◆ Chapter members who fall below a 2.25 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, Greek Week, and chapter events and activities. Similarly, they will not count towards a chapter's percentage at mandated events.
- ◆ Chapter Presidents and Council/Greek Senate executive board members must maintain at least a 2.5 cumulative grade point average or they must step down from office.
- ◆ Chapter executive board members, including recruitment chair, risk management chair, and new member educator, must attend a meeting at the beginning of the semester to address policies and procedures, including, but not limited to reviewing recruitment rules and risk management. Chapters will not be permitted to participate in recruitment/intake events until this meeting is held and attended.

## 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 Professional Greek Council (MPGC):** the governing body of NALFO, NMGC, NPHC, and Professional chapters. The MPGC is the legislative body consisting of an

administrative board and delegates. The MPGC provides joint activities, programming, and support to member chapters.

- **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.

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

**All recognized fraternities and sororities at Monmouth University must be affiliated with a national organization. All organizations are invited guests of the University and therefore, the following has been established to encourage and support an ongoing relationship.**

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, FIGP compliance, officer roster, and other forms as requested and on time). This must be completed within the first 2 weeks of the semester, unless otherwise specified.
4. Chapter must have a current copy of their National organization's insurance policy on file with the University at the start of each semester. The insurance must be a minimum of \$1,000,000, and name Monmouth University, its trustees, officers, directors, employees, agents and students as additional insured. If a chapter fails to have this on file, all chapter activities, including recruitment, will cease until a copy is obtained.
5. Delegates attend weekly Greek Senate meetings.
6. Chapter submits Greek Excellence Packet standards each year and achieve a minimum score of 75%.
7. Comply with the State of New Jersey and Monmouth University Anti-Hazing Policies.
8. All new members attend and complete all New Member Education Sessions.
9. All new members must be initiated within five weeks following the conclusion of recruitment.
10. All new member educators must meet with the Assistant Director of Student Activities for Fraternity and Sorority Life and will be required to attend the new member education sessions.
11. Multicultural 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. All intake activities must conclude at least 10 calendar days before the end of the semester (this includes a new member presentation). Chapters may refer to the intake packet, located on e-campus.
12. Chapter is represented at mandatory meetings, training sessions, and educational workshops.
13. 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 Excellence Packet and requirements of fraternities and sororities.
14. Chapter President meets with the Assistant Director of Student Activities for Fraternity and Sorority Life a minimum of once per month while school is in session.

15. Chapter continually meets academic standards.
16. Chapter maintains a positive image as a chapter and as an entity of Monmouth University.
17. Chapters must comply with all policies as outlined in the Student Handbook and Student Organization Handbook and complete any University or Greek Senate mandated trainings. Please read carefully to ensure the understanding of all the guidelines stated. If you have any questions, you may call the Office of Student Activities and Student Center Operations at (732) 571-3586.

## **Greek Excellence (Accreditation Program)**

Fraternal Organizations are a vital part of campus life at Monmouth University and are recognized for providing many positive opportunities and experiences to members. Fraternity and sorority life can help shape the personal, moral, ethical, and social development of each member. The accreditation program was developed to motivate chapters to strive for excellence in all areas of fraternity and sorority life. These areas are academics, chapter operations, recruitment/intake, campus involvement, service and philanthropy, educational programming, and leadership. Striving to meet and exceed these areas of excellence should ensure that positive growth continues and that each fraternity and sorority continues to demonstrate its true potential for itself, Monmouth University, the community, and fraternal organizations nationwide.

At the end of each academic year, the accreditation program will be reviewed and revised as necessary. Groups will receive a copy of the most up to date packet at the beginning of each academic year. The Office of Student Activities and Student Center Operations has the authority to update the packet requirements and deadlines during the academic year as needed.

