Fraternity & Sorority Life
Privileges and Responsibilities
The Office of Engagement
The College of New Jersey

I. INTRODUCTION

The College of New Jersey, founded in 1855 as the New Jersey State Normal School, has a long tradition of excellence in teaching, creativity, scholarship, citizenship, and the transformative power of higher education. The College is dedicated to free inquiry and association and works purposefully with others to create environments that enrich the TCNJ experience and foster the development of students as whole persons.

It is with these aims in mind that the College has recognized and supported the establishment and growth of fraternities and sororities since 1925. Each recognized fraternity and sorority at TCNJ has a mission and stated purposes that are congruent with, and enhance the educational mission of the College. The College recognizes the rich developmental opportunities the fraternal experience provides students in the areas of leadership, self-actualization, value congruence, learning, service to others, and brotherhood and sisterhood; as well as the freedom of students to associate and gather with persons and organizations of shared values and interests.

In order to fulfill its mission and function, the College has the authority and responsibility to maintain order and to exclude those persons or organizations that are disruptive of the educational process. Therefore, through the privileges and responsibilities outlined in this policy, the College strives to protect the community and the rights of its members, to cultivate and sustain a positive living and learning environment, to educate student leaders and chapter members regarding responsibility and accountability for their actions, to encourage and foster self-insight and congruence with the stated values of fraternal organizations, and to encourage the application of ethical decision-making in the daily experience of fraternity and sorority life.

II. DEFINITIONS

A. “Fraternity” or “Sorority” A student organization at The College of New Jersey that is recognized by the Inter-Greek Council, or is petitioning for expansion and/or recognition by the College and Inter-Greek Council.

B. “Council” The governing body in which a fraternity or sorority affiliates when a recognized chapter.

C. “Drinking Games” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

D. “(Inter)National organization” The international or national organization that grants individual, localized chapters affiliation with the (inter)national rituals, insignia, policies, procedures, and benefits of membership.

E. “Inter-Greek Council” The official student governing body of all chapters of fraternities and sororities at The College of New Jersey.

F. “Interests” An unaffiliated student that has indicated their ‘interest’ in joining a particular fraternity/sorority.
G. “Minor” A person under the age of full legal responsibility (e.g. those under the legal drinking age of 21).
H. “New Member/Pledge/Associate member/Novice” a student that has accepted an invitation to membership from a chapter but has not yet been initiated.
I. “Recruitment/Rush/Intake” The process through which a chapter engages students to explain how their organization benefits its members and communities. This process often results in bids and membership invitations. This can also refer to a specific event which exposes unaffiliated students to the chapter.
J. “Bid/Membership invitation” A formal invitation to become a New Member/Pledge/Associate member/Novice of a chapter.
K. “Chapter” The local designation of a fraternity/sorority. This term is used to refer to all members of the organization as a group at the College.
L. “Expansion” or “Extension” The process of establishing a new fraternity/sorority chapter at the College.
M. “Chapter premises” Any location where any members of the local chapter dwell, and are the location for a fraternity/sorority-affiliated event as defined below.
N. “Fraternity/Sorority-affiliated event” Any situation sponsored or endorsed by the chapter of the fraternity or sorority, or any event an observer would associate with the chapter or any event or situation that occurs on chapter premises.
O. “BYOB event” An event hosted by a chapter where members and guests may bring their own alcohol beverages per the policies and guidelines outlined by the College and/or the chapter’s (inter)national policies.
P. “Third party vendor” A vendor that is not affiliated with the chapter that is properly licensed and insured to sell alcohol beverages at a fraternity/sorority event.
Q. “Co-sponsor” Lend a chapter name or identity to an event, provide chapter funds to partially or fully fund an event, or support the event on a chapter-wide basis in any way that mutually benefits both the chapter and the organization or business.
R. “Tavern” An establishment generating more than half of annual gross sales from alcohol.
S. “Recruitment Events/Interest sessions” Event(s) sponsored by a Fraternity or Sorority for the purpose of attracting students to join their organization whether during the formal recruitment weeks (as recognized by the IGC) or at other times in the semester.

III. POLICY

A. Authority
The Director of Student Conduct and Dispute Resolution Services will exercise general supervision of the fraternity/sorority conduct functions. The Assistant Director of Fraternity and Sorority Life is responsible for the regular advisement of fraternity and sorority chapters, councils, and other affiliated groups including policy development, programming, education and governance. The Assistant Director of Student Conduct is responsible for the day-to-day administration of the fraternity/sorority conduct process with consultation of the Assistant Director of Fraternity and Sorority Life.

The College of New Jersey Fraternity & Sorority Life Privileges and Responsibilities shall apply to fraternity/sorority conduct that occurs on College premises and at fraternity/sorority-affiliated events both on and off campus. Each fraternity/sorority is responsible for the conduct of their individual members at any fraternity/sorority-affiliated event. The Assistant Director of Student Conduct, in consultation with the Assistant Director of Fraternity and Sorority Life will decide whether the circumstances of an incident may constitute a fraternity/sorority-affiliated event.
The authority to recognize fraternity and sorority organizations is shared by the College and the Inter-Greek Council. The College will not recognize a fraternity or sorority if the organization has not been granted an invitation to campus and fulfilled and maintained the requirements for recognition outlined in the *Expansion Policy* (APPENDIX E). If a fraternity or sorority loses recognition by the Inter-Greek Council, that organization will not be recognized as a student organization at the College. Reciprocally, the Inter-Greek Council will not recognize any fraternity or sorority that has lost College recognition as a result of any violations of the *Fraternity and Sorority Life Privileges and Responsibilities*.

Any reference in the *Fraternity & Sorority Life Privileges and Responsibilities* to the role or responsibilities of a specific College official may be delegated by him or her to an appropriate designee.

B. Interpretation & Amendments

Any question of interpretation or application of *Fraternity & Sorority Life Privileges and Responsibilities* shall be referred to the Assistant Vice President for Engagement for final determination in consultation with the Inter-Greek Council.

The *Fraternity & Sorority Life Privileges and Responsibilities* will be reviewed in its entirety every two years. Any substantive changes will be reviewed by the Assistant Vice President for Engagement in consultation with the Inter-Greek Council.

C. Fraternity & Sorority Privileges

1. Full recognition from the Office of Engagement including:

   a. Ability to apply for event funding from the Student Finance Board
   b. Posting approved flyers, banners, table tents, & chalking;
   c. Free use of a graphic artist for design and creation of logos, flyers, & banners;
   d. Mailing address & chapter mailbox;
   e. College email address and website;
   f. Student organization reservation privileges for campus space and facilities;
   g. Advisement by a self-selected faculty/staff advisor;
   h. Eligibility for Student Affairs Leadership Awards;
   i. Receive grade checks for all chapter members and Fraternity/Sorority community grade summary sheets each semester;
   j. College collaboration with (inter)national headquarters, regional, graduate, and alumni/a advisors, and College faculty and staff;
   k. Support and advisement for day-to-day operations of the chapter including event planning;
   l. Use of the Fraternity & Sorority Conduct and Partnership Process;
   m. Advisor training;
   n. Post events to the campus-wide calendar;
   o. Apply for office/storage space in the BSC;
   p. Support for student leadership/officers; and
   q. Semester long display of organization’s recognition banner.

