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A fraternity or sorority can provide an opportunity unique for each student based on the five pillars of Greek life: leadership, scholarship, philanthropy, community service, value based experiences. The fraternity and sorority members at Rutgers-Camden are some of the most engaged students on campus both inside and outside of the classroom. Greek members coordinate their own organizations similar to running a local business which may include managing finances, coordinating their own executive boards, appointing chairpersons, or serving on committees composed from their chapter. They roll up their sleeves and build upon their leadership training to work side by side with other students, faculty, staff, and community partners through various activities. Members also attend regional and national leadership development conferences to enhance their leadership skills for when they graduate and enter the workforce or pursue graduate degrees.

On a campus with thousands of students, it can be important to find a network of friends and allies to provide the support needed to be successful. The result of becoming a member of a fraternity or sorority is that you obtain a bond and a friendship that can last a lifetime along with critical experiences that will build a foundation for your future. A fundamental principle of every fraternity and sorority chapter at Rutgers-Camden is that you share a friendship, often referred to as brotherhood and sisterhood based on the founding values of the organization. Members provide beneficial support to one another when facing the challenges and joys of college life and learning.

Academic achievement is a core value for the Rutgers-Camden Greek community. If you decide to become a member, your fraternity or sorority will encourage you to strive for scholarly excellence. Fraternities and sororities support your academic success by providing incentive programs, study partners, mentors, workshops, study hours and possible national recognition. Each fraternity and sorority maintains internal academic standards that all members are expected to achieve. Many organizations offer scholarships and recognition awards for academic excellence. As a result of these efforts, many chapters at Rutgers-Camden have a grade point average (GPA) higher than the campus average.

Offering a break from the demands of the classroom is another one of the benefits of being involved in the Greek community on campus. Throughout the year, fraternities and sororities will participate in events ranging from Homecoming, Spring Fling, Greek Week, Meet the Greeks, cookouts, socials, community service events, intramurals, mixers, spring formals and more.

Fraternities and sororities also host events and activities which help support the work of various philanthropies and national organizations. These events are open to the entire campus community to attend. On most days of any week during the school year, at least one fraternity or sorority has something happening. These events not only allow you to spend time with Greek community members, but also give you the opportunity to socialize with other students who may not be Greek, while doing good work for others.
You may be wondering how being a member of a fraternity or sorority will help you after you graduate. When you graduate and move to a new town or city and are starting all over, you will have the opportunity to find alumni chapters that will allow you to continue to create new bonds of friendship. Maybe you have just graduated or are just looking for a summer job. In today’s economy and job market, it’s going to take more than looking at want ads and job postings. The fraternity or sorority you become a member of can provide you with endless networking opportunities. Using the resources of fraternity or sorority members, such as alumni, you may find that job you’re looking for—that head start in life, all because you joined a fraternity or sorority. Joining a fraternity or sorority is an investment in your future!

Greek life is a wonderful opportunity to be involved, to develop your personal leadership skills and become an enriched citizen. As Benjamin Franklin once said, “Tell me and I forget, Teach me and I may remember, Involve me and I learn.”

Get involved; find your place that will offer a lifetime of enrichment.

The Office of Fraternity & Sorority Affairs  
Allison Wisniewski, Associate Dean of Students/Executive Director  
Crystel Maldonado, Coordinator of Fraternity and Sorority Affairs  
Sara Diem, Graduate Assistant, Office of Fraternity and Sorority Affairs

Who’s Who

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The working relationship between the Greek community and the University is the responsibility of the Office of Fraternity & Sorority Affairs, under the direct supervision of the Associate Chancellor of Student Affairs & Dean of Students. In executing this responsibility the OFSA staff shall:

1. Serve as advisors to the individual fraternity and sorority chapters.
2. Offer programming and resources in areas such as: leadership development, academic enhancement, new member education, recruitment, cultural diversity, alcohol and substance abuse, sexual abuse, etc.
3. Meet with representatives from fraternity and sorority state or inter/national headquarters.
4. Interpret Rutgers University policies and regulations to the fraternity and sorority chapters and their members.
5. Review violations of University policies by fraternity and sorority chapters and their members and determine referral of the matter to the appropriate judicial body or bodies.
6. Reviews and evaluates petitions of fraternity and sorority chapters which seek recognition by Rutgers University.
7. Serve as liaison between the Greek community and the remainder of the University community.

The Office of Fraternity and Sorority Affairs is committed to providing members with educational leadership experience through common fraternal principles. OFSA seeks to develop and engage outstanding Greek men and women by promoting academic achievement; developing and maintaining lasting partnerships with the University, inter/national organizations, alumni, and the Rutgers-Camden community; providing opportunities for lasting personal development; and advocating for a strong, diverse, and purposeful values-based fraternity and sorority community.

The Office of Fraternity and Sorority Affairs observes ethical standards set forth by the Association of Fraternity and Sorority Advisors. A complete list of these standards can be found at http://www.afa1976.org/AssociationBusiness/CodeofEthics.aspx
Councils

Rutgers Greek Council (RGC)
President: Kristin Ulrich
Vice President: Crystal Acevedo
Secretary: Taylor Maultz
Treasurer: Michael Petito
Email: kgulrich@yahoo.com

Rutgers Fraternity and Sorority Council (RGC) is the coordinating body for all social fraternities and sororities at Rutgers University-Camden. The RGC functions to encourage positive Greek Life relations on campus through programming and service initiatives; and assisting each represented organization with achieving and maintaining high standards of scholastic, moral and social behavior. The RGC consists of one representative from each recognized social fraternity and sorority on the Rutgers University-Camden. The RGC is advised by the Greek Life Coordinator and is governed by the RGC Constitution.

National Panhellenic Conference
President: Sarah Blackman
Vice President: Taylor Maultz
Vice President of Recruitment: Courtney Brooks
Vice President of Programming: Tristan Pavlik
Secretary: Colleen Morris
Treasurer: Michelle Hayes
Email: rucnpc@gmail.com

The National Panhellenic Conference is the premier advocacy and support organization for the advancement of the sorority experience. The National Panhellenic Conference provides support and guidance for its 26 member inter/national sororities/women’s fraternities and serves as the national voice on contemporary issues of sorority life. Founded in 1902, NPC is one of the oldest and largest women’s membership organizations representing more than 4 million women at 655 college/university campuses and 4,500 local alumnae chapters in the U.S. and Canada. Each year, NPC-affiliated collegians and alumnae donate more than $5 million to worthy causes, provide $2.8 million in scholarships to women and volunteer 500,000 hours in their communities.

North-American Interfraternity Conference
The InterFraternity Council (IFC) is an association of collegiate men’s fraternities, the IFC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience; advancement and growth of the fraternity community; and enhancement of the educational mission of the host institutions. The IFC is also committed to enhancing the benefits of fraternity membership.
Cultural Greek Council
The Cultural Greek Council (CGC) was established as an umbrella organization for Greek lettered organizations established by and for racial or ethnic minorities. The purpose of the council is to enhance cultural awareness, encourage collaboration, and foster communication throughout the Greek community.
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<td>Nu Iota</td>
<td>CGC</td>
<td>Micah Munthee</td>
<td><a href="mailto:mmm440@scarletmail.rutgers.edu">mmm440@scarletmail.rutgers.edu</a></td>
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<td>Tamira Alston</td>
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<td>Taina Rivera</td>
<td><a href="mailto:tainar@scarletmail.rutgers.edu">tainar@scarletmail.rutgers.edu</a></td>
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<tr>
<td>Delta Phi Epsilon</td>
<td>Phi Tau</td>
<td>CPC</td>
<td>Sarah Morris</td>
<td><a href="mailto:semorris215@gmail.com">semorris215@gmail.com</a></td>
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<td>Delta Sigma Theta</td>
<td>Theta Chi</td>
<td>CGC</td>
<td>Nyrie Hardy</td>
<td><a href="mailto:nyriehardy@yahoo.com">nyriehardy@yahoo.com</a></td>
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<tr>
<td>Iota Phi Theta</td>
<td>Chi</td>
<td>CGC</td>
<td>Chris Raines</td>
<td><a href="mailto:chris.raines55@gmail.com">chris.raines55@gmail.com</a></td>
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<tr>
<td>Kappa Alpha Psi</td>
<td>Xi Gamma</td>
<td>CGC</td>
<td>Kristopher Smith</td>
<td><a href="mailto:krislsmith@hotmail.com">krislsmith@hotmail.com</a></td>
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<tr>
<td>Lambda Tau Omega</td>
<td>Colony</td>
<td>CGC</td>
<td>Perri Smith</td>
<td><a href="mailto:perrilovex3@gmail.com">perrilovex3@gmail.com</a></td>
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<td>Crystal Acevedo</td>
<td><a href="mailto:resilientlady1@gmail.com">resilientlady1@gmail.com</a></td>
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<tr>
<td>Lambda Theta Phi</td>
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<td>Joshua Rivera</td>
<td><a href="mailto:joshua.jrivera@yahoo.com">joshua.jrivera@yahoo.com</a></td>
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<td>Audrey Augustave</td>
<td><a href="mailto:d1expansion1981@yahoo.com">d1expansion1981@yahoo.com</a></td>
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<td>Stephen Bowens</td>
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<td></td>
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<td>Tom Murphy</td>
<td><a href="mailto:ed@phimudelta.org">ed@phimudelta.org</a></td>
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<td>Sigma Delta Tau</td>
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<td>CPC</td>
<td>Emma Parry</td>
<td><a href="mailto:emma.parry93@gmail.com">emma.parry93@gmail.com</a></td>
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<tr>
<td>Tau Epsilon Phi</td>
<td>Sigma</td>
<td>IFC</td>
<td>Nicholas Ferraro</td>
<td><a href="mailto:skyline90009@aol.com">skyline90009@aol.com</a></td>
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<td>Phil Munyan</td>
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<td>Zeta Phi Beta</td>
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<td>Deirdre Law</td>
<td><a href="mailto:deirdrelaws@yahoo.com">deirdrelaws@yahoo.com</a></td>
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PART I – Basic Chapter Operations

In order for a chapter to be in good standing and retain its University registration, the following requirements must be met:

Advisor: Each chapter must have an Alumni Chapter Advisor and a Faculty/Staff Chapter Advisor, both of whom have signed the appropriate Advisor Agreement form and filed it with OFSA.

Community Service: All chapter members are required to complete a minimum of ten (10) hours of community service each semester. Community service verification forms must be submitted to verify compliance with this requirement.

Educational Programs: Each chapter must hold at least one (1) educational program per semester with 75% of the chapter membership in attendance. Each program must be at least one hour in length. This requirement is independent of mandatory attendance at OFSA sponsored programs.

Finances: Each chapter is required to pay all OFSA, Council and University bills on time and in full.

Forms: Each chapter must submit all required forms as directed by OFSA.

GPA (Chapter Presidents and Total Chapter): Each member is required to achieve at least a 2.5 GPA each semester and maintain a cumulative GPA of 2.5. All chapter executive board members must be full-time students for the length of their terms and must maintain an overall GPA of 2.5 for the length of their terms.