## **New Member Recruitment and Intake Requirements**

### **New Member Eligibility**

- ◆ All interested students wishing to join an organization must be enrolled full-time, degree-seeking undergraduates with at least 12 Monmouth University credits or 12 Monmouth University accepted transfer credits (not including AP credits) with a minimum 2.5 cumulative GPA. Once a transfer student has completed a course(s) at Monmouth University, their Monmouth GPA will be used to determine eligibility. All prospective students must attend a Greek Life 101 session, and complete the online sexual misconduct training “Not Anymore”, and any other required trainings before accepting a bid.

### **Recruitment Activity**

- ◆ No recruitment specific activity can be scheduled for the first week of the semester.
- ◆ Recruitment events must be approved by IFC/PHC/MPGC respectively.
  - ◆ Each council will outline their expectations at the end of the previous semester or beginning of current semester with deadlines. All recruitment events must occur on campus.
- ◆ All recruitment activities must end before 11:00PM.

- ◆ All recruitment events must be alcohol free.

*\*\*Additional recruitment/intake policies have been established by the councils and will be distributed at council meetings prior to the start of recruitment/intake. Please ensure your compliance with these policies.*

## **Bids and Membership Invitations**

- ◆ All eligibility statuses will be considered on a case by case basis, if necessary, by the Vice President of Student Life and Leadership Engagement.
- ◆ 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 Area Coordinator to participate in the recruitment process. A copy of the approval must be submitted to the Assistant Director of Student Activities for Fraternity and Sorority Life, as well as the Associate Director of Residential Life.
- ◆ All interested students must register through the online eligibility verification system, meet the eligibility requirements as decided by the Office of Student Activities and Student Center Operations in its sole discretion, and complete pre-recruitment information sessions prior to the extension of a bid or invitation. Chapters may not extend a bid to any individual who has not been verified.
- ◆ Chapters must submit to the Office of Student Activities and Student Center Operations a New Member Class Roster and grade release form by the designated date containing the names, signatures, and student ID numbers of those who have signed bids to the respective fraternity/sorority within 3 days of bid day
- ◆ Chapters must submit a detailed New Member Education plan to the Office of Student Activities at least 1 week before extending any bids, with the appropriate signatures and documentation.
- ◆ All new members signing bids must attend and complete **ALL** New Member Education Sessions and any other requirements to be considered a recognized member of the Monmouth University Fraternity/Sorority community.
- ◆ Any student that accepts a bid and later changes their mind, or begins the new member process and decides to withdraw must complete a new member release form within 3 days of leaving the process.
- ◆ All prospective new members must complete the online sexual misconduct training “Not Anymore” before accepting a bid, as well as any other required online trainings.

## **New Member Activity and Process**

- ◆ **All new member programs may last a maximum of five weeks.** The Office of Student Activities and Student Center Operations will determine the dates for the new member period. *(Please note that five weeks is a maximum period, new member processes may conclude prior to five weeks)*
  - ◆ Chapters requesting an extension must submit a formal request to the Assistant Director of Student Activities for Fraternity and Sorority Life at least two weeks prior to the end of the new member period.
- ◆ All new member educators must turn in their new member program, with signatures, calendar and detailed plan, at least 1 week in advance before any new member education may begin. The designated day will be determined at the beginning of each semester. Groups wishing to hold intake should refer to the Intake Packet. They must also meet with the Assistant Director of

Student Activities for Fraternity and Sorority Life to review the plan before new member education may begin.

- ◆ The New member education plan must be submitted to organization's national organization at least 1 week in advance
- ◆ New member educators must meet with the Assistant Director of Student Activities for Fraternity and Sorority Life at least twice during the new member period, in addition to the initial meeting.
- ◆ New members must be told, in writing, the date of initiation within the first week of their new member process.
- ◆ New members must receive a calendar of events for the 5 weeks.
- ◆ No new member activity may take place between the hours of 11:00pm, and 8:00am.
  - ◆ New member activities held on Friday Nights and Saturdays may go until midnight, with written approval given by the Assistant Director of Student Activities for Fraternity and Sorority Life. Approval must be requested at least 1 week in advance.
  - ◆ Organizations wishing to hold an overnight retreat or sleepover must get permission, in writing from the Assistant Director of Fraternity and Sorority Life, at least 1 week in advance.
- ◆ At the conclusion of the new member period, all new initiates must sign a New Initiate Roster, which must be submitted **no later than 24 hours after initiation** to the Office of Student Activities and Student Center Operations.
- ◆ Any coming out shows or presentations must be approved at least 2 weeks in advance through the Assistant Director of Student Activities for Fraternity and Sorority Life.
- ◆ Violations of new member period policies may result in disciplinary action and/or chapter suspension.