2. Full recognition from the Office of Engagement and Inter Greek Council including:

   a. Ability to establish and maintain individual chapter membership criteria, including gender, academic requirements, and values criteria;
b. Host informational and recruitment activities;
c. Utilize new membership/intake and membership education processes as described in Membership Recruitment/Intake Policy (APPENDIX D);
d. Nominate outstanding members for recognition through Order or Omega Leadership Honor Society and the Fraternity & Sorority Awards Process;
e. Social hosting privileges including the responsible use of alcohol;
f. Participate in Greek Week;
g. Risk management and risk reduction training;
h. Connection to regional and national resources including: NGLA, UIFI, & AFLV; and
i. Officer training.

D. Fraternity & Sorority Responsibilities

1. Values
a. Recognized as a unique community of values-based organizations, each chapter is charged to live and act in a manner consistent with their espoused values.
b. The Fraternity & Sorority Community collectively acknowledges scholarship, community involvement, leadership development, and member development as shared values.
c. Recognition from the Office of Engagement and the Inter Greek Council is based on the successful completion of the Values Based Assessment Program every semester. This program requires chapters to demonstrate and document a commitment to values based activity, education, and living. Outcomes, including revocation of recognition, are outlined in the Program.

2. Education
a. Chapters are expected to provide intentional and educational experiences for their members around the areas of scholarship, service, social justice, philanthropy, leadership, life-long membership, sustainability, wellness, and risk management.
b. All chapters must demonstrate and document intentional learning opportunities and educational experiences provided for their members over the course of a semester through the Chapter Assessment Program.
c. All chapters must design and submit detailed new member education/intake programs. These programs should outline the intentional learning outcomes and goals created for new members.
d. Any students overseeing a chapter’s new member education/intake process must attend required programming presented by the Inter-Greek Council and the Office of Engagement.
e. All chapter new members must attend anti-hazing programming provided by the Office of Engagement at the beginning of the New Member Education Process.
f. All chapters must attend Inter-Greek Council mandated programming.

3. Membership Recruitment/Intake
a. All Chapters must abide by regulations set forth by the College (Appendix D.)
b. All Chapters must abide by regulations set forth by the Inter-Greek Council, Inter Fraternity Council, Panhellenic Association, and Unified Greek Council respectively.
c. All chapters must adhere to policy and regulations set forth by their (Inter)National, Regional, Graduate, Alumni, and/or Advisor organizations.

4. Social and General Event Hosting
a. Each chapter will practice responsible social hosting of alcohol events. More specifically, the possession, sale, use or consumption of alcoholic beverages must comply with any and all applicable laws of the state, province, county, city and College, and must comply with either the BYOB (APPENDIX A) or Third Party Vendor Guidelines (APPENDIX B).
b. No chapter may co-sponsor an event with an alcohol distributor or tavern at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at or on the property of a tavern for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
c. All chapters must obtain and maintain a minimum of $1,000,000 General Liability Insurance naming The College of New Jersey, The State of New Jersey, and the New Jersey Educational Facilities Authorities as additionally insured entities. Cancellation or changes to coverage require 30 day notice to The College. Proof of coverage must be submitted within 30 days of renewal date to the Office of Engagement and at the end of each semester in the Values Based Assessment Program.
d. Some chapter activities or events may be deemed to require special event insurance. These determinations will be made on a case-by-case basis in consultation with the Director of Risk Management and the Assistant Manager of the Brower Student Center.

e. College Expectations for Behavior
   1. ALCOHOL AND DRUGS
      a. No members, collectively or individually, shall purchase for, serve to, or sell ALCOHOLIC BEVERAGES to any minor while on chapter premises or during a fraternity/sorority-affiliated event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity/sorority.
      b. No alcoholic beverages may be purchased or reimbursed through or with chapter funds, nor may the purchase or reimbursement of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. This includes, but is not limited to slush funds, pooled monies, charging at the door, selling tickets, and/or payments from the official chapter account.
      c. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or jungle juice is prohibited.
      d. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity/sorority, without specific invitation, where alcohol is present, are prohibited.
      e. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity/sorority-
affiliated event or at any event that an observer would associate with the fraternity/sorority is strictly prohibited.

f. No chapter may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.

g. All recruitment, rush, or intake activities associated with any chapter will be alcohol-free. No recruitment/rush/intake activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

h. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games.”

i. No alcohol shall be present at any pledge/associate member/new member/novice program, activity, or ritual of the chapter. This includes, but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities, and initiation.

2. HAZING

a. No chapter, colony, student, or alumnus shall conduct nor condone hazing activities. The College defines hazing as "any action taken, or situation created that negligently, intentionally, or recklessly subjects any person to the risk of bodily harm, physical discomfort, harassment, emotional or mental degradation, abuse, or interferes with academic activities; or causes or encourages any person to commit an act that would be a violation of law or College regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization."

b. Any observation by a member of a fraternity/sorority of any hazing activity as described above must be reported to College authorities.

c. The express or implied consent of a person is not a defense to any hazing activity described above.

3. SEXUAL ABUSE AND HARASSMENT

a. 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 off-campus that are abusive or harassing to an individual or group, including but not limited to sexual harassment, stalking, or sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers, or similar performers, whether professional or amateur, at a fraternity/sorority-affiliated event as defined in this policy is prohibited. This includes hosting a fraternity/sorority-affiliated event at a club or business that employs or uses performers as outlined above.

4. PERSONAL ABUSE

a. The fraternity/sorority will not tolerate or condone any form of bullying, intimidation, harassment, invasion of privacy, defamation, or physical abuse on the part of its members, whether physical, mental or emotional. Abusive or harassing conduct directed at an individual or group because of membership in a protected category may result in an enhanced sanction.

5. PROPERTY
a. The fraternity/sorority will not tolerate or condone the unauthorized use or possession, or theft, damage, defacement or destruction of property belonging to others.

6. INTEGRITY
   a. Failure to meet financial obligations with respect to College funds, or conducting any financial transaction unlawfully or unethically.
   b. Falsifying or being party to the falsification of any identification, record, or document submitted to the college.

7. FAILURE TO COMPLY WITH DIRECTIVE(S)
   a. Chapters must comply with any written or verbal directive from the College or Inter-Greek Council that is included in current College or Inter-Greek Council policy and/or constitution or that is a result of a policy violation and/or outcome of a conduct or partnership process.

8. COMPLIANCE WITH LAW & COLLEGE POLICY
   Chapters must comply with all federal, state and local laws and ordinances and College policy including:
   a. Any College policy, rule or regulation published in hard copy or available electronically on the College website.
   b. Any federal, state, or local law.
   c. Any policy or mandate issued by a fraternity/sorority’s (inter)national organization.

