
INTRODUCTION

Ramapo College values college social organizations as an important component of the student life experience. These organizations complement academic and student support services by permitting their members to pursue their educational goals while providing opportunities for leadership and service within the college and the community-at-large. Ramapo College recognizes the importance of the professional support and expertise derived from cooperation with a national and local network of fraternities and sororities.

The Division of Student Affairs has adopted the following policies regarding the registration of fraternities and sororities. The Office of Student Development, with the advice and assistance of the Inter-Greek Senate (I.G.S.), administers these policies. All fraternities and sororities are responsible for knowing and complying with the rules, regulations and procedures contained in this manual. College benefits will be extended only to those organizations in compliance. Student organization members, just as other members of the Ramapo student body, must abide by the Student Code of Conduct, as well as all federal, state and local laws. The Inter-Greek Senate, the Office of Student Development, and the Division of Student Affairs may develop additional policies and procedures if conditions so require.

According to the Ramapo College Mission Statement...
The College is a community committed to maintaining diversity of age, race, gender, sexual orientation, ethnicity and economic background among its faculty, staff and students, who come from many states and foreign countries. Barrier-free from its inception, the College has a continuing commitment to students with disabilities.

Ramapo College expects all fraternities, sororities and student organizations to uphold the integrity of the Mission Statement.
RAMAPO COLLEGE BOARD OF TRUSTEES RESOLUTIONS

The Ramapo College Board of Trustees passed two resolutions with regard to the Fraternity/Sorority System, one to create the Fraternity/Sorority system, and one to amend the criteria for membership.

Resolution 1*
Dated: March 15, 1989
Titled: Registration of Social Fraternities and Sororities
Content: The creation of a two tiered system allowing for the Greek System: to exist with exclusionary practices and outline of conditions for registration.

Resolution 2*
Dated: October 20, 1994
Titled: Approval of Amendment to Greek-Letter Organization Policy and Procedures
Content: Change of membership requirements to include currently registered students with 12 credits and 2.5 GPA and currently registered students with 24 credits and 2.25, and change of the number of students necessary to comprise a fraternity or sorority.

*These resolutions are a matter of record and are on file with Fraternity & Sorority Life in the Office of Student Development, SC - 200.
REGISTERED ORGANIZATIONS

On March 15, 1989, the Ramapo College Board of Trustees approved a resolution to distinguish between groups that adhere to completely non-exclusionary membership policies, and those that do not discriminate on the basis of race, religion, national origin, etc., but that do, under a Title IX exemption, limit membership on the basis of sex. The Board permits a two-tiered system of recognized (non-exclusionary) and registered (discriminating only on the basis of legal Title IX exemptions) organizations, with recognized organizations eligible for greater benefits.

Currently, all social fraternal organizations at Ramapo are single sex and, therefore, registered organizations. For a description of benefits for recognized and registered organizations, see the SARM Policies and Procedures Manual (which can be found in the office of the Director of Student Activities in the Office of Student Development, SC-200)

Benefits of "Registered" student organizations:
Definition: Registered organizations are defined as those social or fraternal groups which do not discriminate on the basis of race, religion, disability, and national origin (or other legally impermissible grounds), but do use the exemption provided by Title IX which permits the formation of single sex organizations. These groups are eligible for the following benefits:

1. To recruit student members on the Ramapo campus.
2. To schedule the use of College facilities and equipment through normal scheduling procedures.
3. To be considered for acknowledgement in the College's student awards program.
4. To publicize activities in events calendars and other formal College media (although fees will not be waived for those which require paid advertising).
5. To use services at "inside" rates provided by the College (e.g., photocopying, printing, central storeroom, food service, campus mail, motor vehicle pool, media center).
6. To participate in College events which are intended to advertise the availability of student organizations to prospective student members. "Registered" fraternities/sororities will be permitted a table at student organization fairs and will be listed in College publications along with an explanation of what the terms "recognized" and "registered" mean. [Their status is important information for parents and for students who wish to avoid joining (perhaps unwittingly) "underground" organizations which may carry with them the risk of heavier personal legal liability.]
7. To participate in leadership training activities offered through the Office of Student Development.
8. To request funds from the Allocations Committee of the Student Activities Revenue Management (SARM) when the activities to be supported are open to all students. Events open to the entire student body and offered without dual pricing systems which advantage fraternity/sorority organization members are eligible for funding through the Allocations Committee of Student Activities Revenue Management (SARM). Non-students may be charged more even if they are members of fraternity/sorority organizations on other campuses that are also recognized or
registered at Ramapo. Any group requesting funding must meet the same criteria now met by other student organizations. See the SARM Office for Allocations guidelines.

9. To charge a fee reasonably related to actual per person costs for attendance at programs offered by the group and for the support of organizational activities.

10. To use the College's name in conjunction with the group's own only when the fraternity/sorority organization's name is appended with the phrase, "at Ramapo College."

**STATEMENT ABOUT UNREGISTERED ORGANIZATIONS**

All fraternities and sororities must be registered members of the Inter-Greek Senate, or seeking registration as Interest Members in accordance with the Expansion Policy regulations. Any organization acting outside of this process will be considered in violation of the College Code of Conduct, and as such, subject individual members to Code of Conduct violations. These organizations are typically referred to as "underground."

**STATEMENT ABOUT AUXILIARY ORGANIZATIONS**

According to the resolution by the Ramapo College Board of Trustees on March 15, 1989 establishing the Greek System at Ramapo, "auxiliary organizations to the main organization are not permitted (i.e., Little Brothers, Little Sisters)." Such organizations open up the College to increased legal liability, imperil the organizations with whom they are associated, and are contrary to College policy.
## FRATERNITIES AND SORORITIES AT RAMAPO COLLEGE OF NEW JERSEY