## **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 in writing 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. All activities should be relevant to learning about the organization's history and/or values.
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.

## **Risk Management**

Monmouth University expects that all students will observe and fully comply with the Monmouth University Code of Conduct and State laws of New Jersey. Similarly, groups are required to follow their (Inter) National Organization's risk management policies and the Fraternal Insurance Programming Group (FIPG) requirements on risk management, including, but not limited to, hazing, alcohol consumption, substance abuse, and sexual misconduct., even if your organization is not a member of FIPG. A copy of FIPG and each individual chapter's policy will be given to each chapter at the beginning of the school year, and the chapter must sign the compliance form indicating they have reviewed FIPG and their National Organization's risk management policies. Should you need another copy, please contact the Office of Student Activities and Student Center Operations or log onto the Fraternity and Sorority community on ecampus.

### **Common Risk Management Guidelines**

- Below, you will find some common topic areas for risk management. This list includes, but is not limited to:
  - The use of drugs and alcohol
  - Hazing
  - Sexual Abuse and Harassment
  - Health and Safety
  - Holding/Sponsoring Events
  - Insurance/Signing Contracts
  - Talking to the Media

Please see your National Organization's information regarding risk management for more information.

### **Monmouth University's Anti- Hazing Policy**

*From the Monmouth University Student Handbook*

Students should be aware that hazing violates campus regulations and state law. Monmouth has a zero tolerance policy when it comes to hazing. Students and/or organizations involved in such acts will be charged under the Code of Conduct as appropriate. 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:

#### § 2C:40-3. Hazing; aggravated hazing

- a. 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.
- b. 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, the Greek Senate, the IFC, MPGC and PHC define hazing as:

- a. Any action or situation, on or off campus, which includes any mental or physical requirement, request or obligation placed upon any person (pledge, new member, associate member, member, affiliate, guest) which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading or which violates any federal, state, local statute or University policy; and
- b. Upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional.

Furthermore,

1. No person shall participate in the hazing of another.
2. No student or advisor shall knowingly permit the hazing of another.
3. No student or advisor shall fail to report hazing.
4. The negligence or consent of the student/participant or any assumption of risk by the student/participant is not a defense to any action brought pursuant to this policy.

The following offices are available to you as a resource to report allegations of hazing:

- The Office of Student Activities and Student Center Operations, (732) 571-3586

- The Office of the Vice President for Student Life & Leadership Engagement (732) 571-3417
- The Office of the General Counsel (732) 571-3598
- The University Police (732) 571-4444

### **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, formal 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, cleaning houses, etc.
- 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.

## Alternatives to Hazing

Alternative activities can lead the organization into the right direction. It is imperative to have activities that are positive and values based in the organization. Here are some examples:

- Participate in a trainer led Ropes Course as a chapter
- Plan and participate in a community service project together
- Have a resume writing or study skills workshop presented
- Dinner and a movie
- Create a vision and goals for the organization together
- Host a Family Weekend activity
- Ask University Police to hold a discussion on any relevant topic
- Attend a program or event another organization is sponsoring
- Develop a faculty advisor appreciation gesture
- Participate in Intramural activities together
- Go to an athletic event as a chapter
- Ask a faculty member to facilitate a discussion on diversity or another topic of interest
- Attend a theatrical production
- Do a goal setting program
- Ask a professor to do a program on etiquette
- Have lunch together once a week in the dining hall

Providing alternative programming is not the only solution to rid your organization of hazing. Simply replacing a questionable activity with another activity does not attack the problem at its foundation. To effectively deal with hazing in your organization, you should make an aggressive effort to increase the awareness and education of your members as well as empower members to detect hazing and take corrective actions. For more resources and ideas, please refer to [stophazing.org](http://stophazing.org) and/or your National Organization's website.