9. DISRUPTION/OBSTRUCTION
   a. Disruptive to, or obstruction of teaching, research, administrative, disciplinary proceedings, or other college activities or normal operation on or off campus.
   b. Behavior that disrupts the peace, academic study, or sleep of others on or off campus.

F. Procedural Standards
1. COMPLAINT
   a. Filing a complaint. Any member of College community may file a complaint documenting a fraternity or sorority for possible violations of the Fraternity and Sorority Privileges and Responsibilities, including a representative from the Office of Engagement on behalf of a person outside the College community if the incident has an adverse effect on the College and there is documentation from a verifiable source. A complaint must be prepared in writing and submitted to the Director of Student Conduct and/or Assistant Director of Student Conduct. Any complaint should be submitted as soon as possible after the event takes place, preferably within 30 days. However, the Director of Student Conduct has discretion to accept a report and investigate a complaint, and may issue any charges against a fraternity or sorority regardless of when the complaint is submitted if the conduct poses a possible threat to the College community. Reports will not be accepted anonymously, but under extraordinary circumstances, a representative of the Division of Student Affairs may bring charges against a fraternity or sorority
on behalf of any persons who do not want to participate in the hearing process or disclose their identity to the fraternity or sorority for safety reasons.

b. **Investigation.** The Assistant Director of Student Conduct will conduct an investigation in consultation with the Assistant Director of Fraternity and Sorority Life to determine if the information in the complaint merits any charges against a fraternity or sorority, a formal admonishment, no charges, whether the incident warrants referral to the appropriate governing council for action, or if the incident can be addressed through an alternate dispute resolution process such as the Partnership Process (APPENDIX C) or mediation.

c. **Charge(s).** Any charges will be presented to the accused fraternity or sorority in writing through the chapter president’s College email address, as the official means of communication at the College, and a conference with the Assistant Director of Student Conduct shall be scheduled within a timely period. Under exceptional circumstances, an interim suspension of the chapter may be instituted prior to a hearing to ensure the health, safety or welfare of members of the College or property of the College.

d. **Conference.** The chapter president of the fraternity or sorority accused will meet with the Assistant Director of Student Conduct for a conference to discuss the grounds for any charges, process, and sanctioning practices. The chapter president will select whether his or her organization will participate in a formal or informal conduct hearing. An advisor of the chapter president’s choice and an additional undergraduate member of the organization may be present during the conference. If after notice, a chapter president does not attend a scheduled conference, the Assistant Director of Student Conduct may make a decision on the information available and make a decision on responsibility including assigning any sanctions to the fraternity or sorority if deemed appropriate.

e. **Informal hearing.** If the chapter president selects an informal hearing to address any charges, the Assistant Director of Student Conduct will immediately conduct the informal hearing. The chapter’s selected advisor may remain present for the informal hearing, but may not represent the fraternity or sorority or address the Assistant Director of Student Conduct. His or her role is limited to providing support to the students and chapter by observing or advising the students outside of the proceeding. The additional undergraduate representative of the fraternity or sorority that accompanies the chapter president may address the Assistant Director of Student Conduct and participate in the hearing. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in fraternity or sorority conduct proceedings. The Assistant Director of Student Conduct may temporarily adjourn the informal hearing if he or she determines that further review or clarification is necessary including, but not limited to, interviewing the complaining party and/or other witnesses.
1. **Joint hearing.** In cases involving more than one accused fraternity or sorority, the Assistant Director of Student Conduct may permit the hearing concerning each organization to be conducted either separately or jointly.

2. **Information.** The informal hearing provides an opportunity for the accused fraternity or sorority to be heard and to provide information such as written witness statements. The chapter president may accept or deny responsibility for any charges on behalf of his or her fraternity or sorority.

3. **Decision.** The Assistant Director of Student Conduct will determine whether the fraternity or sorority is responsible for any charges. If the fraternity or sorority is found not responsible for any charges, the process is concluded. If the fraternity or sorority is found responsible for any charges, the Assistant Director of Student Conduct will then assign any appropriate sanctions.

4. **Appeal.** The chapter president may appeal the decision and/or any sanctions issued by the Assistant Director of Student Conduct in writing to the Assistant Vice President for Engagement. (Please see Section g. Appeal Procedures for more information.)

f. **Formal hearing.** If the chapter president selects a formal hearing, then he or she has the opportunity to select either an administrative hearing or a Community Standards Board hearing.

1. **Administrative hearing.** An administrative hearing is conducted by the Director of Student Conduct who has not been previously involved in the fraternity or sorority’s conduct process. The Director of Student Conduct will hear information presented by any parties and render a decision and sanctions if appropriate. A fraternity or sorority may appeal the decision of the administrator to the Assistant Vice President for Engagement.

2. **Community Standards Board.** The Community Standards Board is a student board chaired by a student representative and advised by the Assistant Director of Student Conduct. The Community Standards Board is comprised of four voting members; the student chair votes only in the case of a tie. Whenever possible, the Community Standards Board will include at least one student who is a member of a fraternity or sorority. The
advisor to the board does not vote nor participate in deliberations, but may answer questions regarding procedural standards, policy, or sanctioning practices. If the Community Standards Board finds that a fraternity or sorority is responsible for a violation, the board will recommend any sanctions to the Director of Student Conduct who has discretion to accept or adjust any sanctions appropriately. A fraternity or sorority may appeal the board’s decision to the Assistant Vice President for Engagement.

3. **Formal hearing guidelines.** Formal hearings shall be conducted according to the following guidelines.

   a. **Private hearings.** A hearing will be conducted in private. Any persons filing the complaint, the chapter president, and additional chapter representative of the accused fraternity or sorority, and their advisors are allowed to attend the entire portion of the board or administrative hearing at which information is received (this excludes deliberations). Admission of any other person to the hearing shall be at the discretion of the board or administrator hearing the case.

   b. **Joint hearing.** In cases involving more than one fraternity or sorority, the administrator or board advisor may permit the hearing concerning each organization to be conducted either separately or jointly.

   c. **Advisors.** Any persons filing a complaint and the fraternity or sorority may be assisted by an advisor of their choice, at their expense. The chapter president must notify the Director of Student Conduct who they have designated as their advisor five business days prior to the scheduled hearing. The advisor must be a faculty/staff advisor, alumni/a advisor, or representative from the chapter’s (inter)national organization. Students are responsible for presenting their own information on behalf of their fraternity or sorority, and therefore advisors are not permitted to speak or to participate directly in any hearings. Advising may include requesting a brief recess in the hearing to confer privately and writing notes to
the students during the process. A chapter president should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing as delays will not normally be allowed due to the scheduling conflicts of an advisor.

d. **Questions.** Any persons filing the complaint, the chapter president of the accused fraternity or sorority, and the hearing board or administrator may arrange for witnesses to present pertinent information. The parties may suggest questions to be answered by one another and/or one another’s witnesses, but the questions must be directed to the chairperson of the board or the administrator rather than to the other party or witness directly. The chairperson of the board or the administrator will determine whether questions or potential information are appropriate at his or her discretion.