Insurance: Each chapter shall be required to carry insurance coverage as is deemed necessary by the Rutgers University Office of Risk Management and Insurance. Updated insurance certificates must be submitted as directed by OFSA. All chapters are required to name “Rutgers, The State University of New Jersey” as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance.

Membership Total: All registered fraternities and sororities must have at least five (5) fully enrolled members (initiates/new members) on the roster at all times.

Membership Updates: Each chapter president must update their membership roster as directed by OFSA. Membership updates take place at least twice per semester.

Programs (OFSA and/or Council Sponsored): Each chapter is required to participate in all workshops, seminars and programs sponsored by OFSA and the Governing Councils.
RU Link: Each chapter must register and fill out all necessary paperwork on rulink.camden.rutgers.edu by the date OFSA determines at the start of each semester. As new members are approved, additional paperwork must be processed within two business days.

Shared Values Accreditation Report: Each chapter must complete and submit the Shared Values Accreditation Report at the end of each semester, as designated by OFSA.

Social Policy Compliance Meeting: Each active member must attend the Social Policy Compliance Meeting. Failure for a chapter to achieve 80% attendance will result in loss of “good standing” recognition.

University/OFSA Rules & Policies: Each chapter and its members must comply with all University and OFSA rules, regulations and policies as they apply to registered fraternities and sororities.
Privileges of University Recognition

It is expected that the University will grant privileges to recognized fraternities and sororities in good standing, therefore the University will:

1. Allow fraternities and sororities to use the name of Rutgers, The State University of New Jersey, along with, but not in place of, identification of the sponsoring body. This includes an endorsement by the University of the positive aspects of Greek life.

2. Support and participate in activities of the IFC, Panhellenic Assoc., RGC and individual chapters.

3. Allow access to, and use of, University facilities for official chapter functions as approved by the appropriate office.

4. Facilitate participation as a group in all athletic, social, or other group activities or programs sponsored by or under the auspices of Rutgers, The State University of New Jersey.

5. Provide the services of the Alumni Offices to help communicate with chapter alumni/ae.

6. Provide the advice and assistance of the OFSA staff to help coordinate programs for chapter development, operations, business affairs, maintenance and renovations, membership recruitment, educational programs, etc.

7. Assist in protecting the organization and its property from disruptions, theft, damage and other intrusions by persons who are not members or guest(s) of the chapter.

8. Allow chapters to petition the University for financial assistance for facility renovations according to the policies and procedures established by the Board of Governors.

9. Sponsor programs to promote effective leadership, chapter maintenance, etc.

10. Maintain records for membership and scholarship.

11. Provide information regarding fraternities and sororities to interested students and their parents.

12. Maintain contact with the state and inter/national offices of the fraternities and sororities and their leadership consultants.
Chapter Expectations

It is expected that a recognized fraternity and sorority will support the interests of the University by:

- Encouraging and stimulating intellectual growth by promoting participation in the intellectual and cultural life of the University;
- Providing an environment in which learning takes place through the free exchange of ideas and beliefs among members;
- Promoting academic achievement and scholarship through tutorial assistance, special study programs and by regarding outstanding achievement;
- Promoting campus involvement and encouraging their members to become involved with other student organizations;
- Providing a forum for social interaction that permits the individual to become involved with other student organizations;
- Providing valuable experience in group living where individuals accept responsibility for one another, knowing that what one does or what one fails to do affects each individual and the entire organization;
- Providing valuable leadership experience and opportunity for developing fiscal management skills;
- Existing as communities which, through the communal efforts of staff, student and faculty, may serve as the focal point to help bridge the gap between the intellectual and social life of the community;
- Providing a support system for individuals as they proceed through significant developmental changes;
- Promoting an individual's life long obligation to serve the community and by sponsoring service and philanthropic projects;
- Providing individuals the opportunity to participate in a variety of recreational activities;
- Providing a safe and habitable facility for its members, if applicable;
- Adhering to the standards set for continued recognition for fraternities and sororities by Rutgers, The State University of New Jersey.
**Academic Policy**

The Division of Student Affairs expects fraternities and sororities to promote the academic achievement of its members. With this in mind, the following academic policies must be followed:

**Chapter Requirements:**

1. Each chapter must develop, implement and maintain a written, comprehensive scholastic program. The program should include the following components:
   a. Skill Building
   b. Incentives
   c. Tutoring
   d. Use of Campus Resources

2. Chapters may extend "bids" or offers of membership only to eligible students. Eligibility is defined as:
   a. Full time enrollment in an undergraduate college of Rutgers University-Camden
   b. Completion of twelve (12) credits (AP credits are not acceptable)
   c. A minimum 2.5 GPA from the previous semester
   d. A minimum cumulative GPA of 2.5

3. Chapter Presidents must maintain a cumulative GPA of at least a 2.5 during their term of office.

4. If a chapter’s semester GPA falls below a 2.5, the chapter shall be placed on academic probation. Chapters on academic probation are limited to holding chapter meetings and academic activities. All other types of chapter activities are prohibited.

5. If after three consecutive semesters, the chapter fails to meet the required chapter GPA of 2.5, university registration will be withdrawn for a minimum of two academic years.

6. Each chapter should achieve a semester GPA equal to or above the all-men’s/women’s GPA, as applicable, for each semester

**Governing Council Requirements:**

1. Governing council officers must maintain a cumulative GPA of at least 2.5 during their term of office.
Chapter Viability Policy

Philosophy
Rutgers University-Camden values a strong Greek community as a constructive element of student life. The University also recognizes that the community must have sufficient numbers so as to provide membership opportunities for every student who has the desire and means to join.

Recognition by Rutgers University-Camden is a privilege. Registered chapters must be able to show substantial evidence of the organization’s ability to contribute to the Greek community. Chapters are expected to meet expectations with respect to academic success, community service, campus involvement, and support of community-wide and council programs.

Rutgers University-Camden has established a minimum membership number as a way to insure healthy group and community dynamics. These standards exist for registered student organizations. To insure that registered fraternities and sororities possess the ability to meet performance expectations and for the continued health of the Greek community, this membership standard and procedures have been established.

Standard
1. All registered fraternities and sororities are required to list at least five (5) full-time, active, undergraduate members (initiates and new members) on the roster at all times.

Process
1. Rosters will be reviewed in December, January, May and August to determine Viability Policy compliance.
2. All new members must be registered with OFSA by the designated date.
3. Each semester, Viability Policy reminder letters will be sent to all chapters that list five (5) or fewer students on their membership roster.
4. Chapters that fall below five (5) full-time, active, undergraduate members (initiates/new members) will lose university recognition for a minimum of two (2) academic years.

Appeal
1. Chapters notified that university registration has been withdrawn may submit a written appeal to OFSA if both of the following parameters are in place:
   a. The chapter has a 2.5 GPA or better and.
   b. The chapter has a Bronze Accreditation Report Rating or better.
OFSA will review the request to determine if granting an appeal is appropriate.
2. Chapters that do not have the appropriate GPA or Annual Report ranking, but feel that their organization faced extenuating circumstances with respect to recruitment, may also submit a written appeal.
3. The appeals will be reviewed by the Dean of Fraternity & Sorority Affairs. Guidelines for submitting appeals will be provided by OFSA.
Eligibility

Academic eligibility for Rutgers University-Camden students is based on completion of twelve (12) college/university credits (from Rutgers or another college or university), achievement of a 2.5 GPA, a 2.5 from the previous semester and full-time Rutgers university-Camden status.

Selection Process

1. In order for chapters to be recognized by Rutgers, The State University of New Jersey, each must assure that membership is by no means restrictive on the basis of race, color, religion, national origin, sexual orientation, age, ancestry, handicap, marital or veteran status. Membership selection is expected to be conducted in a manner which reflects the diversity of the Rutgers University-Camden population.

2. All chapters should strictly adhere to the membership selection policies outlined by their own inter/national fraternity/sorority.

3. The "Blackball System" (defined as a membership voting procedure whereby one negative vote would be cause for rejection of a prospective member) shall not be utilized by those registered chapters of Rutgers, The State University of New Jersey. This system allows for discriminatory practices of individuals to overrule the opinions of the majority. A system of majority vote shall be utilized for membership selection and must remain consistent with the above stated clauses.

New Member Education Program

New member education is one of the most important aspects of fraternity and sorority life. It is this program which will project the future for the chapter. New member education is and must remain a logical, functional and integral part of the chapter. It is not a time for a new member to "prove himself or herself" over an eight week period. The pre-initiation period should be a time for introspection, reflection and discussion. Therefore, the responsibilities of each chapter and its members with respect to new member education are as follows:

1. Each chapter is required to submit a comprehensive outline of its New Member Education Program, including a calendar of all events, each semester.

2. The New Member Education Program may be no longer than eight (8) weeks in length. Chapters wishing to initiate after the last day for new member activities must obtain permission from OFSA.

3. In drafting its New Member Education Program, each chapter is encouraged to contact its state or inter/national headquarters to obtain information concerning
any model program developed by inter/national organization, and to implement that model program.

4. The Chapter President or Vice President of Recruitment shall verify the eligibility of each individual to whom the chapter wishes to extend a bid.

5. The New Member Educator is required to submit the completed New Member Packet within one week of when bids are extended.
   a. It shall further be the responsibility of the New Member Educator to notify OFSA of any additions or deletions to the original list of new members. Any additions must submit a New Member Packet within one week of when he/she was extended a bid.
   b. Chapters must file New Member Disaffiliation forms for each new member who chooses not to continue with the new member process within 48 hours of notice.
   c. Failure to file a New Member Packet for an individual who has been offered membership shall cause the unreported member to be considered ineligible and will result in the same sanctions being imposed on the chapter and its officers as if the chapter had offered membership to an ineligible student.

6. Chapters shall submit an updated chapter member roster within 48 hours of any initiation ceremonies.

Ineligible Students

In the event a chapter is found to have granted membership to an ineligible student, one or more of the following penalties will be imposed:

- The chapter will be assessed a fine of $100.00 per ineligible member.
- The new member educator will be referred to Judicial Affairs for disciplinary action.
- Each ineligible new member will be referred to Judicial Affairs for disciplinary action.
- The chapter will be assessed a fine by the appropriate governing council (IFC, Panhellenic, RGC) equal to the amount of unpaid dues for each ineligible new member

Probate Policy

A probate show is the introduction of the newly initiated members of a fraternity or sorority. This is usually the first full introduction performed by the new brothers or sisters of a Greek organization. Any fraternity and sorority that introduce their new members to the campus community through a probate are expected to complete the following steps:

1. Organizations must file an event request form with the Events Office at least two weeks prior to the probate and should include the following:
   a. Date of the proposed event.
   b. Time that the space is needed as well as the time the probate will begin, if these times differ. For reservation and scheduling purposes, these times MUST reflect the actual times of the event.
   c. Estimate of expected number of attendees.
d. Name and contact person of the advisor or alumni who will oversee the probate along with the undergraduate chapter.

e. The copy of the email is to be cc’d to the registered campus advisor and any area/national advisors.