## **Title IX – Sexual Misconduct**

Title IX of the Education Amendments is a federal civil rights law that prohibits discrimination on the basis of sex in any educational program or activity that receives federal funding. Under Title IX, discrimination on the basis of sex has been interpreted to include: sexual assault, dating violence, domestic violence, and stalking.

Monmouth University affirms the right of its students to participate in a community which is conducive to learning and personal growth. In order for this to be achieved, the environment of the campus needs to be one in which students feel safe and secure in their surroundings and free to explore the variety of opportunities available to them. Acts of sexual misconduct pose a serious threat to this spirit of community, and as such, Monmouth University prohibits all forms of sexual misconduct and will endeavor to address these issues.

Reports of Sexual Misconduct should be directed to the following individuals:

Nina Anderson  
Title IX Coordinator  
[nanderso@monmouth.edu](mailto:nanderso@monmouth.edu)  
732-571-7577  
Wilson Hall Room 304

Amy Arlequin  
Deputy Title IX Coordinator  
[aarlequiu@monmouth.edu](mailto:aarlequiu@monmouth.edu)  
732-571-7577  
Wilson Hall Room 304

***A full version of the Monmouth University Sexual Misconduct policy can be found in the Monmouth University Student Handbook.***

## 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. 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 FIPG.

**When a group sponsors an event on campus with an outside vendor, a certificate of insurance must be produced by the vendor evidencing general liability insurance coverage in a minimum amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate and worker's compensation coverage in accordance with the laws of any applicable state covering vendor's employees. Such certificates of insurance shall be submitted to the Office of Student Activities and Student Center Operations before a contract may be signed by the chapter. The certificate of insurance evidencing general liability insurance coverage shall also name Monmouth University, its trustees, officers, directors, employees, agents and students as additional insureds. If a vendor does not maintain insurance coverage with the minimum amounts set forth in this section, the insurance certificate shall be sent to the Office of the General Counsel for review and approval. The Office of the General Counsel reserves the right to deny approval of the event, in its sole discretion, if a vendor does not maintain sufficient insurance coverage with the limits set forth in this paragraph.**

**Similarly, all vendors, including Disc Jockeys (DJs), must sign and submit to the Office of Student Activities and Student Center Operations a Hold Harmless Agreement at least 1 week in advance, or the event will be cancelled.**

## ACTIVE STATUS

All chapters are required to register their membership at the beginning of each semester. This is done by turning in the roster provided by the Office of Student Activities and Student Center Operations. 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 and the chapter has noted this on their roster.
- ◆ 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 and the chapter has noted this on their roster.

- ◆ 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.***

## Disciplinary Procedures

At times, chapters may be brought up on charges indicating that one or more policies has been violated. The following is an outline of the different types of disciplinary procedures:

**Cease and Desist Interim Suspension-** When an organization is placed on a cease and desist status, all chapter activities must come to a stop. The chapter may not conduct any business or participate in/at any events as a chapter. Any member of a chapter who is currently serving on the Greek Senate or Council Executive Board may not attend meetings or conduct business related to their position at this time. This is a temporary status and may result in no further disciplinary action or one of the following disciplinary sanctions:

**Academic Probation/Academic Suspension-** When a chapter's overall GPA and/or New Member GPA is below standards, the chapter is given one semester to improve their academic standings without sanctions. If the chapter does not succeed, they will be placed on academic probation, which will limit the chapter's social activities. If the chapter remains on probation for more than 1 semester, they will be placed on an academic suspension status. See the chapter academic standards (located in this handbook on page 24) for more information.