e. **Additional information.** Relevant records, exhibits, and written statements (including student impact statements during the sanction phase) may be accepted as information for consideration by a board or administrator at the discretion of the chairperson or administrator.

f. **Decline to provide information.** The chapter president may decline to provide any written or oral statements, answer questions posed in a hearing or provide any information on behalf of his or her fraternity or sorority. However, the hearing board or administrator may draw an adverse inference from the student’s absence of information or refusal to answer questions.

g. **Procedural questions.** All procedural questions are subject to the final decision of the chairperson of the board or administrator.

h. **Majority vote and quorum.** A board will determine by majority vote whether the fraternity or sorority has violated the policy as charged. For any board hearing, a quorum of 3 voting members is necessary. Quorum is not required for an administrative hearing as the decision is made by the administrator alone.
i. **Basis for decision.** The board or administrator’s determination shall be made on the basis of whether it is *more likely than not* that the accused fraternity or sorority violated the *Fraternity & Sorority Privileges and Responsibilities*. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in fraternity and sorority conduct proceedings.

j. **Hearing recorded.** There will be a single verbatim record, such as a tape or digital recording of all formal hearings. Deliberations will not be recorded. The record will be the property of the College and will be destroyed after either the period to submit an appeal has lapsed, or the appeal process has concluded.

k. **Decision in absentia.** If representatives of the fraternity or sorority, with notice, do not appear for a formal hearing, the hearing body may postpone the hearing or hear the information in support of any charges in the representatives’ absence and will make a decision on the available information.

l. **Special accommodation.** The board or administrator may accommodate persons with concerns for the personal safety, well-being, and/or fears of confrontation during the hearing by providing separate facilities or physical dividers, and/or by permitting participation by telephone, videophone/conferencing, videotape, audio tape, written statement, or other viable means as determined by the Director of Student Conduct to be appropriate.

m. **Differing Abilities accommodation.** The board or administrator will provide any reasonable accommodation for hearing participants who have a disability and are registered with, or notify the Office of Differing Abilities and the Office of Engagement in a timely manner.

g. **Appeal Procedures**

1. **Five days to appeal.** A fraternity or sorority is afforded one single opportunity to appeal a decision by
a hearing administrator or board. A decision or any sanctions issued by an administrator through an informal hearing may be appealed to the Assistant Vice President for Engagement. A decision or any sanction issued in a formal hearing by either an administrator or board may be appealed by the fraternity or sorority to the Assistant Vice President for Engagement within five business days of written notification of the decision and any sanctions.

2. **Required format.** All appeals must be in writing and include any supporting documentation that the fraternity or sorority wishes to be considered. Deference is given to the original hearing administrator or board’s findings of fact and decision of responsibility and/or any sanctions, therefore the burden of proof is on the chapter filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision, or any sanctions. An appeal will generally be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the purposes below, provided however the administrator may request additional information or clarification from the accused fraternity or sorority, complaining party, and/or witnesses for purposes of this review.

   a. **Process review.** To determine whether the hearing was conducted in accordance with published procedures and without bias on the part of the hearing administrator or any board member. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

   b. **Information review.** To determine whether there was information presented in the hearing that, if believed by the board or administrator, was sufficient to establish that a violation of the *Fraternity & Sorority Privileges and Responsibilities* occurred.

   c. **Sanction review.** To determine whether any sanctions imposed were appropriate for the violation of the *Fraternity & Sorority Privileges and Responsibilities* which the fraternity or sorority was found to have committed.
d. **New information.** To consider new information, submitted by the appealing fraternity or sorority within the prescribed five day period, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information was not known to the fraternity or sorority appealing at the time of the original hearing.

3. **Appeal decision.** An administrator reviewing an appeal may make one of the following decisions.
   a. **Affirm.** The administrator may decide to affirm the decision of the original hearing administrator or board.
   b. **Alter sanction.** The administrator may alter any sanctions issued by the original hearing administrator or board. Alteration in the sanction may include reducing or increasing the sanction or requirements.
   c. **New hearing.** The administrator may determine that a new hearing by a different hearing administrator or board is warranted to correct procedural irregularity or to consider new information. A fraternity or sorority may appeal a decision of the new hearing administrator or board.
   d. **Remand.** The administrator may direct the original hearing administrator or board to review their original decision subject to any instructions from the administrator; and may affirm that decision or render a new decision consistent with those instructions. A fraternity or sorority may appeal a decision made by the original administrator or board if there are any changes after the review.

h. **End of Academic Year Cases.** Any incidents that are reported near the end of the spring semester and are unable to be heard before the last week of classes in accordance with published procedural standards may be heard by an existing hearing administrator or board over the summer.

1. **Minor incident.** For a minor incident (where a finding of responsibility would result in a warning and/or educational sanctions), the chapter president of the fraternity or sorority will be asked to submit a statement in writing regarding the incident that may include statements by any witnesses by a prescribed date. The
administrator or board, in conjunction with the incident report form, will consider this statement. The chapter president will be notified of the administrator or board’s decision via email. This process will also be utilized to handle such incidents that occur during summer sessions conducted at the College. If the fraternity or sorority wishes to appeal the decision of this board, they must do so within five days of notification of the decision.

2. **Major incidents.** For a more serious incident (where a finding of responsibility may result in a status of probation or loss of College recognition) the fraternity or sorority may choose to respond to any charges in writing (as described above), or to participate in a hearing process in person through existing procedures. The Assistant Director of Student Conduct will determine whether this process should take place during the summer or after classes have reconvened in the fall.

i. **Sanctioning Practices.** The following sanctions may be imposed upon any fraternity or sorority found to have violated the *Fraternity & Sorority Privileges and Responsibilities.*

**Status Sanctions**

1. **Warning.** A notice in writing to the chapter president, registered chapter advisor, and (inter)national headquarters that the fraternity or sorority is violating or has violated institutional regulations and that further violations may result in more severe disciplinary action.

2. **Probation.** Places the fraternity or sorority on notice that any further violation of College policy during the specified period of time may result in more serious sanctions including suspension or revocation of recognition. A fraternity or sorority will maintain recognition from the College while on this status.

3. **Deferred Suspension.** Places the fraternity or sorority on notice that any further violation of College policy during the specified period of time will result in more serious sanctions including suspension or revocation of recognition. A fraternity or sorority will maintain recognition from the College while on this status.

4. **Suspension of Recognition.** All activities, fraternity/sorority-affiliated events and privileges of College recognition are suspended for a specified period of time. This would include but not be limited to web accounts, emails accounts, room reservations,
event hosting, mailbox, flyer or other marketing approval, and college advisement. Before a suspended fraternity/sorority may regain recognition after the designated period of time, representatives from the fraternity/sorority must meet with the Assistant Director of Fraternity and Sorority Life to show satisfactory completion of any assigned directives or to discuss stipulated conditions for the chapter’s return.