<table>
<thead>
<tr>
<th>FRATERNITIES</th>
<th>SORORITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ΑΧΡ</strong> – Alpha Chi Rho</td>
<td><strong>ΑΚΑ</strong> – Alpha Kappa Alpha</td>
</tr>
<tr>
<td><strong>ΑΕΠ</strong> – Alpha Epsilon Pi</td>
<td><strong>ΒΚΣ</strong> - Beta Kappa Sigma</td>
</tr>
<tr>
<td><strong>ΑΦΑ</strong> – Alpha Phi Alpha</td>
<td><strong>ΔΦΕ</strong> – Delta Phi Epsilon</td>
</tr>
<tr>
<td><strong>ΑΦΔ</strong> – Alpha Phi Delta</td>
<td><strong>ΛΤΩ</strong> – Lambda Tau Omega</td>
</tr>
<tr>
<td><strong>ΚΣ</strong> – Kappa Sigma</td>
<td><strong>ΛΘΑ</strong> – Lambda Theta Alpha</td>
</tr>
<tr>
<td><strong>ΛΣΥ</strong> – Lambda Sigma Upsilon</td>
<td><strong>ΜΣΥ</strong> - Mu Sigma Upsilon</td>
</tr>
<tr>
<td><strong>ΛΘΦ</strong> – Lambda Theta Phi</td>
<td><strong>ΩΦΒ</strong> – Omega Phi Beta</td>
</tr>
<tr>
<td><strong>ΛΥΛ</strong> – Lambda Upsilon Lambda</td>
<td><strong>ΩΦΧ</strong> – Omega Phi Chi</td>
</tr>
<tr>
<td><strong>ΩΨΦ</strong> – Omega Psi Phi</td>
<td><strong>ΣΔΤ</strong> – Sigma Delta Tau</td>
</tr>
<tr>
<td><strong>ΦΚΣ</strong> – Phi Kappa Sigma</td>
<td><strong>ΣΣΣ</strong> – Sigma Sigma Sigma</td>
</tr>
<tr>
<td><strong>ΨΣΦ</strong> – Psi Sigma Phi</td>
<td><strong>ΘΝΞ</strong> – Theta Nu Xi</td>
</tr>
<tr>
<td><strong>ΤΔΦ</strong> – Tau Delta Phi</td>
<td><strong>ΘΦΑ</strong> – Theta Phi Alpha</td>
</tr>
<tr>
<td><strong>ΤΚΕ</strong> – Tau Kappa Epsilon</td>
<td><strong>Note: Last revised 7/10</strong></td>
</tr>
<tr>
<td><strong>ΖΒΤ</strong> – Zeta Beta Tau</td>
<td></td>
</tr>
</tbody>
</table>
RULES OF FRATERNITIES AND SORORITIES

In all cases regarding rules governing Ramapo College chapters, College policies will prevail. In cases where national/umbrella organizations or executive governing bodies impose stricter guidelines (e.g., grades, number of members, etc.), the stricter of the two will prevail as long as the College policy will not be violated or compromised.

FRATERNITY & SORORITY LIFE ADVISEMENT

The Coordinator of Fraternity and Sorority Life provides the advisement for all students active in, or interested in fraternity and sorority organizations. The Coordinator advises, supports, and implements Ramapo College Inter-Greek Senate judicial and disciplinary procedures. As an advisor, the Coordinator acts in consultation with the Director of Student Development, and the Associate Vice Presidents for Student Affairs, but should be contacted initially concerning any problems or concerns.

Office of Student Development:
Tamika Quick
Assistant Director of Student Development and Coordinator of Fraternity and Sorority Life 201-684-7779

FRATERNITY/SORORITY COUNCILS

INTER-GREEK SENATE (I.G.S.):
The Inter-Greek Senate (I.G.S.) is the student-run governing body for the fraternity/sorority system. All fraternities and sororities are required to be members of the I.G.S. and must abide by its rulings and policies. I.G.S. is composed of an Executive Board consisting of seven elected officers and a Senate composed of one or two members from each registered organization.

I.G.S. votes on and sets the rules for all fraternities/sororities as well as organizes events for the fraternity/sorority and Ramapo community such as Greek Week and many community services, programs, and workshops. I.G.S. also reviews all expansion documents when new groups present themselves for consideration. The I.G.S. will at that time, make a recommendation to the College for acceptance or denial of registration.

Note: Ultimately, the Associate Vice-President for Student Affairs determines whether groups will be granted registration.

Advisor: Tamika Quick, Coordinator of Fraternity and Sorority Life
Executive Board: Shadi Elzahy, President

NATIONAL PANHELLENIC CONFERENCE (N.P.C.):
The N.P.C. is a national coordinating organization for 26 national sororities. Every member chapter has a N.P.C. Delegate who represents the interests of the chapter to the College Panhellenic Conference. At Ramapo, there are four N.P.C. member sororities: Delta Phi Epsilon, Sigma Delta Tau, Sigma Sigma Sigma, and Theta Phi Alpha. The goal of the N.P.C. is to unite the member sororities and promote academic achievement in these organizations. The N.P.C. must follow all policies set forth by the Ramapo College Board of Trustees regarding governance and expansion. The N.P.C. also runs and regulates formal recruitment for its member organizations.

Advisor: Rachel Jaffe-Marko, Residence Life
Executive Board: Joana Kierce, President
NATIONAL PAN-HELLENIC COUNCIL (N.P.H.C.):  
The N.P.H.C. is a national governing body of nine historically black fraternities and sororities. These organizations are known as the "Divine Nine." The N.P.H.C. must follow policies set forth by the Ramapo College Board of Trustees regarding governance and expansion. At this time, Alpha Kappa Alpha Sorority, Alpha Phi Alpha Fraternity, and Omega Psi Phi Fraternity are the only organizations registered at the College under the N.P.H.C.

*Advisor:* Shakethia Jeffries, Residence Life  
*Executive Board:* , President

NORTH-AMERICAN INTERFRATERNITY CONFERENCE (I.F.C.):  
Founded in 1910, the North-American Interfraternity Conference (N.I.C.) is a federation of 64 men's national and international fraternities. Undergraduate chapters of the N.I.C. are represented by the I.F.C., which serve 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 I.F.C. is also committed to enhancing the benefits of fraternity membership. There are seven (8) member groups at Ramapo: Alpha Chi Rho, Alpha Epsilon Pi, Alpha Phi Delta, Kappa Sigma, Phi, Phi Kappa Sigma, Tau Delta Phi, and Tau Kappa Epsilon, and Zeta Beta Tau.