**Social Probation-** When an organization is placed on social probation, they must adhere to the following guidelines.

The Group May Not:

- Hold any semi formals or formals
- Host or participate in any mixers (with or without alcohol) or social gatherings with other organizations
- Host parties (with or without alcohol)
- Hold impromptu social gatherings
- Host a philanthropy event (they may host a philanthropic activity if approved by the Assistant Director of Student Activities for Fraternity and Sorority Life in writing.)
- Participate, as a chapter in campus wide events such as, Greek Week, Homecoming, philanthropy events, etc. While students may participate as individuals, if the chapter is present together as a chapter or it looks like a chapter event, the chapter may be subject to further disciplinary sanctions.

The Group May:

- Hold chapter meetings to conduct chapter business, ritual, and initiate new members
- Hold brotherhood/sisterhood events. No nonmember or alumni may participate.
- Hold new member education, unless otherwise stated in their sanctioning letter.
- Perform community service as a chapter.
- Attend campus speakers or programs. This must be approved by the Assistant Director of Student Activities for Fraternity and Sorority Life in writing.
- Attend required workshops or programs sponsored by the Office of Student Activities and Student Center Operations
- Host study sessions and educational workshops for members only.
- Host and participate in brotherhood/sisterhood retreats. This must be approved by the Assistant Director of Student Activities for Fraternity and Sorority Life in writing.
- Host educational programs for the entire Monmouth University community. This must be approved by the Assistant Director of Student Activities for Fraternity and Sorority Life in writing.
- Conduct one philanthropic activity per semester. This may not be an event. This must be approved by the Assistant Director of Student Activities for Fraternity and Sorority Life in writing.

Each situation will be evaluated separately, and additional guidelines may be placed upon an organization.

**Suspension-** When a chapter is suspended, they are given a set amount of time for this suspension. The chapter may not conduct any business or be active on or off-campus during this time. Each situation will be evaluated separately and at times, they may be permitted to hold specific educational meetings for their chapter with written permission. At this time, any member of a chapter who is currently serving on the Greek Senate or Council Executive Board must step down from their position.

**Loss of Recognition-** These organizations have had their recognition revoked by the institution or their National Organization for various reasons, including such things as hazing, alcohol and drug abuse, risk management violations, and failure to comply with University and/or National policies and expectations. These organizations have in almost all cases also had their charter suspended or revoked by their inter/national organization because they were not upholding fraternal values and were engaging in risky behaviors that endangered the members and other students.

Some organizations that were once recognized fraternities or sororities at Monmouth University may attempt to continue to operate despite having lost recognition from the University or their National Organization. Any operation of these groups is considered underground activity, is against University policy, and is not sanctioned by the Office of Student Activities. Individuals attempting to operate under the disbanded organization's name, will be subject to disciplinary action through the Office of Judicial Affairs through the Student Code of Conduct.

When an organization loses recognition, official written notice will be given to active members of the organization and the fraternity and sorority community. Information regarding the closure of an organization will also be posted on the University's website. The University will maintain a relationship with the National Organization, and should both parties agree, the organization may be reinstated at a later agreed upon date, following the current expansion policy at the time of reinstatement.

## **Unrecognized Groups**

Unrecognized organizations have not gained approval from the University to establish a Monmouth University colony or chapter. There is no partnership between the University and the National Organization. These groups either have been removed by the University and/or their National Organization, or have not been granted permission by Monmouth University to be recognized on campus.

The student organizations and clubs listed at the beginning of this handbook are the only organizations and clubs with official recognition by the University. As groups are added or leave, the website will be updated to mention any additions. Any other organization or club not having University recognition is not one that is supported by the University. Any organization or club not having University recognition may not state or infer such recognition by the University or use the University's name or resources.

**As of September 1, 2018:** Recognition of Theta Xi, Tau Kappa Epsilon, and Alpha Kappa Psi National Fraternities have been withdrawn by their National offices. The University supports these actions and no longer recognizes Theta Xi, Tau Kappa Epsilon, and Alpha Kappa Psi fraternities as part of our fraternity and sorority community. Anyone recruiting new members for either of these groups would be violating the Student Code of Conduct and the National Headquarters' policies. Similarly, Kappa Sigma is not recognized by Monmouth University, and has no affiliation with the University.