5. **Revocation of Recognition.** The fraternity or sorority loses recognition from the College for an indefinite period of time. If recognition has been revoked, the fraternity sorority must comply with the Expansion Policy (APPENDIX E) to regain recognition.

6. **Interim suspension.** Immediate suspension of activities and/or privileges of recognition of a fraternity or sorority from the College by the Assistant Vice President for Engagement pending a hearing. Interim suspension will be imposed only in exceptional circumstances to ensure the health, safety or welfare of members of the College or property of the College. Fraternities and sororities that have been suspended on an interim basis will have a conduct hearing within a practical period of the interim suspension unless the incident occurs at a time in the semester where a hearing would conflict with final exams or winter, spring, or summer break.

**Corrective Sanctions**

1. **Loss of privilege.** Denial of a specified privilege for a designated period of time.

2. **Restitution.** Compensation for loss, damage, or injury to College property. This may take the form of appropriate service and/or monetary or material replacement.

3. **Restorative justice.** Participation in a mediated discussion with any persons or departments harmed and develop a shared agreement of how to correct the harm. All participants must voluntarily agree to participate in the process.

**Educational Sanctions**

1. **Discretionary sanctions.** Work assignments, essays, presentations, research projects, conduct contracts, service to the College, or other discretionary assignments.

**j. Disciplinary Record Keeping Practice.**

1. **File maintenance.** A fraternity or sorority charged with a violation of the *Fraternity & Sorority Privileges and Responsibilities* has a file created and maintained by the Office of Engagement. Files are maintained indefinitely.
k. **Violation of law and Fraternity & Sorority Privileges and Responsibilities.** Fraternity or sorority conduct proceedings may be instituted against a fraternity or sorority or individual student charged with conduct that potentially violates both the criminal law and College policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Director of Student Conduct. Determinations made or sanctions imposed under these procedural standards will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

**APPENDIX A**

**“BYOB” PROCEDURES & GUIDELINES**

The College of New Jersey

**BYOB Procedure:**

1. Alcohol must only be brought to the event by guests or members of legal drinking age.
2. Only persons of legal drinking age may consume or possess alcohol.
3. The maximum amount of alcohol allowed at the event is limited to one six-pack of beer or one four-pack of wine coolers per person of legal drinking age.
4. No hard alcohol, liquor and/or spirits are permitted.
5. Any entrance(s) must be staffed by at least one sober, trained monitor whose duties include checking of personal identification of guests and members, ensuring all persons entering party are members or invited guests, and ensuring that no person who appears, or is known, to have consumed alcohol enters the event.
6. A minimum of one sober monitor per 20 attendees must be at the event. Monitors should be a member who will be able to effectively enforce chapter and college guidelines and intervene when appropriate. These monitors should be certified through the TIPS training program offered by the College or demonstrate completion of similar risk management training.
7. Any person who appears, or is known to have consumed alcohol must be provided transportation from the fraternity/sorority event by designated driver, taxi, or by emergency response personnel if the person appears to be severely intoxicated.
8. Wristbands, non-washable stamps or other non-transferable designation must be provided for persons of legal drinking age.
9. Any areas where alcohol is distributed should be controlled by designated members who are of legal drinking age and who are not consuming alcohol. These members must control access to the alcohol to ensure that alcohol is not distributed to persons under the age of 21 or intoxicated persons. No alcohol may be distributed from any other area (for example, individuals’ rooms in the house.)
10. The event must always be in accordance with school, local and state ordinances and must not exceed a duration of 5 hours.

**BYOB Guidelines:**

1. Chapters should have a safe ride program or alternate transportation in place for the event.
2. There should be a non-alcohol based theme or activity associated with the chapter event so that the entire event does not center on the consumption of alcohol.
3. No glass containers should be permitted.
4. An ample supply of alcohol-free beverages and non-salty foods should be provided.
5. An appointed party monitor should immediately take the person’s alcohol to the bar and exchange it for a ticket stating the brand of alcohol and the number of containers. The ticket should then be given to the event participant who brought the alcohol.
6. Each time the attendee receives a drink from the bartender, his or her ticket must be punched or marked appropriately. Only one drink per visit to the bar and only those who have a ticket and a wristband or other designation may receive a drink.
7. Service of alcohol should stop at least one hour before the scheduled ending time.
8. Chapter should determine with the aid of advisors, (inter)national headquarter staff and/or College officials whether any security personnel should be at the event.

APPENDIX B
THIRD PARTY VENDOR PROCEDURES & GUIDELINES
The College of New Jersey

Third Party Vendor Procedures:
1. Insure that the bartender and the location are both licensed to sell alcohol.
2. Obtain a copy of these licenses
3. Insure that the bartender and location are both insured. At a minimum, this policy should be a $1,000,000 general liability policy that includes “off premise liquor liability coverage and non-owned hired auto coverage.” The certificate of insurance should name the local and national (if applicable) chapter of your fraternity/sorority as an additional insured party.
4. Obtain a copy of the insurance policy certificate.
5. Insure that your vendor agrees in writing to the following responsibilities:
   a. Checking identification cards;
   b. Not serving minors or persons who appear to be intoxicated;
   c. Controlling the distribution of all alcohol; and
   d. Restricting access to and prohibiting possession of alcohol by the fraternity or sorority the end of the event.
6. A minimum of one sober monitor per 20 attendees must be at the event. Monitors should be a member who will be able to effectively enforce chapter and college guidelines and intervene when appropriate. These monitors should be certified through the TIPS training program offered by the College or demonstrate completion of similar risk management training.
7. The event must always be in accordance with school, local and state ordinances and must not exceed 5 hours.

Third Party Vendor Event Guidelines
1. Chapters should have a safe ride program or alternate transportation in place for the event.
2. There should be a non-alcohol based theme or activity associated with the chapter event so that the entire event does not center on the consumption of alcohol.
3. An ample supply of alcohol-free beverages and non-salty foods should be provided.
4. Service of alcohol should stop at least one hour before the scheduled ending time.
5. Chapter should determine with the aid of advisors, (inter)national headquarter staff, venue representative(s) and/or College official(s) whether any security personnel should be at the event.
APPENDIX C
Partnership Process
The College of New Jersey

Summary
Available at the discretion of the Assistant Director Fraternity & Sorority Life (ADFSL), the Fraternity & Sorority Partnership Process serves as an alternate method of resolving allegations of organizational misconduct.

Focusing on decision making processes, group procedures and dynamics, leadership styles, relationship building, and pragmatic change, the Partnership Process provides a unique opportunity for chapters to engage in open and candid dialogue about matters that have impacted their chapters and their communities. Through this dialogue, underlying systemic issues are identified and an action plan is created mutually by the chapter president and the ADFSL to effectively and reasonably address these issues. This plan will be detailed in a formal letter of agreement.