*Advisor:* Sarah Costello, Women’s Center  
*Executive Board:* Kevin Leonard, President

UNITED CULTURAL GREEK COUNCIL (U.C.G.C.):  
The U.C.G.C. serves as a representative body for the historically Black, Latino, and Multicultural Greek-lettered organizations, social fellowships and established interest groups as a sub-division of Ramapo College of New Jersey's Inter-Greek Senate. Each fraternity and sorority has an individual cultural focus and basis; however, none of the member organizations are culturally exclusive. Currently, organizations under this sub-council include members of the National Association for Latino Fraternal Organizations and the National Multi-Cultural Greek Council. These undergraduate chapters include, Beta Kappa Sigma, Lambda Sigma Upsilon, Lambda Tau Omega, Lambda Theta Alpha, Lambda Theta Phi, Lambda Upsilon Lambda, Mu Sigma Upsilon, Omega Phi Beta, Omega Phi Chi, Psi Sigma Phi and Theta Nu Xi.

*Advisor:* Carolina Perez, Student Development Specialist, Education Opportunity Fund Program  
*Executive Board:* Jorge Ruiz, President
CHAPTER ADVISORS

Each chapter must maintain an advisor who is a full-time faculty member or baccalaureate degree-holding, full-time staff member of the College. He/she will be the primary advisor for the individual fraternity or sorority. Many chapters also have outside advisors from regional or national offices of their individual organizations. These advisors should meet periodically with the chapter president and Assistant Director of Student Activities to discuss individual chapter progress. See the Faculty and Staff Advisor’s Agreement for details. Additional advisor resources have been listed as part of the agreement.

<table>
<thead>
<tr>
<th>Fraternity</th>
<th>Advisor</th>
<th>Department and School</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Chi Rho</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Epsilon Pi</td>
<td>Ed Petkus</td>
<td>Anisfield School of Business</td>
<td></td>
</tr>
<tr>
<td>Alpha Phi Alpha</td>
<td>Karl Johnson</td>
<td>Social Science and Human Services</td>
<td></td>
</tr>
<tr>
<td>Alpha Phi Delta</td>
<td>Rosetta D’Angelo</td>
<td>American and International Studies</td>
<td></td>
</tr>
<tr>
<td>Kappa Sigma</td>
<td>Alex Olbrecht</td>
<td>Anisfield School of Business</td>
<td></td>
</tr>
<tr>
<td>Lambda Theta Phi</td>
<td>Linda Diaz</td>
<td>Office of Residence Life</td>
<td></td>
</tr>
<tr>
<td>Omega Psi Phi</td>
<td>Monterasia Brown</td>
<td>Office of Institutional Advancement</td>
<td></td>
</tr>
<tr>
<td>Phi Kappa Sigma</td>
<td>Rikki Abzug</td>
<td>Anisfield School of Business</td>
<td></td>
</tr>
<tr>
<td>Psi Sigma Phi</td>
<td>Lorne Weems</td>
<td>Educational Opportunity Fund</td>
<td></td>
</tr>
<tr>
<td>Tau Delta Phi</td>
<td>Cory Rosenkranz</td>
<td>Center for Health &amp; Counseling Services</td>
<td></td>
</tr>
<tr>
<td>Tau Kappa Epsilon</td>
<td>Mike DiBartolomeo</td>
<td>Office of Admissions</td>
<td></td>
</tr>
<tr>
<td>Zeta Beta Tau</td>
<td>Marta Vides</td>
<td>Social Science and Human Services</td>
<td></td>
</tr>
<tr>
<td>Sorority</td>
<td>Advisor</td>
<td>Department and School</td>
<td>Ext.</td>
</tr>
<tr>
<td>Alpha Kappa Alpha</td>
<td>Dee Bright Foreman</td>
<td>Educational Opportunity Fund</td>
<td>7544</td>
</tr>
<tr>
<td>Beta Kappa Sigma</td>
<td>Nicole Pacheco</td>
<td>Educational Opportunity Fund</td>
<td>7546</td>
</tr>
<tr>
<td>Delta Phi Epsilon</td>
<td>Raymond Rigoli</td>
<td>Anisfield School of Business</td>
<td>7372</td>
</tr>
<tr>
<td>Lambda Tau Omega</td>
<td>Katherine McGee</td>
<td>Student Development</td>
<td>7136</td>
</tr>
<tr>
<td>Lambda Theta Alpha</td>
<td>Linda Diaz</td>
<td>Office of Residence Life</td>
<td>7212</td>
</tr>
<tr>
<td>Mu Sigma Upsilon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Omega Phi Chi</td>
<td>Daniel Jean</td>
<td>First Year Experience</td>
<td>7462</td>
</tr>
<tr>
<td>Sigma Delta Tau</td>
<td>Dorothy Gillman</td>
<td>Financial Aid Office</td>
<td>7548</td>
</tr>
<tr>
<td>Sigma Sigma Sigma</td>
<td>Pinar Kayaalp</td>
<td>American and International Studies</td>
<td>6211</td>
</tr>
<tr>
<td>Theta Nu Xi</td>
<td>Debra Stark</td>
<td>Cahill Center</td>
<td>7221</td>
</tr>
<tr>
<td>Theta Phi Alpha</td>
<td>Jose Vallejo</td>
<td>Office of Admissions</td>
<td>7308</td>
</tr>
</tbody>
</table>
Standards Policy

To ensure that fraternity and sorority chapters at Ramapo College of New Jersey complement the mission of Ramapo College of New Jersey, develop leadership and character in members, provide service to the community, build community and foster lifelong friendships between members, this policy will set forth Standards for fraternities and sororities at Ramapo College of New Jersey. The purpose of this document is to encourage the fraternity and sorority chapters at Ramapo College of New Jersey to return to their founding values, which are crucial to the development of fraternity and sorority men and women.

Each organization is held accountable for meeting the standards. Those chapters that exceed the standards will be recognized for their achievements through the Annual Awards Banquet as well as other means. Those chapters that fall below the standards will be given the opportunity to improve. Those chapters that do not improve and fail to meet the standards may be subject to loss of recognition. We cannot afford to have sub-standard chapters within the fraternity/sorority community jeopardize the long-term success of fraternities and sororities at Ramapo College of New Jersey.