Individual students who are in violation of this policy will face disciplinary procedures.

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

Occasionally, the University is presented with information calling into question 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 conducting 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 address complaints or accusations in a responsible manner.

During the process of an informal inquiry, a representative of Student Life 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 Life:

- ◆ 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, from Monmouth University, to the meeting. The observer shall be the faculty/staff 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 University may also have a 3<sup>rd</sup> party present at this meeting. 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 life representative may confer privately with the third party to ensure 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 Life 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.
- ◆ At all times, the University reserves the right to proceed with a formal investigation or hearing of the matter.

### **Steps After Informal Inquiry**

Once an informal inquiry has concluded, the University will follow one of these next steps:

1. The matter will be closed with no formal action being taken at the time. The matter could be reviewed again at a later date if necessary.
2. The matter will be turned over to the Office of Judicial Affairs. The judicial procedures as outline in the Student Handbook will be followed.
3. The National Organization will take the lead to further investigate the incident.
  - a. Based on information the National Organization obtains, this may be processed through the Office of Judicial Affairs, following the judicial procedure, as outlined in the Student Handbook, at a later date.

## 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. They have been modified with Monmouth University's appropriate contacts in a crisis situation.

1. Always be familiar with your inter/national organization's crisis management guidelines.
2. Assess the situation and, **if appropriate, call the Monmouth University Police Department at (732) 571-444, the local police department and/or 911 immediately.** Briefly and calmly explain the situation so the appropriate emergency personnel can respond.
3. 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.
4. **Call your chapter advisor and/or Assistant Director of Student Activities for Fraternity and Sorority Life at (732) 571-3586.** If they are unreachable, contact MUPD at (732) 571-4444.
5. 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.
6. Should the crisis result in a medical emergency involving a chapter member, do not call the parents. Appropriate medical personnel will make the call.
7. 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. **Chapter members are expected to cooperate with Monmouth University officials and law enforcement personnel.**
8. Document all factual information, as it may be helpful to appropriate administrators and/or emergency personnel.
9. Designate a spokesperson, preferably the president.

## CRISIS MANAGEMENT GUIDELINES CONTINUED

10. The spokesperson should not speak to the media. The spokesperson should contact; Tara Peters, Associate Vice President of University Marketing and Communications at (732) 263-5690 regarding protocol for speaking with the media. If Ms. Peters is not available, the spokesperson should contact Michele Kaplan, the Assistant Director of Student Activities for Fraternity and Sorority Life at (732)571-3586 or Mary Anne Nagy, Vice President for Student Life & Leadership Engagement at (732) 571-3417..
11. All chapter members should refrain speaking to the media and from posting anything related to the incident on social media, which includes, but is not limited to Twitter, Facebook, Instagram, and Snapchat.
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. **Chapter members are expected to cooperate with Monmouth University officials and law enforcement personnel.**

## Good Samaritan Practice

The health and safety of students is a paramount concern to everyone at Monmouth University. Resources such as the University Police Department, the Office of Residential Life, and the Health Center are available for students to seek assistance for themselves and, equally as important, for their fellow students. Recognizing there are times when students or members of a University organization find themselves in a position where medical assistance is needed to ensure the proper care of a person who is significantly intoxicated or under the influence of drugs, the University has established this Good Samaritan Practice.

The practice has been established to ensure that proper medical assistance and intervention is sought in these instances and not delayed for fear of punitive action by the University under the Student Code of Conduct. All students are expected to act first out of concern for themselves and others by contacting appropriate University personnel—such as a resident assistant (RA), Area Coordinator (AC), hall director, head resident, or the University Police—to obtain emergency assistance.