Criteria
As the success of the Partnership Process is based upon acknowledgement of underlying issues and a commitment to create viable change, it will only be offered in situations where such outcomes are deemed possible.

The ADFSL may consider the following criteria when determining whether to offer the Partnership Process to a chapter:

1. The chapter has a history of partnering with the college and continues to establish itself as a trustworthy and accountable organization
2. The chapter consistently lives its values and performs at a high level
3. Loss of recognition would not be a likely outcome of the process
4. The chapter has not recently engaged in the partnership process
5. The chapter has not had any recent conduct matters

If offered to the chapter, participation in the Partnership Process is voluntary. Should the chapter decline the opportunity to participate in this process; the matter will proceed according to the procedural standards outlined in the Fraternity & Sorority Privileges and Responsibilities document.

Expectations
If offered, the chapter president is invited to meet with the ADFSL. During this meeting, the following expectations will be set forth:

1. The chapter must present honest and accurate information about all matters discussed;
2. The chapter must actively participate in the process;
3. The chapter must attend all scheduled meetings; including a follow-up assessment;
4. The chapter must complete all parts of the agreement; and
5. The chapter agrees that the outcome of this process is final and not available for appeal.

If the chapter fails to meet these expectations, at any time, the matter will be forwarded back to the Assistant Director of Student Conduct for action as outlined in the procedural standards of the Fraternity
& Sorority Privileges and Responsibilities document. The ADFSL will determine within his or her sole discretion whether the chapter has met these expectations.

If the chapter meets these expectations, the chapter will not be charged nor sanctioned through the Fraternity & Sorority Conduct Process. A copy of the letter of agreement will be sent to relevant stakeholders and will remain on record in the organization’s file in the Office of Engagement.
APPENDIX D

New Member Recruitment and Intake Requirements
The College of New Jersey

As the recruitment of new members is integral to the success and longevity of any organizations, the IGC and the College have adopted the following procedures and protocols to foster and support Fraternity and Sorority New Member Recruitment and Intake:

New Member Eligibility
All interested students wishing to join an organization must be enrolled full-time degree-seeking undergraduates with at least 3 TCNJ units or 12 TCNJ accepted transfer credits with a minimum 2.5 cumulative GPA.

Recruitment Activity
1. No recruitment specific activity can be scheduled for the first 2 weeks of the semester.
2. Recruitment events must be registered and approved by IFC/PHA/UGC/IGC respectively.
3. All recruitment scheduling, reservations, accommodations, etc. will be handled by the appropriate council.
4. All recruitment advertisements and flyers must be approved by the Office of Engagement. Be sure to only hang flyers in approved locations. Student Activities can clarify any questions regarding the posting policy.
5. “Dorm Storming” or any other door-to-door solicitation is prohibited by the department of Residential Education and Housing.
6. All recruitment activities must end before 12:00am.
7. All recruitment events must be alcohol-free.
8. All grade release forms must be submitted in the manner prescribed by the IFC/PHA/UGC/IGC respectively.

**Additional recruitment policies have been established by the councils. Please insure your compliance with these policies.

Bids and Membership Invitations
1. Chapters may only extend bids or membership invitations to students that the Office of Engagement have verified as eligible.
2. Chapters must submit a New Member Education Program to the Office of Engagement for approval before extending any bids or membership invitations.
3. All students accepting bids or invitations to membership must sign their New Member Bid Acceptance and attend all anti-hazing programming provided by the Office of Engagement.
4. All chapters must submit a full list of students that accept their bids to the Office of Engagement within 48 hours of bid acceptance.
5. Any student that accepts a bid and later changes their mind, or begins the new member process and decides to withdraw must complete a new member drop form.

New Member Activity and Processes
1. New member education/intake activity is only permitted during academic semesters.
2. All new member education periods begin when a student accepts his or her bid.
3. All new member processes must conclude within 6 weeks or by the last day of undergraduate classes, whichever is sooner.
   (Spring Break and Fall Break will not be counted)
4. New members must be told the date of initiation.
5. New member programs cannot exceed more than 15 hours of chapter related programming each week.
6. All New Member Education Activity must conclude by 12:00 midnight Sunday-Thursday. Friday and Saturday night activities may extend until 2:00am the next morning (individual exceptions can be made by the Assistant Director of Fraternity & Sorority Life).
7. Any variation from the submitted and approved New Member Education/Intake Program must be submitted in writing to the Assistant Director Fraternity & Sorority Life ahead of time for approval.
8. All New Members must attend IGC mandated New Member Education Series events.
9. A full list of initiated new members must be submitted within 24 hours of initiation.
10. Any coming out shows or presentations must be approved at least 24 hours in advance through the Assistant Director of Fraternity & Sorority Life.
Recognizing the social, academic, and developmental benefits of fraternity and sorority life, the Inter-Greek Council at The College of New Jersey resolves to provide and adhere to a fundamentally fair and reasonable expansion policy for all interested full-time TCNJ undergraduate students. Understanding both the opportunities and challenges presented by expansion, the Inter-Greek Council (IGC) will work in concert with the Office of Engagement in all matters relating to chapter expansion.

**Expansion Committee**

Each Fall semester the IGC shall request at least one application from each active status chapter for membership on the expansion committee. Committee membership shall consist of at least 4 and no more than 7 members picked from the applications by the VP of Standards and Conduct. The VP of Standards and Conduct will work to ensure a diverse makeup of both organizations and points of view in the committee membership.

This expansion committee shall be charged with assessing the current status of the fraternity and sorority community, reviewing any petitions for expansion, and making any recommendations regarding expansion to the IGC each semester.

The Assistant Director of Fraternity & Sorority Life will serve as advisor to the committee.

**General Expansion Approval**

Although there is no limit to the number of petitions for recognition in any given semester, the IGC expansion committee may limit the number of groups permitted to expand each semester as determined appropriate. Factors that will be taken into consideration include, but are not limited to, the number of groups currently approved and working towards the establishment of a new chapter, member recruitment information, administrative resources, and the campus climate. The IGC will open for expansion/extension pending at least a two-thirds (2/3) approval of the IGC expansion committee. Organizations currently under Fraternity and Sorority Conduct Sanction are not eligible to begin this process until their sanction expires.

**Expansion process**

**General Guidelines**

A. An unlimited number of students may petition the Inter-Greek Council and the Office of Engagement to start a new fraternity/sorority.

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1 Please note that information and policy details are subject to change during the academic year. The Office of Engagement retains the discretion to further limit and/or regulate expansion if necessary.
B. Any students wishing to start a new fraternity/sorority must be full-time undergraduates at The College of New Jersey with a cumulative GPA of 2.5 or greater having completed at least 3 undergraduate units at TCNJ or having 12 TCNJ accepted transfer credits. (Advanced Placement credits are NOT counted toward this requirement).

C. No expansion/extension initiatives will begin during winter or summer breaks. All expansion/extension processes will occur during the Fall and Spring semesters.