The Standards Program evaluates chapters in the following 5 areas:

- Academic Development
- Campus/Community Involvement
- Chapter Development and Leadership
- Community Service & Philanthropy
- New Member Education and Recruitment

Meeting the Standards

Ramapo College of New Jersey is committed to supporting fraternity and sorority chapters that work diligently to accomplish the standards statements within the 5 areas. However, we realize that chapters will, from time to time, not accomplish every standard statement. It is our expectation that chapters meet at least 60% of the standard statements.

If a group meets between 60-70% of the standard statements, the chapter will be placed on Conditionally Active Status for the following year. The chapter leadership will work to develop a formal Action Plan to address all standards that the chapter does not meet. This will provide the chapter an opportunity to demonstrate how it plans to meet the standards and a full year to achieve each standard statement. There will be a mid-semester review with the Coordinator for Fraternity and Sorority Life in January to gauge the progress of the chapter. A chapter that meets less than 60% of standard statements will be Inactive status for the following year.
The Standards

Standard 1: Academic Development

Chapter Responsibilities:

1. The GPA for each chapter (including initiated members) must be a 2.5 or higher each semester.
2. Chapters failing to meet the academic standard for one semester will be required to meet with the IGS Scholarship Chair to develop an academic improvement plan.
3. The Chapter must submit the required Grade Release Forms to the Inter-Greek Senate with the Ramapo College identification number for each member each semester.
4. Each chapter member who is considered active must maintain a GPA of 2.2 or higher.
5. The chapter’s new member class maintains a semester GPA of 2.2 or higher during their new member orientation.
6. The chapter must organize and execute at least one academic program for active and new members each semester with a 75% attendance rate.
7. The chapter should have a chair or officer in charge of scholarship and academics with documentation of his/her responsibilities.
8. The chapter attends each academic/leadership program organized by the Inter-Greek Senate and/or Coordinator of Fraternity and Sorority Life.
9. The Chapter uses or has a plan for a chapter scholarship program which includes an academic achievement and assistance program for active and new members with documentation that provides an outline of said program.

Standard 2: Campus/Community Involvement

Chapter Responsibilities:

1. Chapters must have 25% of all members attend 5 programs given by another organization on campus excluding philanthropies.
2. The chapter co-sponsors at least one non-social program per semester with another Fraternity or Sorority.
3. The chapter co-sponsors at least one non-social program per semester with a Ramapo College non-Greek organization.
4. The chapter advertises its programs throughout the year by use of flyers, posters, or any other form of communication. Documentation must include examples of at least three different forms of publicity.
Standard 3: Chapter Development and Leadership

Chapter Responsibilities:

1. 50% of members in a chapter will be involved in at least one other organization on campus. (25% if chapter has less than 10 members)
2. Chapters will sponsor one educational/leadership development program per semester.
3. 25% of chapter members will hold a leadership position on campus.
4. Chapters will ensure that at least two members of their chapter attend the annual Leadership Retreat.
5. The chapter submit at least (2) topics to the Inter-Greek Senate per semester for open discussion during IGS meetings.
6. The chapter has an alumni and a full time faculty/staff advisor with documentation of his/her responsibilities and at least one specific example of his/her involvement with the chapter.
7. Each chapter member is a chair or member of at least one committee and/or is an officer of his/her chapter.
8. The chapter has an IGS/Sub-Councils representatives who attend IGS/Sub-Councils meetings each week and reports back to the chapter.
9. The chapter president meets once a semester with the Ramapo College Greek Advisor.
10. 90% of the chapter must attend one alcohol/drug education program lead by the Alcohol/Drug Education Program, one sexual violence program and one Anti-Hazing workshop per year.

Standard 4: Community Service & Philanthropy

Chapter Responsibilities:

1. Chapters will sponsor at least 1 community service event both on/off per semester, with at least 25% of members in chapter involved.
2. Chapters will sponsor at least 1 philanthropy event per semester that is open to all members of the Ramapo College campus community. At least 75% of all proceeds go towards the philanthropy(ies) chosen for the event.
3. The chapter affiliates itself with one local, regional, or national philanthropy per year.
4. 100% of chapter members are involved in at least one community service event per semester.
5. The chapter has an officer/chairperson in charge of community service/philanthropy with documentation of his/her responsibilities.
6. 50% of chapter members participate in one philanthropic event sponsored by another Ramapo College Fraternity or Sorority per semester.

7. All community service events must be registered through the Cahill Center.

Standard 5: New Member Education and Recruitment

Chapter Responsibilities:

1. Chapters will NOT participate in 1st semester 1st year student pledging.

2. New member program will be completed within 8 weeks from the date upon which a bid/invitation for membership was extended.

3. At least 50% of the new member class will initiate into full membership.

4. Compliance with all governing council policies and national organization policies related to recruitment.

5. Participation in sub-council planned events (First Year Move In Day, Greek Fair, Meet the Greeks, Information Sessions, Recruitment).

6. The chapter has an officer/chairperson in charge of recruitment and an officer/chairperson in charge of new member education.

7. The chapter’s new member educator meets with Fraternity and Sorority Life Director prior to the start of new member orientation.

8. Each of the chapter’s potential new members attends an anti-hazing educational workshop sponsored by the Office of Fraternity and Sorority Life prior to beginning the new member education/intake program.

9. The chapter conducts all new member activities without the use of alcohol.
**Membership Recognition**

Membership is limited to those fraternities and sororities which are registered by the Office of Fraternity & Sorority Life and shall be determined according to the IGS Minimum Standards Policy. The policy includes five categories of recognition: **Interest, Pre-Active, Active, Conditionally Active, and Inactive Status**.