### HOW THE PRACTICE WORKS

- Students and/or organizations that seek assistance from the University, or the police or medical authorities, to address a situation involving a significantly intoxicated or under the influence individual(s) will not be charged with a violation of the University's alcohol and/or drug policy.
- The practice applies to both the caller and the subject of the call if they are under the legal drinking age to consume alcohol.
- The practice does not, however, preclude the University or other appropriate authorities from taking disciplinary action for other Student Code of Conduct offenses that may be associated with the situation—such as vandalism, theft, physical or sexual assault, etc.—or the University Police Department from filing appropriate criminal charges.
- Individuals and/or organizations involved in a situation that falls under the Good Samaritan Practice will be required to complete certain educational and counseling initiatives, which are

intervention- and prevention-based. Failure to complete these activities would result in action under the Student Code of Conduct.

- Students and/or organizations that demonstrate a consistent and repeated pattern of such behavior, after appropriate intervention and education has been provided, will not be considered under this practice.

As one community we all have an obligation to help friends and peers strive to be their best. Similarly, students are also expected to look out for one another when a friend is going through a difficult period in their life, or when he or she makes a poor decision involving drugs or alcohol.

The Good Samaritan Practice is based on this principle of responsibility for self and others. Responsible choices must be made but when you or someone you know needs help, the Good Samaritan Practice is there to help you.

## **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.
- ◆ Each chapter must develop and implement a chapter scholarship program that includes a skill building, tutoring program, use of campus resources and an incentive system and upload that scholarship plan to ecampus within the first two weeks of the semester.
- ◆ Each chapter must review their plans with their faculty/staff advisor within the first two weeks of the semester.

## Chapter Academic Standards

<b>CHAPTERS' SEMESTER GPA</b>	<b>RECOGNITION/SANCTIONS</b>
Meet or exceed all men's/all women's average of the University	<p>Chapter will be considered in good standing.</p> <p>Chapter will receive credit towards their Greek Excellence Packet</p>
At or above 2.700 (Active) 2.500(New Members)	Chapter will be considered in good standing.
Below 2.7000 (Active) and/or 2.500 (New Members)	<p>A written notification indicating a low chapter and/or new member GPA, 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 also adhere to the semester specific consequences provided by the Assistant Director of Fraternity and Sorority Life.</p> <p>The chapter is placed on Academic <b>Probation</b> for the following semester.</p> <p>The chapter is given one semester to increase academic standing to or above 2.700 and/or 2.500 for New Members or they will be placed on Academic Suspension.</p>

## Academic Standards Definitions/Sanctions

<p style="text-align: center;">Academic Probation</p>	<p>Chapter is placed on probation. Faculty advisor, academic chair, president are required to meet with AD of FSL and develop a strategic plan. All midterm grades must be submitted within a week of being posted. If the GPA is not at the required minimum, the chapter will only be allowed to conduct business meetings. If there is a new member process currently underway, they may hold one meeting a week (for the remainder of the process) which may not exceed three hours.</p>
<p style="text-align: center;">Academic Suspension</p>	<p>Chapter is placed on an academic suspension after one semester of academic probation, and no or little (less than a 1 point increase) improvements are seen. They may only hold one meeting per week for business, as well as study hours. They must also attend all mandatory events from Greek Senate, their council meeting, and Greek Senate. Faculty advisor, academic chair, president are required to meet with AD of FSL and develop a strategic plan. All midterm grades must be submitted within a week of being posted. If the GPA is not at the required minimum at midterms, all business must cease through the end of the semester. No new member process may be conducted.</p>
<p>Chapters not improving GPA to required minimum (2.7 for chapter, 2.5 for new members) after one semester of academic suspension</p>	<p>Written notification outlining the low chapter and/or new member GPA, 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>

**Please note: Chapters who are not in good standing (chapter GPA below a 2.700 and/or New Member GPA below a 2.500 will be placed on academic probation. If either of these fall below**  
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**the required GPA the next semester, the chapter will be placed on Academic Suspension. For example, Alpha Beta Gamma's active class is at a 2.67 and new member class is 2.55 for the fall semester. After being placed on academic probation, the chapter's active GPA is above the 2.700 but the new member GPA is below a 2.500. Alpha Beta Gamma would be placed on academic suspension. Similarly, if the active GPA did not increase above a 2.700, the chapter would be placed on academic suspension.**

**Academic Probation:** Probation establishes a fixed period of time during which the organization is expected to remediate the causes of their academic disciplinary. 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. Based on midterm grades for that semester, the organization may lose more privileges throughout the semester. Failure to meet with the AD of FSL within the first two weeks of the semester will result in automatic academic suspension.