2. A member of the organization must reserve the space and any equipment necessary with Campus Event Planning at least two weeks prior to the event.

a. The official location for probates will be the steps out front of the Campus Center. In the event of inclement weather, the probate will be moved indoors to the lower level of the Campus Center, in front of the Raptor Roost, or another location that is available. If the fraternity or sorority wishes to hold the event elsewhere they must first gain approval from the Director of Fraternity and Sorority Affairs.

The sponsoring organization must abide by the regulations governing the content of the probate show and will assume responsibility for informing guest performers and invited guests of these policies. All primary advisors are required to screen probate shows and step shows to ensure that policies and procedures are followed.

1. The Office of Fraternity and Sorority Affairs must approve all probate shows and campus step shows at least two (2) weeks prior to performance.

2. Under no circumstances will degrading or negative sentiment towards another chapter or another chapters members be permitted. Degrading or negative sentiments shall be defined as mocking signature steps or calls, etc. in order to cause laughter or poke fun, etc.

3. Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, orientation, etc. be permitted.

If a fraternity or sorority fails to follow these steps and make the proper reservations for their probate they will face disciplinary action. They will also be held responsible for any and all fees incurred from said event.
Expansion at Rutgers University-Camden

Expansion is a process that requires patience, diligence, and communication. In most cases, expansion efforts take between one to two years. It involves a partnership between the university, in our case, Rutgers-Camden, and the national sorority. Administrative units of both organizations discuss relative policies, procedures, and set clear expectations to create this partnership. For Rutgers-Camden, it is imperative that the national sorority office be involved with the process, that they commit to a zero tolerance for hazing and alcohol use, and that they meet the university insurance and membership standards. On our campus, the Board of Governors has set these standards: 12-degree credits and a 2.5 GPA. In some cases, the individual chapters or national organizations may set a higher minimum GPA requirement. Unfortunately, this partnership is at the discretion of the university and not of the interested women.

The university’s perspective is that the relationship with the national fraternity or sorority will outlive that of the undergraduate relationships (meaning undergrads will graduate from the institution thus leaving the undergraduate chapter and becoming alumnus, whereas the university will still be there when the first groups of founders graduate). Therefore, steps must be taken from the foundation in order to have a clear expectation and strong relationship between the university and national office.

The Rutgers University-Camden Office of Fraternity and Sorority Affairs has a no local organization expansion policy. Any organization wishing to expand to Rutgers University-Camden must have an established Inter/National Headquarters, an active minimum $1,000,000 liability insurance policy, working governing documents, and other requirements, which are outlined in the council specific procedure.

Panhellenic Expansion at Rutgers University-Camden

Step 1: Informing the University

A group of women that are searching for a sorority to belong, to grow with and to dedicate themselves to, come together and inform the university administrator who oversees Greek Life that they are in need of an option.

Step 2: Discuss Options

There have been several organizations removed, or closed in the past, and our policies are very clear when it comes to revisiting these organizations as possible colonies. However, since we belong to the National Panhellenic Conference, we are mandated to submit a letter requesting organizations to consider expansion on our campus. This letter permits the NPC to send a call to its 26 organizations to see if any are in fact interested in expanding. The NPC will then either contact the university administrator or permit the individual sorority to contact the university administrator directly. At this time, the organization, or the NPC, may call to ask additional information.

This interest is just that: interest. It is not a guarantee that the organization will in fact make it official that they want to expand. In some cases, these “answer seeking times”, are the most fruitful and allow both the university and the national sorority to figure out
whether they want to partner. All of the 26 national sororities have ways in which they handle expansion, again we are inviting them to look at the campus and need to be patient. Please note: under NPC there are specific rules that govern expansion on campuses, and it is imperative that the university administrator deals with the national sorority during the process. All parties involved in Panhellenic Expansion should review the NPC guidelines for opening for expansion prior to beginning the process. Again, communication is vital.

At this time the organizations may wish to come to campus for an exploratory visit. This visit will be scheduled through the OFSA and will be a time for the organization’s representatives to see the campus, get a more thorough idea of what campus life is like, and to meet with the faculty. The organizations should have minimal contact with the sorority women and fraternity men, it is recommended that their visit it not announced to the Fraternity and Sorority community at Rutgers University-Camden.

Step 3: Wait

During this step, it is important to reflect on why you want to start a new sorority. This new organization will have many challenges, it will be your creation, and it will be your responsibility to fulfill and abide by all the rules and regulations set forth by the university and the national sorority.

Step 4: Meetings

After the university receives formal declarations of interest the Coordinator of Fraternity and Sorority Affairs will set-up on-campus meetings through the expansion committee of the NPC. Formal invitations to attend these meetings will be extended to members of the fraternity and sorority community, affairs, faculty, staff, students, and alumni. Only members of the expansion committee will be given a final vote in which organization(s), if any, will be extended an invitation for colonization.

At these meetings, the national sorority will present the following information:

Please note: The expansion committee will be responsible for communicating all expectations to the inter/national organization prior to the date of the presentation.

- An official letter of intent from the inter/national organization outlining the strategy for colonization at Rutgers University-Camden as well as support and resource strategies the inter/national organization will provide a new colony.
- Logistical information:
  - Name of Fraternity/Sorority
  - Founding date and location
  - Current number of colonies
  - Current number of undergraduate members and current number of alumni
  - Average chapter size
  - Number of chapters closed in the last five years and their reasons for closing
  - Membership costs: new member, initiation fees, insurance, regular dues
  - Verification of appropriate liability coverage for the colony by the inter/national organization
  - Housing information (if applicable)
• Program Policies:
  o Position on risk management
  o Position on hazing prevention awareness resources
  o Length/focus of new member education
  o Minimum standards for potential new members
  o Scholarship/academic support programs
  o Community service and philanthropy programs
  o Constitution and by-law highlights
  o Leadership/member development programs
  o How the organization plans to be successful at Rutgers University-Camden

• Colonization:
  o List and status of colonies established in the last five years
  o Procedures for colonization
    ▪ Include a potential time line if possible
  o Ongoing support for colonies

• Organizational Support
  o List of all chapters and locations
  o Volunteer support at the district and local level

• Resources:
  o Inter/national organization
  o Foundation scholarship/loans
  o Leadership schools or conventions
  o Publications
  o Nearest chapter(s)
  o Number of alumni in the Rutgers University-Camden area
  o Contact information of any alumni committed to assisting the new colony

• Strengthening Greek Life:
  o Rutgers University-Camden is a diverse community, and the Fraternity and Sorority community is a reflection of that diversity. The inter/national organization will need to articulate their commitment to understanding and working in partnership with the university and the Greek community through open communication and an openness towards positive change.
  o The inter/national organization will need to articulate their ability to strengthen the existing Greek life.

• In addition to the information requested above, all organizations should be aware of the following:
  o Priority will be given to groups who have a historical tie to the university over inter/national fraternities or sororities that have never had a chapter a Rutgers University-Camden.
  o The primary factor the expansion committee will take into consideration is the potential for long term success for each organization that applies. The expansion committee will also take into account the history/legacy of the groups, as well as the quality of their proposal and their record of colonization success.

Step 5: The Real Beginning
The national office will assign an advisor, and possibly a chapter, to assist the new member process. The university will be involved, at an administrative level, and work with the new members on managing all the events, time, policies, and procedures.

**Step 6: Completion**

Most programs take anywhere from 4-10 weeks. Rutgers-Camden guidelines are specific and activities may take place within the academic semester, and must end by the first reading day. No activities may take place during the winter or summer sessions. During your program, you will work the national office to learn the history and rituals, participate in social and community service projects while maintaining a high level of academic performance.

**Step 7: Colonization**

Upon acceptance from the expansion committee the inter/national organization(s) may arrive at Rutgers University-Camden and must follow the procedures for colonization and recognition into the Rutgers University-Camden Fraternity and Sorority Community.

**Interest Group:**

Under no circumstances can you act as an “interest group”, pay money to each other, wear colors, pins, bandanas, etc., or complete interviews on one another as these actions are considered “underground” and may lead to serious consequences within the university. Rutgers University views hazing as an offense punishable by expulsion through the Code of Student Conduct and criminally chargeable.

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**Inter-Fraternity Council Expansion at Rutgers University-Camden**

**Step 1: Informing the University**

A group of men that are searching for a fraternity to belong, to grow with and to dedicate themselves to come together and inform the university administrator who oversees Greek Life that they are in need of an option. Rutgers University-Camden, and the Inter-Fraternity Council, practice a controlled expansion model. This model allows Rutgers University Camden to accept or reject any organization seeking to colonize at the University in order to ensure the future success of all existing organizations and acknowledges the NIC open expansion directive stating that, “The North-American Inter-fraternity Conference, states its support for open, unrestricted expansion for all college and university fraternity systems, and charges Inter-fraternity Councils and member fraternities to move toward such a program.”

**Step 2: Discuss Options**

The Inter-Fraternity Council, and the Council advisor, will meet to discuss whether they feel it is in the best interest of the existing organizations to allow an additional organization to form on campus at the proposed time. The Inter-Fraternity Council, and the Council advisor, will then form a committee charged with researching and reviewing all applications submitted by inter/national organizations and alumni corporations. The committee shall consist of the Dean of Students, the Assistant Dean of Students, the OFSA
Advisor, the OFSA Graduate Assistant, the IFC Advisor, IFC President (if applicable), all IFC-affiliated Chapter Presidents and one (1) representative from said chapters, and the Rutgers Greek Council President. The Rutgers University-Camden IFC will work with the North American Inter-Fraternity Conference to contact organizations interested in expansion. The Inter-Fraternity Council will request specific information, including:

- National support in order to establish a chapter
- Area alumni support
- Number of alumni in the area
- Risk management and alcohol policies
- Leadership and new member educational programs
- Recruitment/expansion plan
- Letter of intent
- Any additional information the expansion committee feels is pertinent to their decision making

**Step 3: Wait**

The expansion process will include a period of waiting. The Inter-Fraternity Council will allow for a set period of time for organizations interested in expansion to respond to their request for information.

**Step 4: Reviewing Formal Requests**

A formal request for colonization must be submitted by the inter/national organization to the Office of Fraternity and Sorority Affairs. OFSA will then forward this request to the expansion committee, which will review the requested information.

**Step 5: Campus Visitations**

The expansion committee will discuss each organization that applies for expansion, and may decide to bring specific organizations to campus for a formal, on-campus presentation. Only organizations that have been approved by the expansion committee will be allowed to make an on-campus presentation.

**Step 6: Presentations**

Presentations will be scheduled at the discretion of the Expansion Committee. Invitations to view the presentations will go out to members of the fraternity and sorority community, faculty, staff, students, alumni. Only members of the IFC expansion committee will be allowed a vote on which organization(s), if any, will be extended an invitation for colonization.