**A. Interest Status**

a. Meet with the Coordinator for Fraternity & Sorority Life to review the expansion policy for registration.

b. Submit the required materials to the Coordinator for Fraternity & Sorority Life (**within the first 4 weeks of the semester**).

c. Receive approval from the appropriate sub-council in favor of expanding to attain formal Interest Status.

d. Attendance at all IGS and appropriate sub-council meetings of each month, and mandated IGS/sub-council organized events beginning at the point when Interest Group status has been granted. Two unexcused absences will result in a loss of Interest status. If the organization has a conflicting schedule, the representative must communicate this information in writing to the IGS Internal Vice-President and the Graduate Assistant for Fraternity & Sorority Life. Voting privileges will not be granted until active status is attained.

e. Hold general interest meetings to be arranged through the appropriate sub-council. (i.e., space will be reserved with the Office of College Events and Conference by the appropriate sub-council as “I.G.S. reserving space for Interest Group “XXX”).

f. Use services at inside group rates provided by the College (i.e. printing, graphics, etc.). Services must be arranged through the I.G.S. (i.e. services will be billed to “I.G.S. acting on behalf of the Interest Group “XXX”).

g. Plan four events per semester (awareness of social issue, educational, philanthropic, and community service), two of which must be co-sponsored with a recognized or registered organization. Advertising must state “…a social organization seeking registration at Ramapo College.

h. Meet monthly with the IGS Internal Vice-President and Graduate Assistant for Fraternity & Sorority Life to review progress towards registration.

i. Submit binder of required materials (as outlined in the expansion policy) and turn into the Graduate Assistant for Fraternity & Sorority Life for review one week before the Expansion Committee meeting.

j. Attend a review meeting with the Graduate Assistant for Fraternity & Sorority Life and the IGS Internal Vice-President at the end of this interest status period to evaluate chapter progress.
k. Appear before the appropriate sub-council Expansion Committee for registration consideration according to the IGS expansion schedule.

l. Meet the minimum standards and follow all other requirements for chapters in good standing.

B. Pre-Active Status
   a. Completed the expansion process as outlined in the expansion packet.
   b. Received approval from the appropriate sub-council expansion committee in favor of expanding and recommended to the Associate Vice-President of Student Affairs for appropriate approval.
   c. Received approval from the Associate Vice-President of Student Affairs for registration.
   d. Complete a 15 week probationary period, beginning the day of the final approval.
   e. Take a pledge/new member class.
   f. Maintain a minimum of two members (or abide by national minimum if higher)
   g. Meet monthly with the Coordinator for Fraternity & Sorority Life.
   h. Attendance at all IGS and appropriate sub-council meetings of each month, and mandated IGS/sub-council organized events beginning at the point when Pre-Active status has been granted. Voting privileges will not be granted until active status is attained.
   i. Plan four events per semester (awareness of social issue, educational, philanthropic, and community service), two of which must be co-sponsored with a recognized or registered organization.
   j. Attend a review meeting with the Coordinator for Fraternity & Sorority Life and the IGS President at the end of this pre-active period to evaluate chapter progress.
   k. Meet the minimum standards and follow all other requirements for chapters in good standing.

C. Active Status
   a. Each organization must be registered and in good standing with IGS and Ramapo College.
   b. Complete and submit the annual chapter assessment packet a tool by which chapter progress is measured and designed to act as a planning and evaluative document.
   c. Active organizations are required to attend all mandatory IGS/Fraternity and Sorority Life functions including but not limited to:
      - IGS general meetings and sub-council meetings.
      - Community service events.
      - Educational programs and/or workshops.
      - Philanthropic events.
      - Leadership Retreats.
   d. Meet the 70% minimum standards requirement and follow all other requirements for chapters in good standing.
D. **Conditionally Active Status**

a. An organization may become conditionally active and have activities restricted when:
   - active roster falls below two (2) members;
   - less than 70% of the annual chapter assessment packet is completed
     (the chapter will be placed on Action Plan status for the following year).

b. In addition, each conditionally active organization must:
   - Co-sponsor two events, one of which may be a community service/philanthropy and the second of which must be educational/leadership.
   - Meet monthly with the Coordinator for Fraternity and Sorority Life.
   - Attendance at all IGS and appropriate sub-council meetings of each month, and mandated IGS/sub-council organized events
   - Attend a review meeting with the Coordinator for Fraternity & Sorority Life and the IGS President at the end of this conditionally active period to evaluate chapter progress.
   - Meet the minimum standards and follow all other requirements for chapters in good standing.

E. **Inactive Status**

a. An organization may become inactive when:
   - less than 60% of the annual chapter assessment packet is completed
     (the chapter will be placed on Action Plan status for the following year).
   - Sanction from the IGS judicial board.
   - Sanction from the Office of Judicial Affairs
   - Sanction from the Coordinator for Fraternity and Sorority Life.
   - Failing to maintain active status within the appropriate sub-council.

b. An organization falling to inactive status will be suspended from all IGS/sub-council social activities.

c. Must attend all IGS meetings or further sanctions may be levied.
CHAPTER RESPONSIBILITIES/REQUIREMENTS

To remain in good standing, all registered fraternities and sororities must fulfill the following responsibilities and adhere to the requirements.

Chapters with more restrictive national regulations than those required at Ramapo College must comply with those policies. In the event of a conflict between these rules, College rules will prevail. Registration will be suspended when groups are not in compliance with the requirements listed below.

A. General Compliance Requirements of Chapters:
1. Comply with all federal, state, local laws and ordinances, the College Code of Conduct (see the Student Handbook, http://www.ramapo.edu/studentlife/docs/studentHandbook_4_02_final.pdf) or other official Ramapo College publications or correspondence.
2. Comply with all policies and procedures put forth by the Office of Student Development, Division of Student Affairs, Inter-Greek Senate, and their executive governing body.
3. Comply with the accounting policies and practices of the Student Activities Revenue Management Office.
4. Comply with the policies, procedures and financial practices of the executive governing body and be in good standing.
5. Submit proof of current excess liability insurance in an amount no less than $1,000,000, naming the State of New Jersey, the College, and its Trustees and officers "named insureds." Failure to have a current policy on file in the Office of Fraternity and Sorority Life will result in temporary suspension until the requirement is met.
6. Forward a form letter (provided by Ramapo College, which outlines the college’s Hazing policy and definition) to the chapter’s executive governing body in which it indicates acknowledgement and explanation of all acceptable pledge practices, including but not limited to, marching, chanting, uniforms, social probation, and/or military style pledging. Note the Ramapo College hazing definition will prevail in any areas of discrepancy.
7. Each member must register with the Orgsync program for the Chapter Member rosters.
8. If a member of a chapter is suspended as a result of a disciplinary sanction, the chapter must comply with any details of the sanction, including suspension of activities privileges.
9. Maintain non-profit status as a social fraternity or sorority which is exempt from taxation under section 501(a) of Title 26. This is a requirement of the Title IX Amendment that permits fraternities and sororities to be single-sex organizations.
10. Maintain updated constitution/bylaws to include a detailed statement of each chapter's officers' responsibilities and procedures for handling incidents of misconduct by individual members.
11. Conduct chapter officer elections according to the chapter’s constitutional requirements. Inform the Coordinator of Fraternity & Sorority Life of the results prior to the beginning of each semester.
12. Select and maintain an advisor who is a full-time faculty member or baccalaureate degree-holding, full-time staff member of the College. Failure to do so will result in temporary suspension until an advisor is identified.
13. Once an organization is fully registered (following conditional status), it must maintain a minimum of two members and a maximum of seventy members to preserve its status.
14. Register the name and contact information of the organization’s national liaison with the Coordinator of Fraternity & Sorority Life.
15. Use of college facilities or equipment must be properly scheduled during authorized hours and follow regulations set by the Student Center and/or Events and Conferences.
16. Uphold the values of brotherhood/sisterhood, academic excellence, civility, cooperation, and respect.
17. All chapter members must be knowledgeable and follow their executive governing body’s Membership Intake Program’s guidelines and the Ramapo pledge/new member rules.