D. **No membership initiations may take place without approval from the Assistant Director of Fraternity & Sorority Life.**

E. All new organization memberships must be limited to TCNJ students with chapter operations run by TCNJ students. No city, regional, or metro charters will be approved for expansion at TCNJ.

F. The Inter-Greek Council and Office of Fraternity & Sorority Life reserve the ability to fairly create and enforce any or all guidelines not specifically listed herein.

G. Students are encouraged to meet with the Assistant Director of Fraternity & Sorority Life to review and clarify any and all expansion/extension questions and/or policies.

The expansion process will consist of 5 phases:

**Phase 1- Exploration**

A. Students are encouraged to explore current chapters at The College of New Jersey before continuing in this process. Students should be prepared to explain how they explored any existing fraternities or sororities.

B. If, after exploring and assessing the existing chapters, a student feels that his/her interests are not represented, the IGC and Office of Engagement have established the following policy for the creation of a new group.

**Phase 2- Petition Submission**

**Letter of Interest**

A. Student Driven Process

   a. The interested student(s) must submit a letter of interest to the IGC and the Office of Engagement. This letter will detail:
      
      i. Stated interest in starting a new fraternity or sorority;
      
      ii. Efforts the student(s) have made to explore and assess the current fraternity & sorority community;
      
      iii. Reasons why an additional fraternity/sorority is needed and the needs the new group would meet;
      
      iv. Number of students currently interested in starting a new chapter: including full names, student ID numbers, and email addresses;
      
      v. Any organization(s) with which the student(s) want to affiliate; and
      
      vi. Formal request to explore the potential of a new chapter on campus through three (3) interest meetings.

B. Fraternal Organization Driven Process

   a. The interested fraternal organization(s) must submit a letter of interest to the IGC and the Office of Engagement. This letter will detail:
      
      i. Stated interest in starting a new fraternity or sorority;
ii. Reasons why their fraternity or sorority is needed at TCNJ and what unique aspects it brings;
iii. The names of any students that have expressed interest in the organization expanding to TCNJ; and
iv. Formal request to explore the potential of a new chapter on campus through three (3) interest meetings.

**Petition Review**

All petitions will be placed on file with the IGC and the Office of Engagement.

If the expansion committee has determined that expansion is appropriate, the committee will begin a review of petitions on file (*with the exception of National Panhellenic Conference Sorority petitions [see below]*). Petitions may be prioritized using any or all of the following criteria:

1. Expressed interest from current undergraduates;
2. Date petition was received;
3. Community need;
4. Affiliated organizations membership in one of the following groups\(^2\):
   a. National Panhellenic Conference (NPC)
   b. National Pan-Hellenic Council (NPHC)
   c. North American Inter-Fraternity Conference (NIC)
   d. National Association of Latino Fraternal Organizations (NALFO)
   e. National Multicultural Greek Council (NMGC)
   f. National APIA Panhellenic Association (NAPA)
5. An organization’s prior existence at the College:
   a. Reason for loss of recognition
   b. Past working relationship between the College and the alumni leadership of the organization and/or the Inter/National Organization (if applicable)

C. After prioritizing the petitions, the IGC Expansion Committee will invite the student(s) or fraternal organization to meet with them to review their petition.

*Any letters of interest submitted by students or fraternal organizations in reference to National Panhellenic Conference organizations will be collectively delegated to the Panhellenic Association Extension process. Should the Expansion Committee prioritize the need for a new Panhellenic Association group, the NPC Extension Process will begin here. After an organization has been chosen through that process, the IGC expansion process will again take resume from Phase 3.*

\(^2\) If the organization is not affiliated with one of these organizations, students must document any reasoning for the decision and cite how the organization would achieve the same level of support provided by these umbrella organizations.
D. If the IGC Expansion Committee is satisfied with the information detailed in the letter of interest, the expansion committee will recognize the group as an interest group and will afford the group the opportunity to host three (3) interest session meetings.

**Interest Sessions**

A. All interest meetings must be scheduled through the Assistant Director of Fraternity & Sorority Life.

B. All interest meetings must be hosted on-campus and be alcohol-free.

C. No other organizations are allowed to co-sponsor the interest meetings and no other events or activities may be scheduled, sponsored, co-sponsored, or hosted by the interest group.

D. The interest group must submit their sign-in lists after the final interest session to the Assistant Director of Fraternity & Sorority Life. The sign-in list should include:
   a. Student’s full name, student identification number, email address, and units completed.

E. After the completion of the interest sessions, the interest group or organization will submit a full list of interested members and a potential new member grade release forms to the Assistant Director of Fraternity & Sorority Life.

**Association**

A. If a student driven initiative, the interest group will work with the expansion committee to invite representatives of the prospective organization to present to the interest group and IGC expansion committee.
   a. Although not required, the IGC encourages interest groups to consider inviting more than organization to present.

B. Although the expansion committee may make recommendations to the interest group, the ultimate decision of desired affiliation will remain with the interests.

**Phase 3 – Organization**

A. The interest group shall submit an official request to the IGC Expansion Committee and the Assistant Director of Fraternity & Sorority Life that includes:
   a. A complete list of all interested students, their email addresses, and units completed.
   b. A letter of support from a faculty/staff member at TCNJ willing to serve as the faculty/staff advisor to the group.
   c. The name, address, and website for the organization with which the interest group would like to affiliate.
   d. The name and contact information of the individual(s) in charge of expansion for the affiliate organization.
   e. A letter of guaranteed support from the organization with which the interest group would like to affiliate. This letter should detail:
      i. Resources available to the group as they move toward active status membership,
      ii. Involvement of the affiliate organization in this process, and
iii. Any other provisions that have been made to ensure the success of the group.
f. The proposed program, policies, and procedures for the following areas:
   i. New Member Program/Intake Process
   ii. Membership Eligibility Standards
   iii. Recruitment Program
   iv. Hazing Policy
   v. Membership Development Program
   vi. Financial Policies
   vii. Leadership Development
   viii. Scholarship
   ix. Accountability Program/Code of Conduct
   x. Community Service and Philanthropy
   xi. Career Counseling/Networking
   xii. Programming Resources
   xiii. Chapter Development
   xiv. Risk Management/Insurance Coverage
   xv. (If the affiliated organization is not a member of NPC, NPHC, NIC, NALFO, NMGC, or NAPA, students must document any reasoning for the decision and cite how the organization would achieve the same level of support provided by these umbrella organizations)

B. The IGC Expansion will schedule a new business agenda item during a regular IGC meeting to present its work and findings to the IGC.
C. After doing so, the expansion committee will answer any questions from the IGC regarding the process or its findings. This questions and answer period will be moderated by the IGC President and the Assistant Director of Fraternity & Sorority Life. Any questions that cannot be answered by the committee should be taken back to the interest group/affiliate organization by the chair of the Expansion Committee.
D. As per regular the adopted voting procedures of the IGC, the vote on the petition will be tabled for 1 meeting.
E. At least a two-thirds (2/3) vote of the membership establishing quorum will be required to grant the interest group pre-active chapter status.
F. All expansion voting will be conducted vocally; each chapter openly voting when their name is called from the roll.
G. Each IGC chapter will have one (1) vote on the viability of the group’s proposed plan.
H. If the interest group fails to receive the required votes, the IGC will present the interest groups with the reasons for the failed vote.
I. The interest group may request one (1) revote, two weeks from the date of the failed vote.