Presentations made by the inter/national organization must include the following information: *Please note: The expansion committee will be responsible for communicating all expectations to the inter/national organization prior to the date of the presentation.*

- An official letter of intent from the inter/national organization outlining the strategy for colonization at Rutgers University-Camden as well as support and resource strategies the inter/national organization will provide a new colony.
- Logistical information:
• Name of Fraternity
• Founding date and location
• Current number of colonies
• Current number of undergraduate members and current number of alumni
• Average chapter size
• Number of chapters closed in the last five years and their reasons for closing
• Membership costs: new member, initiation fees, insurance, regular dues
• Verification of appropriate liability coverage for the colony by the inter/national organization
• Housing information (if applicable)

• Program Policies:
  • Position on risk management
  • Position on hazing prevention awareness resources
  • Length/focus of new member education
  • Minimum standards for potential new members
  • Scholarship/academic support programs
  • Community service and philanthropy programs
  • Constitution and by-law highlights
  • Leadership/member development programs
  • How the organization plans to be successful at Rutgers University-Camden

• Colonization:
  • List and status of colonies established in the last five years
  • Procedures for colonization
    • Include a potential time line if possible
  • Ongoing support for colonies

• Organizational Support
  • List of all chapters and locations
  • Volunteer support at the district and local level

• Resources:
  • Inter/national organization
  • Foundation scholarship/loans
  • Leadership schools or conventions
  • Publications
  • Nearest chapter(s)
  • Number of alumni in the Rutgers University-Camden area
  • Contact information of any alumni committed to assisting the new colony

• Strengthening Greek Life:
  • Rutgers University-Camden is a diverse community, and the Fraternity and Sorority community is a reflection of that diversity. The inter/national organization will need to articulate their commitment to understanding and working in partnership with the university and the Greek community through open communication and an openness towards positive change.
  • The inter/national organization will need to articulate their ability to strengthen the existing Greek life.
• In addition to the information requested above, all organizations should be aware of the following:
  o Priority will be given to groups who have a historical tie to the university over inter/national fraternities or sororities that have never had a chapter at Rutgers University-Camden.
  o The primary factor the expansion committee will take into consideration is the potential for long term success for each organization that applies. The expansion committee will also take into account the history/legacy of the groups, as well as the quality of their proposal and their record of colonization success.

Step 7: The Real Beginning

The expansion committee will review all applicants and decide that a particular applicant group(s) be granted recognition and an invitation for colonization will be sent out. They may also suggest adjustments to the applicant’s proposal or recommend that no current applicant group be granted recognition. All groups will be notified of the final decision made by the expansion committee. The final decision will be made after consideration of both committee’s decision and the recommendation of the Student Affairs staff.

Step 8: Colonization

Upon acceptance from the expansion committee the inter/national organization(s) may arrive at Rutgers University-Camden and must follow the procedures for colonization and recognition into the Rutgers University-Camden Fraternity and Sorority Community.

Interest Group:

Under no circumstances can you act as an “interest group”, pay money to each other, wear colors, pins, bandanas, etc., or complete interviews on one another as these actions are considered “underground” and may lead to serious consequences within the university. Rutgers University views hazing as an offense punishable by expulsion through the Code of Student Conduct and criminally chargeable.

Cultural Organization Expansion at Rutgers University-Camden

The Multicultural Greek community at Rutgers University-Camden consists of organizations that are historically oriented, founded, or based in a specific culture. This can include, but is not limited to, organizations affiliated with the National Pan-Hellenic Council (NPHC), the National Association for Latino Fraternal Organizations (NAFLO), National Multicultural Greek Council (NMGC), or the National Asian Pacific American Panhellenic Association (NAPA). All culturally-based organizations wishing to expand to Rutgers University-Camden must follow the following procedures:

Step 1: Informing the University

Individuals interested in starting a culturally-based Greek Letter-Fraternal Organization must contact the Rutgers University-Camden OFSA, in writing, expressing their interest in forming a culturally-based, Greek Letter fraternal organization.
Step 2: Gaining Interest

Once a group has submitted a letter of interest and has been approved by the Coordinator of Fraternity and Sorority Affairs it will be eligible to host informational meetings, scholarship events, or community service projects on campus in order to determine interest in the proposed organization. This interest-seeking time period shall not exceed four (4) consecutive semesters.

- Interest groups must reserve university facilities through the OFSA.
- Recruitment Event sign-in sheets must be submitted to the OFSA within 72 hours of each informational event.
- No events, other than those listed above, may be hosted by the interest group, nor may any events be run on behalf of the interest group, either on or off campus, without permission from the OFSA.

Step 3: Initiating the Recognition Process

Once five (5) or more students are interested in forming a specific culturally-based Greek organization the following must be submitted to OFSA to initiate the recognition process:

- A list, in alphabetical order, of each individual’s name, phone number, RUID, year in school, major, and any leadership positions held at Rutgers University-Camden. All members must have a minimum GPA of 2.5, and 12 earned Rutgers University-Camden, or 12 Transfer Credits and proof a 2.5 from the student’s previous institution. Please note AP credits will not be accepted.
- Interest group members must be in good standing with the University, as well as all of the Greek governing bodies currently represented on campus.

Step 4: Gaining a Letter of Intent

Once all requested information has been submitted by the interest group to the OFSA, the OFSA will contact the inter/national organization requesting a letter of intent. This letter must explain the purpose and intent of the organization and interest in affiliation with Rutgers University-Camden, and a mission statement outlining the group’s goals, outstanding characteristics, and potential benefits to the campus community. It must also state that the inter/national organization has knowledge of the interest group and must outline the support the inter/national organization will give the group, along with the inter/national organization’s requirements for chartering.

The letter should also include the following information:

- Proof of $1,000,000 liability insurance
- Verification of whether the inter/national organization is affiliated with any national Greek council.

Rutgers University-Camden Office of Fraternity and Sorority Affairs does not accept expansion applications from organizations wishing to include this campus in a chapter that would be classified as a city-wide.

- A city-wide fraternity or sorority is defined as a collegiate and/or graduate chapter consisting of membership that can be generated from two or more colleges and/or universities.
• The name, address, telephone number, and email address of a faculty/staff advisor from Rutgers University-Camden.
  o This person must also submit a written documenting stating his/her willingness to serve as the organization's advisor.
• Logistical information:
  o Name of Fraternity
  o Founding date and location
  o Current number of colonies
  o Current number of undergraduate members and current number of alumni
  o Average chapter size
  o Number of chapters closed in the last five years and their reasons for closing
  o Membership costs: new member, initiation fees, insurance, regular dues
  o Verification of appropriate liability coverage for the colony by the inter/national organization
  o Housing information (if applicable)
• Program Policies:
  o Position on risk management
  o Position on hazing prevention awareness resources
  o Length/focus of new member education
  o Minimum standards for potential new members
  o Scholarship/academic support programs
  o Community service and philanthropy programs
  o Constitution and by-law highlights
  o Leadership/member development programs
  o How the organization plans to be successful at Rutgers University-Camden
• Colonization:
  o List and status of colonies established in the last five years
  o Procedures for colonization
    • Include a potential time line if possible
  o Ongoing support for colonies
• Organizational Support
  o List of all chapters and locations
  o Volunteer support at the district and local level
• Resources:
  o Inter/national organization
  o Foundation scholarship/loans
  o Leadership schools or conventions
  o Publications
  o Nearest chapter(s)
  o Number of alumni in the Rutgers University-Camden area
  o Contact information of any alumni committed to assisting the new colony
• Strengthening Greek Life:
  o Rutgers University-Camden is a diverse community, and the Fraternity and Sorority community is a reflection of that diversity. The inter/national organization will need to articulate their commitment to understanding and
working in partnership with the university and the Greek community through open communication and an openness towards positive change.

- The inter/national organization will need to articulate their ability to strengthen the existing Greek life.

- In addition to the information requested above, all organizations should be aware of the following:
  - Priority will be given to groups who have a historical tie to the university over inter/national fraternities or sororities that have never had a chapter a Rutgers University-Camden.
  - The primary factor the representatives from each chapter will take into consideration is the potential for long term success for each organization that applies. The expansion committee will also take into account the history/legacy of the groups, as well as the quality of their proposal and their record of colonization success.

**Step 5: Presentations**

Once the requested information has been submitted and approved by the OFSA, the OFSA will contact the inter/national organization to set up a time for a formal, on-campus presentation to be given. Formal invitations to attend the presentation will be extended to the fraternity and sorority members, faculty, staff, students and alumni. Presentations given by inter/national organizations should include all of the information requested above, as well as any additional information the organization feels is pertinent.

During the formal presentation visit the organization’s representatives will also meet with the Dean of Students, Assistant Dean of Students, Associate Chancellor, and other Student Affairs Staff.

**Step 6: Discussing the Options**

After the formal presentation has been given, committee will meet to discuss the possibility of bringing the organization onto campus. The committee shall consist of the Dean of Students, the Assistant Dean of Students, the OFSA Advisor, the OFSA Graduate Assistant, all culturally-based organization Chapter Presidents and one (1) representative from said chapters, and the Rutgers Greek Council President. The representative will vote either yes to bring the organization to campus, or no, to decline the application to join Rutgers University-Camden’s Greek community, on behalf of his/her organization. The final decision will be made after consideration of both the student representative’s votes and the recommendation of the Student Affairs staff.

**Step 7: Approval from OFSA**

After the meeting, the OFSA will notify the organization of the cultural Greeks’ decision and the group may begin the colonization process.
The Role of the Chapter Advisors

A chapter advisor can be an excellent form of support. Without reciprocal support from those being advised, however, nothing will be accomplished. Therefore, it is important to emphasize the significance of an advisor to the members of a chapter. Together, the advisor and the chapter members must strive to gain a better understanding of the relationship that exists between the chapter and the institution. It is also important to realize that having a committed chapter advisor can make a significant positive impact in all areas of chapter operation.

Role of the Chapter Advisors:
1. To assist in the promotion of scholarship amongst the members of the chapter.
2. To assist the chapter officers, particularly the president and treasurer.
3. To advise the chapter in the understanding, electing and training competent chapter officers.
4. To work with the chapter officers in preparing the yearly Membership Development Plan, Chapter Management Plan, Chapter Annual Report, and budgets and goals.
5. To speak with members who are delinquent in their financial obligations to the chapter.
6. To interpret and explain alumni policies and actions to the chapter.
7. To express active chapter’s feelings to alumni, when and where necessary.
8. To attend a majority of the active chapter meetings.
9. To make every effort to attend each major chapter initiation event.
10. To ensure the chapter house is in proper condition (if applicable).
11. To attend national and regional meetings.
12. To give assistance and advice in rush planning and membership education functions.
13. To be familiar with, and advise the chapter on, the esoteric work.
14. To keep current with the University policies in general and, in particular, those pertaining to Greek chapters.
15. To discuss individual problems with members and to try to give personal guidance.
16. To be an active participant in alumni groups.
17. To be familiar with Inter/National rules and regulations.
18. To assist with the implementation of a purposeful chapter retreat.

Where to find a Chapter Advisor
1. Inter/National or Regional Headquarters.
2. Campus advisors.
3. Housing corporations.
4. Alumni.
5. Other local chapters.
6. Use of a newsletter.

How do you know if the person is a “good fit”? 
1. Can the person be depended upon for close and prompt cooperation?
2. Is the person on good terms with the members of the chapter?
3. Does the person have a healthy view of the chapter and the Greek community in general?
4. Does the person work well with college students?
5. Does the person have enough time to commit to the chapter?
6. Is the person fair-minded?
7. Is the person in good standing with the university administrators, the local chapter, the Inter/National chapter, the alumni, and the faculty?