B. Restrictions/Limitations on Chapters:
1. Registered organizations must refuse to associate with any auxiliary (i.e., Little Brothers, Little Sisters) or sweetheart groups since they cannot be registered nor recognized by the College. Such organizations open up the College to increased legal liability, imperil the organizations with whom they are associated, and are contrary to college policy.
2. Registered organizations and Interest Groups may NOT co-sponsor an event with an unregistered or suspended organization. This may result in revocation of registration status or other sanctions.
3. Registered organizations may NOT participate in pledging or unauthorized activities with an interest group.
4. Fraternities/sororities may not build nor establish residential houses on campus. The College
does not acknowledge or recognize Greek residential houses anywhere off-campus.

5. Chapters may not award honorary membership to undergraduate students.
6. Singing, chanting, marching or saluting is NOT permitted in academic and administrative areas at any time. These activities are prohibited elsewhere before 9:00pm unless there is written permission from the Coordinator of Fraternity & Sorority Life. Campus Quiet Hours (Sun-Thurs 11pm to 8am; Fri-Sat 1am-12pm) must be adhered to if these activities are taking place outdoors or in common areas at any time.

C. Required Activities for Chapters:
1. Send representatives to I.G.S. meetings:
   a. Chapters with ten or more members must provide two representatives.
   b. Chapters with fewer than ten members must send one representative.
   c. Representatives must be active members of the chapter according to the submitted membership roster and eligibility requirements.
2. Send a representative to the Club/Organization Officer’s Meetings sponsored by Student Development each semester.
3. Send representatives to leadership programs developed to address the Fraternity/Sorority community (prior to sessions, specific officers and the percentage of chapter membership required to attend will be stated).

D. Required Submissions for Chapters:
1. Proof of excess liability insurance in an amount no less than $1,000,000 naming the State, the College, and its Trustees and officers "named insureds". Any group without current insurance on file in Student Development (SC 200) will be considered temporarily suspended until the requirement is met.
   • Due Date: According to the individual policy deadline
2. Dues and fees required by I.G.S. and the executive governing body of the organization
   • Due Date: Every semester, the 3rd I.G.S. Meeting
   Executive governing body dues are paid according to their schedule.
3. Submission of all Chapter Membership information to the Orgsync for Chapter Rosters.
   • Due Date: Every semester, the 2nd I.G.S. Meeting
4. Timely submission of all forms to the Assistant Director of Student Activities for Greek Affairs including:
   a. Pledge/New Member applications
      • Due Date: Filled out at mandatory anti-hazing workshop
   b. Bill of Rights Form with pledge/new member signatures
      • Due Date: Signed at the anti-hazing workshop
   c. Acknowledgment of Fraternity/Sorority Initiation Form
      • Due Date: Within 48 hours of completion of Membership Intake (bring to Student Development Office-SC 200)
5. Monthly Activity Report
   • Due Date: Last calendar day of each month
6. Mid Year report
   • Due Date: Twenty-four (24) hours after the last day of programming
7. Distribution and signature acknowledgement to chapter membership of the National body’s anti-hazing policy and membership intake program.
   • Due date: One (1) week before the start of Recruitment week
8. Copies of Student ID’s and signatures on Greek Week Behavioral Standards Contract
   • Due date: One (1) week before Greek Week starts
9. Copy of Membership Education/Intake Program
   • Due date: One (1) week before the start of membership education program. Be sure to include the anticipated week of initiation and please update the Coordinator of Fraternity & Sorority Life of any changes, as they occur.

Failure to meet submission dates will result in temporary suspension, fines or other penalties at the discretion of the Coordinator of Fraternity & Sorority Life. Any submissions not scheduled to be accepted at an I.G.S. meeting deadline should be brought to the Robert A. Scott Student Center Office, Room 200.
**E. Conditionally Active/Defunct Chapters:**

An organization which has fallen below the two active members’ requirement for being a recognized organization will be considered Conditionally Registered for one academic year or until they have met the required minimum amount of members, which ever comes first. In the event that the chapter does not meet the requirement the chapter will become defunct. Once a chapter has become defunct, it must re-apply for registration status.

**FAILURE TO COMPLY WITH REQUIREMENTS**

The Coordinator of Fraternity and Sorority Life reserves the right and responsibility to take action against any chapter not in compliance with College-related requirements. I.G.S. shall reserve the right and responsibility to levy sanctions as a result of non-compliance with requests for submission of I.G.S. required paperwork and violations of fraternal practices that are not otherwise violations of the College Code of Conduct. I.G.S. sanctions will be limited to fines and/or activities or social probation. For details, see the Judicial Process included in this manual.