**Academic Suspension:** The chapter will have all privileges revoked with the exception of chapter meetings, attendance at Greek Senate and Council meetings and required events, and study hours. In addition the chapter will lose all voting privileges within the Greek Senate, though the chapter must continue to attend. The chapter will remain a recognized organization at Monmouth University.

**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.

## FRATERNITY AND SORORITY EXPANSION PROCESS

Monmouth University recognizes a strong fraternity and sorority community should be 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 and Professional 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 were established.

## Policies

1. Monmouth University will only grant recognition to inter/national fraternities/sororities.
2. Fraternity and sorority expansion must be undergraduate student initiated or deemed necessary by the University.
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 and Professional Greek Council, or Panhellenic Council to oversee the recognition process and make final decisions regarding recognition.
6. The groups can apply to be recognized by the Interfraternity Council, Multicultural and Professional Greek Council, or Panhellenic Council.
7. Fraternities/sororities cannot alternate between governing bodies during the recognition process.
8. No more than one male and one female organization may be added to the community per academic year.
9. The University has the right to have a moratorium on expansion due to staffing limitations or other reasons. While groups may be interested, they will not be able to submit an application to their respective council at this time. The student and/or interested organization will be placed on a waiting list and will be contacted if/when the University deems appropriate to add an organization in their respective council.

## 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. If there is a moratorium, the Assistant Director of Student Activities for Fraternity and Sorority Life will notify the interested students, and place them on a waiting list.
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 return 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 recommend approval or deny expansion to University officials.

*\*Should a council deny the application, written rationale will be provided to the petitioning group, and the group has 10 calendar days, after receiving the rationale, to appeal, in writing, to the Vice President of Student Life and Leadership Engagement. The Vice President of Student Life and Leadership Engagement has the final say in this matter.*

4. If a group is granted permission by the respective council and Monmouth University 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 or University regarding expansion.
5. Interested groups for IFC and PHC will be required to invite 2-3 national organizations to campus for formal interviews. Interested groups for MPGC will need to discuss their selection with the Assistant Director of Student Activities for Fraternity and Sorority Life.
6. In addition to the information requested by the governing body, the University requires additional information from the national organizations that are invited to campus prior to the final approval discussion. Some items may need to updated annually:
  - 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, and expansion committee, when applicable, 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 Life and Leadership Engagement to be considered during the University's discussion and decision making process. Upon receipt of approval the Office of Student Activities and Student Center Operations will notify the petitioning organization of their recognition status within 14 business days of the governing body meeting and a new copy of the group's insurance, with additionally insured language, must be submitted before the group may function on campus.

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. Staffing levels in the Office of Student Activities and Student Center Operations are inadequate to support the formation of 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.
- j. A National Organization or Graduate Chapter tries to host an event on campus without going through the proper channels
  - o While students interested in culturally based groups may affiliate with the Graduate Chapter, they will not be considered affiliated with Monmouth University unless the chapter is recognized. Any group not recognized by Monmouth University must work with Conference Services and Special Events to secure space. They may not have a recognized organization reserve space for them.

As a reminder, This Policy Manual details certain policies unique to the fraternities and sororities at Monmouth University. Monmouth University reserves the right to amend or modify the provisions and policies in this handbook from time to time in its sole discretion. At least one week's notice will be given before changes made are implemented. Such amendments and provisions shall be provided to the fraternities and sororities, on the University's website, and on the Monmouth University portal.