8. Possible ways to honor the Chapter Advisor
   - Nominate him/her for an Inter/National chapter award.
   - Nominate him/her for a campus award.
   - Nominate him/her for a community service award.
   - Invite advisor to all chapter events.
   - Nominate him/her for a community service award.
   - Invite advisor to all chapter events.

The Officer-Advisor Relationship

Organization officers may expect an advisor to:
- Assist the group in formulating long-range goals and in planning and initiating short-term projects.
- Provide resource information pertaining to the goals and purpose of the organization.
- Suggest ways that meetings of the organization can be improved.
- Assist the officers in evaluating projects, performances and progress.
- Suggest ways that will increase the officer’s leadership skills.
- Participate in social events.
- Be available when emergencies or problems arise.
- Attend meetings and programs.

An advisor may expect student officers to:
- Keep the advisor informed of all organizational activities, meetings, issues and agendas, and send the advisor minutes of all meetings.
- Meet regularly with the advisor to discuss organizational problems.
- Inform the advisor of any potential problems or concerns.
- Inform the advisor of programs and services sponsored by the organization.

Building an open and honest relationship between your chapter and an advisor requires considerable effort and time. How do you as a chapter leader build an open and honest relationship that affords you the opportunity to share ideas and receive feedback from your advisor? You may find the following statements helpful when building that relationship with your chapter advisor.

1. The responsibility for building the relationship must be shared between advisor and student.
2. The relationship must be based upon open, direct communication.
3. Both must recognize their various roles and responsibilities in and outside of their activities position.
4. Both advisor and student are human beings who make mistakes, follow their own value systems and work in individual professional and personal styles.
5. Both advisor and student are continually growing, changing, and learning, each within their own unique stages of development.
Hosting an Inter/National Visitor

As the time for the Leadership consultant’s visit draws near, many chapter members may be feeling anxious or nervous, unsure as to the consultant’s role, and planned actions. Why does the Fraternity’s National Office send a consultant to each chapter yearly and just what is the consultant supposed to do? The consultant has several responsibilities:

- The consultant is not a cop, but rather an educator trained to use extensive knowledge of fraternity operations to better our chapters. By drawing on his/her experience as an undergraduate leader and the various programs she/he has been exposed to during his/her travels, the consultant brings a wealth of information to your chapter. Through goal setting and making chapters aware of the options available, a consultant can effectively assist a chapter. But if a chapter is not honest and candid, the visit will be for naught, and the problems will continue.

- The consultant is required to assist the chapter and the local and regional advisors with their problems and needs. Whatever the problem area may be, the consultant will be able to help the chapter, or refer it to an Inter/National Representative who can.

- The consultant is responsible for convincing educators of the good will and intent of the organization. During each visit the consultant will meet with the Coordinator of Fraternity and Sorority Affairs. The discussion in these meetings will include the chapter’s community, campus and administration relations, campus involvement, and even future leadership in the chapter. The consultant is there to help you and explaining your goals and the newly implemented procedures to the Coordinator of Fraternity and Sorority Affairs helps achieve a better understanding with the University. Communication with an Inter/National Representative can reassure the University that supervision, communication, and the correct procedures are in place.

- The consultant will meet with each officer and will speak with any member wishing to speak with her/him. In the officer conference, the consultant will review the officer’s program, notebook, and goals, offer suggestions for improvement, and answer any questions.
**PART II – Risk Management & Self Governing**

**Financial Responsibility**

In order to maintain a solid base of operation, each chapter needs to conduct its financial affairs in a responsible manner. The University values the autonomy of the undergraduate officers in making fiscal decisions. With the acknowledgment of this value comes an expectation that the chapters will, in conjunction with their respective advisors:

1. Follow all financial policies outlined by the state or inter/national organization.
2. Develop a budget for each semester.
3. Maintain a positive balance in its account.
4. Collect and submit all necessary state or inter/national organization fees in a timely manner.
5. Meet all financial obligations to the local, state and federal government, as well as to the University.
6. Meet all financial obligations of Rutgers University.
7. Maintain written financial contracts with each member which clearly state all financial obligations.

**Insurance**

Many fraternities and sororities today are facing large lawsuits and legal costs from persons injured in accidents resulting from chapter activities. These lawsuits are not restricted to individual chapter members. The entire local chapter, its undergraduates and local alumni, the international/national organizations, and the University can be named in a lawsuit.

Everyone can be held accountable. Each chapter member, by his or her actions and attitude is responsible for members and guests. Therefore, it is mandated for fraternities and sororities at Rutgers, the State University of New Jersey that each chapter have liability insurance with adequate limits for personal injury in place prior to hosting any chapter events.

All Fraternities and Sororities are required by the Department of Risk Management and Insurance to provide a certificate of Insurance evidencing the following:

1. General Liability insurance for bodily injury and property damage with a minimum of $1,000,000 in Combined Single Limit.
2. The General Liability insurance must include Host Liquor Liability.
3. The General Liability insurance policy must name “Rutgers, The State University of New Jersey” as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance.
Fraternities and sororities who own and maintain or lease properties on or near the Rutgers campuses are additionally required to carry Fire and Extended Liability Coverage on the property with coverage for “debris removal”. This coverage must also be evident on the certificate of insurance.

All certificates of insurance must have a thirty (30) days notice of any change or cancellation of the policy terms. Any such notice should be sent to the Department of Risk Management & Insurance at the address indicated below.

In addition, if a particular policy is due for renewal during the academic year, an updated Certificate of Insurance should be provided no later than fourteen (14) days prior to the expiration date of the existing policy.

Certificates of Insurance and any questions are best directed to:

   Department of Risk Management & Insurance
   Administrative Services Building III
   3 Rutgers Plaza
   New Brunswick, NJ 08901-8559
   Tel: (732) 932-7300 Ext. 3209
   Fax: (732) 932-2580

The above-specified limits are required minimums only. All fraternity and sorority chapter members and their alumni (ae) are encouraged to review their policies on a regular basis in order to determine whether additional coverage is advisable. The insurance requirements are strictly enforced. Failure to comply may result in immediate revocation of the chapter’s recognition by the University.
HAZING

New Jersey Hazing Law

2C:40-3. Hazing; aggravated hazing
1. A person is guilty of hazing if they are in connection with initiation of applicants or members of a student or fraternal organization, and knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.

2. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act prohibited in subsection (1) which results in serious bodily injury to another person.

18A:3-25. Pledge’s Bill of Rights
The Attorney General shall develop a "Pledge’s Bill of Rights" which outlines acceptable and unacceptable behavior and activities in regard to the pledge or rushing activities of college and university fraternities and sororities and other similar campus organizations. In developing the bill of rights, the Attorney General shall review the existing pledge and anti-hazing policies and procedures of public and independent institutions of higher education within the State and shall, as appropriate, incorporate those policies into the bill of rights. The Attorney General shall make the "Pledge’s Bill of Rights" available to each institution of higher education within the State.

18A:3-26. Information on hazing included
The bill of rights developed by the Attorney General pursuant to section 2 of P.L.1991, c.388 (C.18A:3-25) shall include information on the criminal penalties for hazing and aggravated hazing established pursuant to P.L.1980, c.169 (C.2C:40-3 et seq.).

Philosophy
The Greek Community believes that True Brotherhood and Sisterhood are nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and commitment to the objects of higher education. Furthermore, students engaging in hazing activities may be subject themselves to criminal penalties. Therefore, a fraternity or sorority program which includes hazing is contrary and detrimental to the purpose of the University, the education and personal development of its students, and thus, has no place within the University or Greek Community.

Implementation

1. The student officers, primarily the president and new member educator, are responsible for informing members (pledges, new members, associate members, affiliates and guests) of this policy. It will be read by the president at the first meeting of the organization each semester and by the new member educator at the first new member/Associate member meeting of the semester.
2. All chapters must file the Anti-Hazing Compliance Form within two (2) weeks following the beginning of the semester to the OFSA.

3. Any allegations that a chapter has engaged in hazing activities will result in immediate investigation of the matter by the OFSA and IFC, Panhellenic Assoc. or RGC. All new member/associate member activities will be suspended pending the outcome of the investigation.

4. Any allegation will also be reported to Rutgers University Police & Office of Student Affairs.

5. In all cases of alleged violations of the policy, alumni and inter/national headquarters of the organization will be notified.

6. Individuals involved in alleged acts of hazing and/or individual officers who knew of or should have known of these activities will also face charges pursuant to the University Code of Student Conduct.

**Definition**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. **Permission or approval by a person being hazed is not a defense.** Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Therefore:

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

**Enforcement of the definition shall include, but is not limited to the following:**

1. The New Member Packet must be filed with the Office of Fraternity and Sorority Affairs within one week of when bids are extended.

2. The President and/or New Member Educator must be in attendance at all New Member functions.

3. The President and/or New Member Educator must approve all activities planned for the new members.
4. All new members’ activities, which are non-academic in nature, must end by the day prior to the reading day in each academic semester.

5. Actions and activities which are explicitly prohibited include, but are not limited to the following:
   a. Forcing, requiring or endorsing new members/associate members to drink alcohol or any other substance and/or providing such alcohol or other substance.
   b. The unauthorized or illegal use of alcohol in any form or quantity during any new member activity.
   c. Calisthenics (sit-ups, push-ups and runs)
   d. Branding and tattooing.
   e. Pushing, shoving, punching, whipping, beating, tackling or any other physical abuse.
   f. Unauthorized line-ups of any nature.
   g. Throwing anything (garbage, water, paint, etc.) at an individual.
   h. Any form of paddling, physical abuse, psychological abuse, deception or shocks.
   i. Requiring individuals to walk or march in formation of any kind.
   j. Publicly wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc)
   k. Not permitting individuals to speak for an extended periods of time and/or forced exclusion from social contact.
   l. Preventing any person from practicing personal hygiene.
   m. Any activity which interferes with an individual’s scholastic pursuits (class attendance, preparation, study time, etc)
   n. Forced consumption of food or other substances.
   o. Theft, defacement or destruction of private or public property.
   p. Conducting unauthorized scavenger hunts, treasurer hunts, quests, road trips, paddle, hunts, big brother/little brother hunts or big sister/little sister hunts.
   q. Engaging in public stunts and buffoonery, public displays or greetings.
   r. Servitude of any nature (food runs, personal errands, academic work, etc.)
   s. Permitting less than six consecutive hours of sleep each night.
   t. Conducting a new member related activity between the hours of midnight and 7am or awakening individuals at these hours.
   u. Nudity or exposure to the elements at any time.
   v. Yelling, screaming or calling individuals demeaning names.
   w. Engaging in unauthorized activities, which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere (road trips, kidnaps, sneaks, drops, etc.)
   x. Assigning or endorsing "pranks" such as stealing composites, trophies, mascots etc.
   y. Conducting activities which do not allow adequate time for study during pre-initiation or initiation periods.
   z. Conducting activities designed to deceive or convince the member/associate members that s/he will not be initiated or will be hurt.
   aa. Carrying of any items (paddles, bricks, rocks, pocket change, dog collars, signature books, etc.)
   bb. Forcing, requiring or endorsing new members/associate members to violate any University, CCC & Office of Campus Involvement, OFSA, inter/national policy or local, state or federal laws.
Sexual Abuse and Harassment
The fraternity/sorority will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which is demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity/sorority event as defined in this policy is prohibited.
Social Policy - Alcohol & Socials

The social component of Greek Life is highly valued by Rutgers, the State University of New Jersey Camden campus. All policies shall be implemented in a way that promotes the responsible use of alcohol. Further, each chapter is expected to adhere to the laws of the State of New Jersey as they pertain to building and fire safety as well as the consumption of alcohol and other substances. All members of the Rutgers Inter-Fraternity Council, the Panhellenic Council, the Cultural Greek Council, and the Rutgers Greek Council are expected to abide by the policies of OFSA or their individual inter/national risk management policy, whichever is stricter. These social policies apply to all fraternity entities and all levels of fraternity membership. The use of the word “fraternity” refers to men’s and women’s groups.