**Phase 4 – Pre-Active Chapter Status**

A. Once approved by the IGC, the pre-active chapter will be scheduled for an active chapter status vote one calendar year from their successful pre-active chapter status vote.
B. During this year, the pre-active chapter will be required to meet the expectations and requirements of both the IGC and its affiliated organization.
C. If a pre-active chapter is able to meet these expectations and requirements in less than the one calendar year given, the group must still wait for their scheduled active chapter status vote.

D. If after the one calendar year, the pre-active chapter is unable to meet its expectations and requirements, the group can request a full year extension from the IGC. The IGC will grant this request pending a letter from the pre-active chapter’s organization detailing the remaining requirements and estimated completion of its process, a letter of good standing from the Assistant Director of Fraternity & Sorority Life, and a letter of continued support from the group’s faculty/staff advisor. Although a new active chapter status vote shall be scheduled, the pre-active chapter may be voted upon anytime within their extension when all expectations and requirements are met.

E. If the pre-active chapter fails to meet its responsibilities outlined in the IGC Expectations section of this document, engages in actions which violate expectations outlined in the Fraternity/Sorority Privileges and Responsibilities or other college policies, or if the actions or inactions of the group proves to be detrimental to the fraternity and sorority community or TCNJ, the group may be referred to the appropriate council and/or College conduct process; including the possibility of disbanding the group.

**IGC Expectations**

In order to ensure a fair and equal opportunity to all expansion efforts of the fraternity and sorority community, the IGC resolves that all pre-active chapters will be granted the same privileges as active chapter status organizations; with the exception of IGC voting privileges. As such, all pre-active chapters may use the College’s resources for the promotion and growth of their organization. These privileges include, but not limited to:

A. Fraternity & Sorority Privileges
   1. Full recognition from the Office of Engagement including:
      r. Ability to apply for event funding from the Student Finance Board
      s. Posting approved flyers, banners, table tents, & chalking;
      t. Free use of a graphic artist for design and creation of logos, flyers, & banners;
      u. Mailing address & chapter mailbox;
      v. College email address and website;
      w. Student organization reservation privileges for campus space and facilities;
      x. Advisement by a self-selected faculty/staff advisor;
      y. Eligibility for Student Affairs Leadership Awards;
      z. Receive grade checks for all chapter members and Fraternity/Sorority community grade summary sheets each semester;
     aa. College collaboration with (inter)national headquarters, regional, graduate, and alumni/a advisors, and College faculty and staff;
     bb. Support and advisement for day-to-day operations of the chapter including event planning;
     cc. Use of the Fraternity & Sorority Conduct and Partnership Process;
     dd. Advisor training;
     ee. Post events to the campus-wide calendar;
     ff. Apply for office/storage space in the BSC;
2. Full recognition from the Office of Engagement and Inter Greek Council including:
   a. Ability to establish and maintain individual chapter membership criteria, including gender, academic requirements, and values criteria;
   b. Host informational and recruitment activities;
   c. Utilize new membership/intake and membership education processes as described in Membership Recruitment/Intake Policy (APPENDIX D);
   d. Nominate outstanding members for recognition through Order or Omega Leadership Honor Society and the Fraternity & Sorority Awards Process;
   e. Social hosting privileges including the responsible use of alcohol;
   f. Participate in Greek Week;
   g. Risk management and risk reduction training;
   h. Connection to regional and national resources including: NGLA, UIFI, & AFLV; and
   i. Officer training.

Recognizing the dedicated level of support needed for a new group to be successful at the College and the expectation of the Fraternity & Sorority Community that a new organization will benefit their community, Pre-active Status chapters will be required to adhere to following:

   a. Register their group online with the Office of Engagement.
   b. Complete the TCNJ Chapter Assessment Program with at least a satisfactory score.
   c. Meet regularly with their advisor(s) and the Assistant Director of Fraternity & Sorority Life.
   d. Attend all IGC meetings, programs, and events as mandated by the IGC.
   e. Ensure the attendance of all members at New Member Education Sessions hosted by the IGC until the organization is chartered and members are initiated.
   f. Complete all monthly, semesterly, and yearly paperwork required by the IGC, the Assistant Director of Fraternity & Sorority Life, and the affiliated organization.
   g. Adhere to all recruitment, social event, and academic policies of the IGC.
   h. Comply with all the Office of Engagement and TCNJ policies.
   i. Adhere to all other policies outlined in the Constitution and By-Laws of the IGC and the Office of Engagement.

Failure to adhere to these requirements may result in administrative action; including the disbanding of the group.

Phase 5 - Active Chapter Status

A. Vote requirements
   a. The following must be submitted to the IGC before a scheduled active chapter status vote:
i. Letter of support and approval for chartering from their affiliated organization.
ii. Letter of support from Faculty/Staff Advisor.
iii. Confirmation of prospective members’ academic standings.
iv. Chapter Constitution
v. TCNJ Chapter Assessment Program Score(s)/Status
vi. Proof of $1,000,000 liability insurance or the ability of the group to obtain this policy upon chartering.

B. Voting

a. After the completion of one (1) year pre-active chapter status, the IGC will review the group’s progress toward their goals and requirements and other relevant standings (conduct incidents, academic achievement, etc.). No vote will be taken by the IGC until at least one (1) year from the formation of the pre-active chapter.
b. The pre-active chapter may be voted into the IGC by a two-thirds (2/3) vote of all active status chapters of the IGC. The Executive Board of the IGC does not vote.
c. Voting will be based upon the pre-active chapter’s adherence to College and IGC policy, satisfactory completion of and/or progress within the TCNJ Chapter Assessment Program, and progress toward the goals stated in the group’s original petition.
d. At least a two-thirds (2/3) vote of the membership establishing quorum will be required to establish the pre-active status chapter as an active status chapter.
e. All expansion voting will be conducted vocally; each chapter openly voting when their name is called from the roll.
f. If voted into the IGC, the pre-active chapter will immediately be recognized as an active status chapter and granted all rights and responsibilities fitting that status.
g. If the vote fails, the pre-active chapter will be presented with the reasons for the failed vote and may request a two (2) week period to remedy these presented issues; requesting a revote at that time.
h. The IGC president shall determine the feasibility of the request.
i. If the two week (2) period is denied, the process is over. The group must disband and discontinue its use of college facilities, resources, and/or property for promoting itself, recruiting members, or hosting any events, meetings, or other activities affiliated with the former group.
j. Although students in the former pre-active chapter are still free to explore the creation of a new group, the affiliated organization that failed the IGC vote must wait at least one (1) calendar year before re-submitting to the expansion calendar.