**RECRUITMENT RULES**

1. According to I.G.S. policy, organizations may sponsor three interest meetings prior to the official start of I.G.S. recruitment, with the approval of the I.G.S. Executive Board.
2. Dorm storming is allowed during recruitment week as long as the following guidelines are met:
   - Flyers are not put under doors or put on walls, but rather are given to people in their hands.
   - Flyers are to promote each subgroup not individual organizations (i.e. National Panhellenic Council Recruitment, Inter-Fraternity Council Recruitment, United Cultural Greek Council etc.)
   - No shirts with individual organizations may be worn during the time of dorm storming.
   - All flyers must state the membership eligibility policy.
3. All recruitment events must be dry (no alcoholic beverages may be served).
4. Groups must adhere to the membership selection policies and guidelines of their governing organization and Ramapo College. Any discrimination forbidden by Federal, State or local law or by College policy is strictly prohibited.

**NEW MEMBER/PLEDGE RULES**

*Note: All pledge practices must respect Campus Quiet Hours*

1. No bids (promise of membership) may be given out to a student who has earned less than 12 credits (high school college credit bearing courses or earned AP credits do not count).
2. There will be no promising of bids/invitation for membership/selection, etc., in advance of I.G.S. Recruitment.
3. **First (1st) semester pledging is strictly prohibited.** Organizations found guilty of pledging a student who has earned less than 12 credits will lose all corresponding benefits permanently or for a designated period.
4. Uniforms may be worn provided they are in good taste and seasonally appropriate. In addition, each organization should submit a form letter from the organization’s executive governing body indicating their knowledge and approval of all uniforms as well as all pledge/new member practices (please consult the Coordinator of Fraternity & Sorority Life for template.)
5. Requirement of a set public demeanor, i.e., marching, militant demeanor, silence periods, limiting use of automatic doors, restricting walking patterns, prescribing set walking patterns or walking formations, such as cutting corners, are limited to the dining halls, residence hall areas, outdoor common areas where classes and programs are not occurring, or at Greek-sponsored social events. This is contingent upon the submission of a form letter from the organization’s executive governing body acknowledging and approving all uniforms as well as all pledge/new member practices. These
practices are prohibited in academic and administrative areas at all times (this includes the main academic building, Berrie Center, Library, McBride House, Mansion, Bradley Center, and any other locations where classes, formal programs or workshops are taking place.)

6. Singing, chanting, marching or saluting is NOT permitted in academic and administrative areas at any time. These activities are prohibited elsewhere before 9:00pm unless there is written permission from the Coordinator of Fraternity & Sorority Life. Campus Quiet Hours (Sun-Thurs 11pm to 8am; Fri-Sat 1am-12pm) must be adhered to if these activities are taking place outdoors or in common areas at any time.

7. Students going through a Membership Intake Program must be able to conduct College business in or out of the classroom, and shall not be prohibited from speaking with College officials, faculty, employers/clients, club membership or leadership (about club matters), roommates (about residence-related matters), family, and friends (in emergency situations).

8. Probates (public rituals) must be scheduled with the Coordinator of Fraternity & Sorority Life, and may only occur in non-academic areas prior to quiet hours.

9. Activities for new member education must be scheduled in accordance with published/stated campus quiet hours.

10. Wake-ups (waking a pledge/new member to participate in late-night activities) are prohibited.

11. No activity may violate executive governing board, state, college hazing or pledging guidelines, or laws.

12. Fraternity or sorority sponsored events must follow regulations established by the Office of Student Activities and by the Events and Conferences Office when using campus meeting room facilities.

13. Because affiliated organizations (i.e., brother or sister organizations) are not permitted at Ramapo College, cross pledging is not permitted.

14. Pledge/new member activities must not interfere with a person's personal living space, personal needs, sleep, health or hygiene, or academic, extracurricular or employment responsibilities.

15. Any alleged violations of an executive governing board’s policy concerning pledging will be forwarded to the organization's executive governing body.

16. Alcohol may not be present at any pledge/new member event.

17. All pledge programs must be completed by the deadlines stated below. A $500 fine will be charged by Student Activities to any organization(s) not adhering to this deadline.

**Deadline for Fall 2010:** November 28th; names must be submitted by e-mail to the Coordinator of Fraternity & Sorority Life by November 29th or within 48 hours of the completion of the Membership Intake Program, whichever comes first.

**Deadline for Spring 2011:** Will be announced in early spring semester at I.G.S. meeting; names must be submitted by e-mail to the Coordinator of Fraternity & Sorority Life will be announced in early spring semester by December 1st or within 48 hours of the completion of the Membership Intake Program, whichever comes first.
HAZING

Students who are members of or are interested in becoming members of fraternities or sororities at Ramapo College are required to read and agree to abide by the Pledge's Bill of Rights. Their signatures indicate acceptance of this responsibility. Hazing includes organizing, engaging in, facilitating, or promoting any conduct that places or may place another person in danger of bodily injury (the consent of those hazed will not be accepted as a defense). Hazing and aggravated hazing are also crimes punishable under the provisions of Title 2C of the Statutes of the State of New Jersey. Failure to comply with any of the standards or requirements outlined in the Pledge's Bill of Rights (developed by the Attorney General of the State of NJ pursuant to N.J.S.A. 18A: 3-24 et. Seq.) will be considered a violation of the Code of Conduct. Subsequent changes in hazing laws are automatically included in the Code upon their adoption.

According to New Jersey law, an individual is guilty of hazing if, "in connection with the initiation of applicants to or members of a student or fraternal organization, he 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." Additionally, "a person is guilty of aggravated hazing, a crime of the fourth degree, if he/she commits an act prohibited...which results in serious bodily injury to another person."

Ramapo College defines hazing as (Approved 5-18-06)

"Any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol during pledge activities; 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 campus; 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."