Section One - General Policy Statement

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on or off chapter premises, during a fraternity event/function, in any situation sponsored or endorsed by the chapter, or in any event/function an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverage may be purchased through chapter funds nor may the purchase of alcoholic beverage for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter or on behalf of the members for a chapter event. The purchase or use of a bulk quantity or common sources of alcoholic beverages (kegs or cases) are prohibited.

3. Chapter must register any ON CAMPUS events using alcoholic beverages with the Events Office, Office of Fraternity and Sorority Affairs, and any other appropriate office ahead of time. Chapters are required to acquire a liquor license for any such events.

4. Chapters are permitted to host invitation parties (see glossary) ONLY if the event is located at a licensed third party vendor (see glossary).

5. No members, collectively or individually, shall purchase for, provide, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal “drinking age”).

6. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event/function or at any event/function that an observer would associate with the fraternity is strictly forbidden.

7. No chapter may co-sponsor an event/function with an alcohol distributor, charitable organization or tavern where alcohol is given away, sold or otherwise provided to those present.

8. Advertising - Chapters may not advertise a social event/function at which alcohol will be present (i.e. no flyers, posters, Gleaner advertisements, radio spots, etc.). Further, chapters shall be prohibited from advertising ANY event/function outside the Rutgers community without the express prior written consent of the Office of Fraternity and Sorority Affairs.

9. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
10. All recruitment activities associated with any chapter will be DRY recruitment functions.
11. In accordance with NPC Unanimous Agreements, NIC Standards, and Rutgers University-Camden OFSA Policies, chapters shall prohibit the use of alcoholic beverages in recruitment, including Bid Day functions.
12. No member shall permit, tolerate, encourage, or participate in drinking games. Drinking games shall be defined as any activity that facilitates drinking. Examples include beer pong, thumper, ice block shots, Jell-O shots, shots of any nature, quarters, etc.
13. No alcohol shall be present at any pledge/new member/associate member/novice program, activity or ritual of the chapter.
14. Noise - All social event/functions must comply with the noise ordinance of the City of Camden and with the noise policy of the University.
15. Dangerous Themes - Event/functions that require specific construction (i.e. mud slides, etc.) are prohibited.

**Section Two - Non-Alcoholic Events/Functions**

1. Non-Alcoholic Event/Function, meaning those events/functions that do not include the use of alcohol. Chapters are required to host as many non-alcoholic events as alcoholic each semester.
2. Guests: the number of guests at a non-alcoholic social event/function should never exceed the number permitted by the State of New Jersey Building and Fire code. Further, fire/occupancy level for social event/functions should be posted at the entrance of the facility.

**Section Three - Third Party Vendor Events/Functions**

1. Third Party Vendor events, meaning those private events/functions that take place at a licensed and insured establishment that is not affiliated with any chapter sponsoring the event/function (i.e. social hall, lodge, hotel, restaurant).

**Section Four - Chapter House Events/Functions**

1. Events/Functions with alcohol in chapter houses must be BYOB. BYOB is defined as: Members and guests 21 and over are permitted to bring one twelve pack of 12 oz. cans for their own consumption.
2. Chapters are permitted to host the following types of social events with alcohol in the chapter house: alumni function, brotherhood function, invitation party and date functions (see glossary for definitions).
3. Admission. Limited to chapter members and invited guests only. A current chapter roster(s) and a copy of the guest list must be at the entrance to the social function at all times. No more than three guests per collegiate member are to be invited. No temporary guest lists are permitted. “Greek Privilege” is not permitted. “Fraternity Passes” are not permitted. The chapter(s) shall record the names of all guests entering the event/function (name and address.)
4. Identification: The host chapter(s) shall require ALL persons entering the social event/function to provide a driver’s license or other picture identification card issued
by a state or federal agency establishing proof of age before entering. Persons without proper identification are never admitted.

5. Bracelets: The host chapter(s) must provide bracelets to guests of legal drinking age. Markers, stamps or other easily duplicated means to identify guests are prohibited.

6. The sponsoring chapter(s) shall have at least two initiated members that are TIPS certified at the entrance to the event/function performing the functions set forth in 2-4 above. Social functions shall be serviced by a single entrance.

7. No open alcoholic containers may enter or leave the function.

8. Chapters are responsible for providing an adequate quantity (adequate = enough for event/function participants) of non-alcoholic beverages for the duration of any social event/function involving the use of alcohol.

9. Chapters are responsible for providing an adequate quantity (adequate = enough for event/function participants) of food (i.e., subs, cheese, breads, dips, meats, pizza, etc.) for the duration of any social event/function involving the use of alcohol.
Raffles
The Rutgers University Foundation has been issued a raffle license by the State of New Jersey that must be renewed on a bi-annual basis. The current license expires on December 31, 2015. Only Rutgers University Foundation departments can use the Foundation’s license to raise funds for a specified purpose. If a Rutgers University department would like to use the Foundation’s raffle license, authorization must first be given by the Foundation’s Chief Financial Officer, Christopher Zraly. For complete information on The State of New Jersey’s requirements for raffles, please visit: http://www.state.nj.us/lps/ca/lgccc/. The following procedures are designed to assist Foundation departments with the information they will need to run a raffle.

1. Reach out to Rutgers University Foundation’s Accounting department to inform them of the intent to hold a raffle and to request a project ID in order to track the raffle funds. Include the name of the event, the date of the raffle(s), the location of the raffle(s), and the raffle type (raffle item or 50/50 raffle), and the fundraising purpose.

2. When planning for a raffle, the department overseeing the raffle must obtain a raffle permit from the Municipal Clerk where the raffle will take place. In order to do so, the following actions must be taken (please allow 8 weeks for this to occur):
   a. Obtain the RUF’s state issued raffle license. This can be found on the Universal drive in the following location: Universal/Accounting Dept/Raffles/Legalized Games of Chance Control Commission. NOTE: The registration certificate must be current for the entire time period stated on the raffle application. If you are unable to locate the Foundation’s current license, please reach out to Foundation Accounting.
   b. Complete the “Application for a Raffles License” located here: http://www.state.nj.us/lps/ca/lgccc/raffleapp.pdf
   c. Submit four copies of the “Application for Raffles License” (with original signatures on all four copies) and copies of sample raffle tickets for off-premise raffles to the Municipal Clerk’s office.
   d. The municipality will hold a council meeting where the raffle application must first be approved.
   e. Once the application is approved, it will be sent to the State of New Jersey’s Division of Legalized Gaming.
   f. The final approval will go back to the township with notification to the organization running the raffle and the license number will be granted.
   g. Please provide Foundation Accounting with a copy of the Application for Raffles License and a copy of the license received from the municipality.

3. Prior to the Raffle:
   a. On the 50/50 Raffle Form, populate as many fields as possible (at least the name of the event, the date, and the raffle ticket price), and print at least one
50/50 Raffle Form per potential winner. NOTE: The raffle ticket price is required for tax reporting purposes.

b. On the Merchandise Raffle Form, populate the name of the event, the date, the raffle ticket price, the raffle item description and the retail value prior to printing. Print at least one Merchandise Raffle Form per raffle item. NOTE: The raffle ticket price is required for tax reporting purposes.
   i. When selecting prizes for raffles, be sure to select prizes with values less than $5,000. According to IRS regulations and NJ state statutes, raffle items with a retail value of $5,000 or more are subject to 25% of federal income tax withholding and 3% of NJ state tax withholding. Winners must pay the tax withholdings to Rutgers University Foundation upon receipt of the raffle item.


d. Print at least one Raffle Tally Sheet form to assist in the count of the raffle cash.

e. Bring a calculator.

f. Reach out to Foundation Accounting to obtain the following items:
   i. Wells Fargo Raffle deposit tickets
   ii. Overnight deposit bags
   iii. Blank check(s) signed by either the CFO or the Controller

g. If the anticipated winnings of a 50/50 raffle is $5,000 or more (total cash collected is expected to be $10,000 or more), inform Foundation Accounting at least 2 weeks prior to the event. Due to tax implications and reporting requirements, a member of the Foundation Accounting department must be present.

4. The Day of the Raffle:

a. A Rutgers University Foundation employee must be present at all times to oversee the raffle(s), unless an exception has been made for a Rutgers University department.

b. Collect the cash for the raffle. Be sure to separate the cash for a merchandise raffle from the cash for a 50/50 raffle.

c. Once the sale of raffle tickets has come to an end, count the cash collected for the 50/50 raffle separate from counting the cash collected for the merchandise raffle. Use the raffle tally sheet to assist with the count.

d. Complete the deposit tickets, and place the cash in an overnight deposit bag. Use one deposit ticket per overnight bag. Be sure to safeguard the deposit bag(s) at all times. If there is access to a safe, utilize this option for storing the deposit bags the evening of the raffle.
e. On the blank check for the 50/50 Raffle, complete the winning dollar amount (less withholdings, if applicable) and the memo, as well as the check stub.
   i. According to IRS regulations and NJ state statutes, raffle winnings of $5,000 or more are subject to 25% of federal income tax withholding and 3% of NJ state income tax withholding. A tax form W-2G will be issued to the recipients upon receipt of the raffle winnings. Recipients should consult with their individual tax advisors regarding reporting requirements with respect to the raffle winnings. For this reason, **Foundation Accounting MUST be present for winnings of $5,000 or greater.**

f. On the 50/50 Raffle Form(s), indicate the total amount collected for the 50/50 raffle and the winning amount.

h. Once the winning raffle ticket has been selected, write the raffle ticket number on the raffle form and have the winner complete the “Winner’s Information” and “Certification” sections, and a W-9 form.

i. If the retail value of the merchandise is $5,000 or more, the withholding rules still apply. According to IRS regulations and NJ state statutes, raffle items with a retail value of $5,000 or more are subject to 25% of federal income tax withholding and 3% of NJ state tax withholding. Winners must pay the tax withholdings to Rutgers University Foundation upon receipt of the raffle item.

i. **Note For Nonresident Aliens** – Tax withholding rules for Nonresident Aliens are different and more complicated. If the raffle winners are Nonresident Aliens, contact Foundation Accounting to ensure that proper documents are collected and the tax withholdings are applied properly. According to the IRS regulations, all winnings to Nonresident Aliens are subject to 30% of federal income tax withholding and 3% of NJ state income tax withholding.

5. **The Business Day Following the Raffle:**
   a. The department should make copies of the information needed in order to report to the municipality the funds collected.
   b. Send the following items to Foundation Accounting:
      i. Original W-9 forms
      ii. Completed check stubs
      iii. Original Raffle Forms (50/50 Raffle and Merchandise Raffle Forms)
      iv. Raffle Count Tally Sheets
      v. Extra deposit tickets
      vi. Extra deposit bags
   c. Regarding the raffle cash
      i. Either deposit the raffle cash (this does not include checks – send checks to Foundation Accounting) at a local Wells Fargo branch, and send the pink and yellow copies of the deposit tickets to Foundation Accounting, along with the items listed above.
ii. Or hand-deliver the cash to Foundation Accounting. NOTE: The raffle cash should never be taken to University Accounting or to a University Cashier’s Office. Cash should never be sent using a postal or courier service.

6. Report the Raffle Activity:
   b. If applicable, submit a check request form located on the Foundation Collaboration Center for any raffle fees associated with the raffle. The State of New Jersey charges $20 for on-premise raffles only if the anticipated prize is $400 or more (for more information on the specific fees, visit [http://www.state.nj.us/lps/ca/lgccc/lgc_licensefees.htm](http://www.state.nj.us/lps/ca/lgccc/lgc_licensefees.htm)). Most townships also charge up to $20 for on-premise raffle funds of $400 or more.
   c. Foundation Accounting will notarize and submit payments, if applicable, to the State’s Office of the Attorney General.
Social Event Planning “Tips”

- Appoint or elect your Social Committee
- Review Chapter Calendar
- Survey Membership to Determine Types of Events/Activities
- Meet with all parties when planning events
- Be sure to plan events for all segments of the chapter
- Communicate with the other chapter officers—do not plan against each other’s events (treasurer, academics, etc.)
- Allow your committee to actually do the work when planning an event.
- Keep a notebook that chronicles everything you do.
- Be aware of all your international or state policies to insure a safe event.
- An event can never be over planned.
- Be sure to evaluate the event.
- Use your resources—meet with the CCC, OFSA & Office of Campus Involvement for social event ideas.
Judicial Process

**Phase One**

1. A complaint concerning a recognized fraternity or sorority, and/or its individual members may be registered at the Office of Fraternity and Sorority Affairs.
2. The complaints will be reviewed immediately by the OFSA staff to determine if there is reasonable cause to believe that there has been a violation of University, IFC, Panhellenic Council, CGC, RGC, Inter/National, and federal/state policies. In the event there is reasonable cause to believe a violation has occurred, an Intake meeting shall be scheduled with the Chapter president, OFSA Staff, and Dean of Students.
3. At the Intake Meeting, the Chapter president will meet with the Coordinator of OFSA and the Dean of Students to discuss the complaint. As that time, the Chapter president will be instructed to notify the appropriate alumni advisors. In addition the outcome of the Intake Meeting will be forwarded to the Chapter Advisor, state, inter/national headquarters, appropriate University officials IFC, Panhellenic Council, CGC, or RGC President.
4. A follow-up meeting will be scheduled to review the initial discussion and determine the next course of action.
   a. If the chapter accepts responsibility, sanctions will be discussed at that time and forwarded to the OFSA staff and Dean of Students for approval.
   b. If the Chapter does not accept responsibility, the OFSA staff will determine the next course of action.

**Phase Two**

1. If it is determined that hearing is necessary, the appropriate chapter executive board members will meet with the OFSA Staff and Dean of Students at a Due Process Meeting to review hearing procedures, the complaint and accompanying charges.
2. All persons involved in a hearing will be treated with respect and civility. Hearing participants are expected to conduct themselves in a non-adversarial manner.
3. Attendance by the Chapter President is required. He/she may be accompanied by no more than (4) four other collegiate chapter members. The chapter may bring one advisor (Chapter Advisor, faculty/staff advisor) to the hearing. The advisor should be familiar with the policies and procedures of the IFC, Panhellenic Assoc. or RGC Review Board. As advisor, even if s/he is an attorney, has no voice in an IFC, Panhellenic Assoc. or RGC Review Board hearing. Her/his role is to advise the fraternity/sorority, but not actively participate during the hearing procedures.
4. If the parties involved choose not to attend the hearing, or voluntarily leave during the hearing, the case will be heard in their absence.

**Phase Three**
1. The following are guidelines to be used for disciplinary sanctions. In all cases the sanctions should fit the infraction.

a. WARNING- A written reprimand to the offending chapter, copied to the appropriate advisors and University officials.

b. PROBATION- Defined as a period of time during which additional restrictions or conditions may be imposed on the chapter. Violations of the terms of probation or any other violations during the period of probation will result in further disciplinary action.

c. RESTITUTION or REIMBURSEMENT

d. Recommendation to the Associate Chancellor of Student Life that the case be referred to the University Disciplinary Hearing Panel.

e. Loss of University RECOGNITION.

The IFSC, Panhellenic Assoc. or RGC Review Board will recommend a sanction(s) to be reviewed by the OFSA staff and Dean of Students.

2. The Chapter will receive written notification of the OFSA Staff and Dean of Students' decision within five business days of the hearing.
PART III – Making Reservations

The Camden Campus Center (CCC) is an integral part of the educational, cultural, social, and recreational life of the Rutgers University-Camden Campus. Due to the fact that it is paid for and maintained through student fees, its rooms and services are primarily available for use by the organizations and departments of Rutgers University-Camden.

To reserve a room, contact the Assistant Director of the Campus Center and Conference Services to obtain a reservation form between the hours of 9am-12pm and 1pm-4pm, Monday through Friday. The Facilities Use Office is located on the third floor of the CCC; the phone number is 856-225-6162. All requests must be in writing. Additional procedures for the use of the gym and other spaces on campus are necessary.

Only elected officers of recognized clubs (according to information provided by the OCI) can reserve rooms or equipment for their organization. If your name is not on the list provided, you cannot reserve a room for your club or organization.

Any organization with outstanding invoices must seek approval from the OCI for room reservations. If charges are required for use of a room by a student organization, you may not complete a room reservation unless you have money in your revenue account or have been allocated money by student government.

For all events have an expected attendance of 100 or more, reservation proposals must be signed by the assistant director before the reservation is confirmed.

When reserving a room, you will be asked to indicate the following:
1. Date and time of the event (be sure to include AM or PM with the time of the event)
2. Nature and purpose of the event and title (Spring Day, guest lecturer, general meeting, etc.)
3. Expected attendance
4. Who will be allowed to attend the event? (only RU students, general public, etc.)
5. Desired room (All final locations will be determined by the Facilities Use Office)
6. Desired furniture set-up (lecture style, round tables, empty room, etc)
7. Equipment needed (powerpoint, slide projector, dvd/tv system, etc.)
8. Will there be an admission fee? (will any money be collected, including donations, silent auctions, etc.)
9. Whether food services will be required (are you ordering from dining services, Slice of New York, etc.)

This information will be used to prepare the reservation contract. There are financial charges assessed for many of the services supplied. See application for details.
Your request for a reservation is not confirmed until you receive a copy of your Room Reservation Contract. The organizations can pick up contracts outside the Facilities Use Office.

“As is” terminology is used when an organization requests to use space in the CCC. Typically, rooms are set-up as conference areas: lecture style. However, there may be times when the rows are not lecture style but the “As is” applies. If you need a specific set-up, you must request this.

**TIMING**

Ninety-six hours (four days) advanced notice is required for use of a room “as is,” during hours the CCC is open, with not set-ups or equipment required. Seventy-two hours (three working days) advance notice is required for confirmation of use of a room requiring set-ups or equipment available from the CCC. Outside equipment cannot be guaranteed in this time period.

Two weeks’ advance notice is required for confirmation or use of a room at any time the CCC is normally closed (i.e. after hours parties, weekend nights, etc.)

A minimum of two weeks’ notice is required for a reservation where food services will be catered by the CCC, except coffee and doughnuts, or punch and cookies, which can be ordered with only seventy-two hours (three working days) advance notice. If food is requested during hours when the Camden Campus Center Dining Services is normally closed, two weeks’ notice is required.

Sunday-Thursday all events must end by 1 am.
Friday & Saturday all events must end by 2 am.
For anything later you will need approval of the Director of the Campus Center and Operations Coordinator.

**CANCELLATION OR CHANGES**

In order to refund any fees, cancellations or changes in your reservation must be made at least seventy-two (72) hours in advance of the requested use. The reserving individual or organization will be responsible for your reservation. If a room is requested and not used, groups who are not assessed a fee for room usage will be charged according to the following schedule.

First occurrence - $5
Second occurrence - $10
Third occurrence - $15
After the third occurrence, the group will not be permitted to reserve rooms.

**RENTAL RATES**

No rental charge is made to the following classification, provided the activity is open to all Rutgers University students, and there is no admission fee of any type imposed on the,. Non-students may be charged admission. All additional charges (e.g. set-up, extra staffing, etc.) will be assessed.
Events and activities sponsored by the Camden Campus Center and recognized student organizations. Academic or administrative departments presenting a program solely for Rutgers students.

MINIMUM RENTAL CHARGE is made for any group in the above category that imposes an admissions charge or fee of any kind on Rutgers University students.

ROOM USE LIMITS
In order to make sure all groups have an equal opportunity at reserving space in the campus center the following guidelines will apply to all groups making reservations.

A student group is allowed one (1) room a week for a general interest meeting during “peak” hours (i.e. 8am-3pm). Groups are not to exceed one (1) room a week during “peak” hours. A student group is allowed one (1) room a week for a general interest meeting during “off peak” hours (i.e. 3pm-close). Groups are not to exceed one (1) room a week during “off peak” hours. All other reservations for special events and large gatherings will be allocated on an as needed and as available basis. Remember: Groups who have less than six (6) members should use their cubicles (if they have one) for meetings.

SALE TABLES
Tables are available for groups to sell merchandise which has been approved by the Director of the CCC. Student groups are permitted one free sale per month. Only a limited number of tables are available. The Reservationist will allocate table space.

TABLING REQUIREMENTS
In order to guarantee all groups have an equal opportunity to display, petition and advertise for their groups the following guidelines have been put in place:

- All groups are limited to three (3) tabling dates a month for general information table.
- All groups are limited to two (2) tabling dates a month for a bake sale, donations, the signing of a petition or the sale of other goods to benefit their group.

ADDITIONAL CHARGES
Any direct cost incurred by the CCC for unusual or extra equipment is passed on to the user. Set-up charges are required for all groups unless the room is taken “as is”.

BUILDING MANAGERS
A building manager is required for any event occurring outside normal operating hours. The manager supervises the building, and is the liaison for any problems that arise during use of the building. A building manager must be present one (1) hour before the reservation begins and will stay one (1) hour after the event ends. Additional managers may be assigned at the discretion of the Director of the Campus Center or the Operations Coordinator.
SECURITY
Generally, security is required for functions where tickets are being sold at the door, the majority of participants are not Rutgers University students or attendance dictates additional security needs. Security requirements and charges will be determined by the University Police. Additionally, some events will be subject to use of a metal detector.

MAINTENANCE
Generally, there is no clean up fee when clubs and organizations sponsor activities within normal Campus Center hours of operation. Expect in the most unusual circumstances, no maintenance fee will be charged for events ending in the Campus Center by 12:00 midnight on Monday, Tuesday, Wednesday, or Thursday. Charges for cleanup other than the above will be determined after a consultation by the CCC Staff. Charges for the maintenance of other University facilities will be determined after a consultation by the CCC.

USE OF THE GYM
The use of the gym first must have signature approval of the Athletic Department. All gym reservations will be made through the gym staff. Student groups will be required to pay for set-up charges, additional building managers, lifeguards (if applicable) and security. Reservations must be made one month prior to the event. Cancellations must also be made two weeks prior to the event.

USE OF THE GORDON THEATER
Student groups should consult with the Assistant Director prior to seeking a reservation. The assistant director and a Rutgers Center for the Arts staff member must sign off on any requests because of charges accrued. Reservations must be made one month prior to the event. Cancellations must be made two weeks prior to the event.

REMINDERS
Please remember to designate three (3) members from your group to be responsible for making reservations. This makes it easier on the reservation office and your group. Please provide us with all essential contact information. In the instance there is a change in the contract we will use this contact information to alert you and your group. Please fill out the top box of the reservation form that indicates the date of submission. Please pick up your completed reservations outside the office door. This is for your benefit so that you know where your meetings will be or even if your meeting could be accommodated.
Please give the reservations office at least 48 hours notification of your meeting request. This will enable the office to find space for your group as well as notify you of where your meeting will take place. Without this notification, the reservations office cannot guarantee space or availability.
For special events, please give at least four (4) weeks notification of event request. The sooner you plan the event, the better the chance of a successful event. Without this notification, the reservations office cannot guarantee space or availability.
PART IV - Fraternity and Sorority Emergencies

**Emergencies**

Suggested procedures to be followed in the event of an emergency situation involving serious illness, injury or death of one of your members, pledges, associates, or guests.

**YOUR FIRST CALL IS THE 911 EMERGENCY NUMBER**

**ON-CAMPUS EMERGENCIES**

To report a fire, medical emergency or request an officer dial 911. These calls will be answered by the Rutgers University Police Department. University officers as well as the Camden Fire Department or Life Squad, will be dispatched as appropriate. For non-emergency calls to the Rutgers University Police Department dial 225-6009.

**OFF-CAMPUS EMERGENCIES**

Dial 911 to report a fire, medical emergency or request an officer. These calls will be answered by the police dispatcher and emergency personnel will be dispatched as appropriate.

The second phone call should be to your Chapter Advisor, then to Allison Wisniewski, Associate Dean of Students (office: 856-225-6794). You may also contact her any time, day or night (cell 609-206-0598).

Be certain that every person in your chapter knows that you, as president, are in charge of any emergency situation. In your absence, have a ranking order of officers established and be sure they know where to find a copy of these guidelines. Arrange with your Chapter Advisor as to how he/she is to be notified.

**Suggested Procedure to be Used In the Event of Extended Illness**

There are several procedures and precautions that should be taken in the event that a fellow member develops what appears to be an extended illness. An ill member may ignore the condition or may not take the initiative to seek proper medical assistance. If you become aware of a member who is suffering from what appears to be a prolonged illness, please take action. The following suggestions are for appropriate action:

First, bring the matter to the attention of the ill member. Tell them that you are aware of their condition and are concerned. Suggest that they go to the Student Health Center for treatment. Do not press the issue if they do not want to talk about the ailment. Be supportive and offer your assistance but try not to invade their privacy.
If the member continues to ignore their physical or psychological state, the situation should be brought to the attention of the Chapter Advisor. The two of you can then decide if further action is needed.

The next contact, if necessary, should be to Allison Wisniewski (office 856-225-6422, cell 609-206-0598).

It is extremely important that members be understanding and sensitive in dealing with cases of serious illness. There may be some situations when the ailing person will not want your assistance and will strongly object to any contact outside the Chapter. If that is the case, it is important to respect their wishes, however, you may find yourself in the situation where respecting another person’s desires is not medically wise or sound.

### PART IV - Resources

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<tr>
<th>Campus Resources</th>
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<td>Alumni Associations</td>
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<tr>
<td>Camden City Bureau of Construction Official Planning and Development</td>
<td>757-7188</td>
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<tr>
<td>Campus Information: <strong>IMPACT Booth</strong></td>
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<td>Career Services</td>
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<td>Counseling Center/Health Services</td>
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<td>Dining Services (Catering)</td>
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<td>Disabilities (concerns of students with)</td>
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<td>Events Office</td>
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<td>Fraternity and Sorority Affairs</td>
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<td>Intramural Hotline</td>
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<td>Learning Resource Center</td>
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Ticket Sales 225-6161

Media Services (equipment rentals) 225-6161

*The Gleaner* 225-6043

Parking and Transportation 225-6137

Police 225-6009

Risk Management Insurance (732)445-7300

Sexual Assault Services/Crime Victim Assistance (732)932-1181

**Association of Fraternity Advisors**

**Risk Management Resources**

### Alcohol & Drug Use

- BACCHUS and GAMMA peer education network
- Century Council ([www.centurycouncil.org](http://www.centurycouncil.org))
- The Higher Education Center for Alcohol and Other Drug Prevention ([www.edc.org/hec](http://www.edc.org/hec))
- Inter-Association Task Force on Alcohol and Other Substance Abuse Issues ([www.iatf.org](http://www.iatf.org))
- NIC Alcohol Summit Program
- TIPS ([www.gettips.org](http://www.gettips.org))

### Changing Fraternal Culture/Fraternal Values

- NIC Confrontation 101
- NIC “Our Chapter, Our Choice”
- NIC “Sharing My Ritual” (video)

### Crisis Management

- NIC What Now

### Event Planning

- Delta Chi Alcohol Free Party Themes
- FRMT Resources ([www.frmtltd.org](http://www.frmtltd.org))
- NIC BYOB Resource Guide
- NIC Theme Party kits
- Sigma Chi RiskWatch CD ([www.rmfonline.org](http://www.rmfonline.org))
- Texas A&M Risk Management/Student Activities ([studentactivities.tamu.edu/risk/eventplanning.htm](http://studentactivities.tamu.edu/risk/eventplanning.htm))
### Hazing
- “Broken Pledges” by Hank Nuwer
- FEA Position Statement on Hazing
  - (www.fea-inc.org)
- “Friendly Fire” video (Beck & Co)
- “Hazed and Confused” video (www.stophazing.org/hazedandconf.htm)
- NIC Beginning as a Community New Member Program
- NIC Breaking Down Hazing and Building Up Brotherhood
- NPHC Position Statement on Hazing (www.nphchq.org)
- Stop Hazing (www.stophazing.org)
- “Torn Togas: The Dark Side of Campus Greek Life” by Esther Wright
- “Wrongs of Passage” by Hank Nuwer

### Health and Wellness
- BACCHUS and GAMMA peer education network (www.bacchusgamma.org)
- NIC “Intersections”
- NPC “Something of Value” program

### Housing/Fire Safety
- Campus Firewatch (www.campus-firewatch.com/)
- Fraternity Property Management Association newsletter (www.kirklin.com)
- National Fire Protection Association (www.nfpa.org)
- U.S. Fire Administration (www.usfa.fema.gov/)

### Insurance Information
- FIPG (www.fipg.org)
- Kirklin & Company, LLC: Insurance and Risk Management Services (www.kirklin.com)
- M-J Insurance, Inc. (www.mjinsurance.com)

### Legal Issues and Liability
- “A Legal Guide for Student Affairs Professionals” by William A. Kaplan & Barbara A. Lee
- Association for Student Judicial Affairs (asja.tamu.edu)
- “The Rights and Responsibilities of the Modern University: Who Assumes the Risks of College Life?” by Robert D. Bickell & Peter F. Lake
- “College Students and the Courts” (www.collegepubs.com)
- “Fraternal Law” by Manley Burke, A Legal Professional Association
- Sigma Chi RiskWatch Case Studies
- “Synthesis” (www.collegepubs.com)

### Sexual Assault
- Lambda Chi Alpha’s “Double Vision”
- NIC Intersections
- RAINN (www.rainn.org)
- Rape Treatment Center (www.911rape.org)
Substance Free Housing

- Alcohol Free Housing website (www.afhousing.org)
- NIC Alcohol Free Housing Resource Kit
- NPC Alcohol Free Facility Initiative Q&A (www.npcwomen.org)

*The NIC Resources and Order Form can be found on-line at www.nicindy.org/index.ht*
Using RU Link
RU Linked is Rutgers University-Camden's interactive website that allows student organizations to post news, events, and have discussions. All students and advisors can join by using their NetID. Once you sign in and create your free account, you can join different organizations. Officers have been added to many of the organizations, so once they confirm membership, it's just a matter of editing their profile.

Benefits of RU Linked
From a single webpage, students can see upcoming events to all organizations they belong to. Each group is responsible for its content and what is posted. You can browse organizations that you would like to know more about, and can hold online discussions and plan future meetings.

Getting Started
Instructions for Fraternity and Sorority Registration

1. Creating a User Profile
   a. Go to https://rulinked.collegiatelink.net
   b. Log in using your Net ID and password
   c. Create your user profile
2. Register your Greek Organization
   a. Click ‘Organizations’ at the top of the homepage
   b. Using the Directory or by scrolling through the organizations, go to your organization.
   c. Click ‘Register this Organization’
3. 6 Step Registration Process
   a. Step 1: Instructions
      i. These instructions serve as a guide for organization officers regarding the basic requirements for Greek Organizations
   b. Step 2: Organization Profile
      i. Provide general information about your organization
   c. Step 3: Organization Roster
      i. All required positions must be filled in order to complete organization registration
      ii. New members can be added to your chapter upon approval of the Office of Fraternity & Sorority Affairs
   d. Step 4: Hazing Compliance Form
      i. Each fraternity and sorority must file a Hazing Compliance Form with the Office of Campus Involvement two weeks following the beginning of each semester and within ten (10) days after the election or appointment of the signing officers to certify recognition of and compliance with the Hazing Policy. Please access the Hazing Compliance Form at http://greeks.camden.rutgers.edu/pdf/HazingComplianceFormABC.pdf and upload a copy of the completed form
   e. Step 5: Photo Release Form
i. A Photo Release Form must be submitted by each fraternity and sorority member, both existing and new, at the start of the school year. This form can be found at \url{http://greeks.camden.rutgers.edu} in the Quick Links sidebar on the right side of the homepage. Download and complete the form, save it, print and sign the form and then scan it into your computer for upload to relinked.collegiatelink.net

f. Step 6: Organization Profile Pictures

i. Organizations have the option to upload a profile picture. Please be sure to have your Hazing Compliance Form and Photo Release Form (for each member) completed and scanned in a pdf. format upload to your registration. You will not be allowed to complete the registration until the steps are completed.