Examples of Hazing

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

a. Requiring any form of exercise or physical activity (such as crunches, push-ups, running, lunges, carrying heavy items, standing for long periods of time).
b. Requiring the ingestion of any substance e.g., spoiled food, drink, concoctions, water, hot sauce
c. Physical assault/harassment e.g., branding, blindfolding or hand-tying, beating
d. Controlling dietary intake e.g., food restrictions, limitations, designating diet, healthy or otherwise
e. Conducting activities that do not allow adequate time for study or sleep, including wake-ups.
f. Deprivation of or interference with the maintenance of a normal schedule of bodily cleanliness
g. Expecting certain items to always be in one’s possession that have no significance to the organization (as stated by the executive governing body) or that are physically burdensome or potentially dangerous e.g., rock, bricks, pumpkin, stuffed animal etc. The chapter’s executive governing bodies will have to provide a form letter indicating the reasoning, significance and approval of item required to be carried by a Potential New Member (see Assistant Director of Student Activities for Greek Affairs for template.)
h. Engaging in unauthorized activities which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the township of Mahwah e.g., road trips, treasure and scavenger hunts, kidnapping, drop-offs, etc.

i. Forcing members to perform individual acts or acts as a group which are crude, degrading and meant to embarrass and/or humiliate, e.g., acting like an animal, simulating sexual acts

j. Assigning or endorsing pranks such as borrowing or stealing items, painting property and objects of others, or harassing other individuals or groups

k. Non-physical harassment including yelling and screaming or calling individuals demeaning names

l. Requiring any personal servitude to another individual or group such as running errands, cleaning, making food runs, cooking, performing someone else’s academic work, requiring a pledge to be a designated driver* even if not involved in the activity (*this in no way should impede designated driver programs within chapters)

m. Questioning under pressure including using line-ups or drills

n. Simulating or requiring activity of a sexual nature, or threatening to do so

o. Expecting illegal activity or threatening to require illegal activity

p. Psychological games used to intimidate pledges, isolating pledges and/or abandoning or falsely imprisoning pledges

Hazing is illegal regardless of consent. Agreeing to any of the aforementioned activities or any other unauthorized activity does not make it acceptable.

Organizations may not employ practices that are contrary to their executive governing body’s policy. Activities banned by executive governing bodies are also considered banned by Ramapo College of New Jersey. Where organization and college policies differ, the College policies will prevail.

Please note: This list by no means covers all activities and actions that can be considered hazing. Should you have questions or desire clarification on any of these items, please contact the Coordinator of Fraternity & Sorority Life, Student Center Room 200, or call 201-684-7593.

Source: Fraternal Information and Programming Group (FIPG)

How will I know if I am hazing or being hazed?

If you have to ask if a particular activity is hazing...it probably is.

If everyone (active members and new members) is not participating equally...it probably is.

Try asking yourself these questions as guidelines when something is in question:
1. Could I tell my parents or loved ones about it?
2. Would I feel comfortable doing this in front of the College president?
3. How would I feel it appeared on the front page of the Ramapo News?
4. Can I inform my Area Director about it?
5. Would the founding brothers and sisters of my organization be proud of it?

It is our mutual responsibility to stop hazing. It hurts the values that we all work so hard to uphold. Any person who has knowledge of hazing activities taking place has a commitment to report this to the Division of Student Affairs, the Office Student Development, the Security Department or the police.

Pledges and chapter officers have additional responsibilities. Pledges must refrain from questionable activities that may jeopardize or demean the image of Greeks in the Ramapo College community and/or harm their well-being. The pledge is encouraged to make a constructive contribution to his/her chapter
and its program while pledging or participating as a new member. The responsibility of the chapter officers is much the same as those who are pledging. The officers and chapter members must abide by and understand the definition of hazing, and encourage and conduct a pledge/new member program that is positive and educationally sound.

HAZING VIOLATES THE RAMAPO COLLEGE CODE OF CONDUCT AND THE LAWS OF THE STATE OF NEW JERSEY!

College Response to Hazing:
Any chapter found guilty of hazing will be subject to immediate charter revocation and to college, local, state, and federal charges (individual culpability will also be established whenever possible). When the College suspects hazing is occurring or have reasonable evidence that hazing has occurred, the College will contact national and/or regional officers of the organization(s) involved as well as consult with the Mahwah Police Department and/or County Prosecutors.

Suggested Alternatives to Hazing:
- Promote scholarship
- Develop leadership
- Involve your organization with the College
- Develop social skills
- Assist with career goals
- Involve alumni
- Utilize campus programming
- Improve relations with other Greeks - build awareness of chapter history
- Instill a sense of brotherhood or sisterhood - refer to the purpose of your Ritual
- Involve the entire chapter in the activities

(Credits: Alpha Phi, Alpha Tau Omega, Delta Tau Delta, Lambda Chi Alpha, Phi Gamma Delta, and Fraternity Executives Association)

GREEK-RELATED COLLEGE POLICIES

ADVERTISING CARDS

Advertising cards may not be slipped under office/residence hall doors, placed on automobile windshields, or left on top of public areas in large unattended stacks. Please see the Posting Policy available under principal publications on the Student Life website or in the Student Center Office (SC-200) for details. No registered groups may advertise with local alcohol-serving establishments (it is prohibited by insurance policies). The Office of Student Development will use reasonable judgment in consultation with the Associate Vice President to determine if a campus group is a co-sponsor when the name is altered on the publicity (i.e., Outrageous Dance Knight instead of Omicron Delta Kappa).

RAMAPO COLLEGE CANDLE USE POLICY

Purpose:
In order to minimize the possibility of a fire occurring due to the use of candles at Ramapo College, the following policy has been adopted:

Residence Halls:
The use of candles (including birthday candles), incense or similar items with open flames is prohibited in all residence halls (including apartments). Exceptions are made for students celebrating religious festivals but prior permission to use candles must be requested through the Office of Residence Life. Candles may be used in other campus buildings for special purposes as outlined below. Candles may only be used in areas protected by sprinklers.
Dining Events:
Candles may be used on dining and serving tables only when they conform to the following provisions:
· Candles must be securely mounted in suitable fireproof holders, which prevent tipping and contain melting wax. The device or holder must return to an upright position after being tilted to an angle of 45°. (e.g. glass spheres commonly used in restaurants.)
· The flame must be covered by a fireproof shade or chimney, which is securely fastened to the holder. (e.g. a glass hurricane shade.)
· The flame must be enclosed except for an opening at the top such that a single layer of tissue paper placed on top will not ignite in 10 seconds.
· No combustible materials may be attached to, or in close proximity with the candles while burning. This includes natural greenery and other decorations.
· Ignited candles may not be left unattended.

Religious Services:
Candles may be used for religious services as long as their use conforms to the following:
· Burning candles must be securely placed in suitable fireproof holders designed for this purpose. (e.g. metal candlesticks, menorah or similar holder.)
· Burning candles may not be left unattended.
· If candles are to be held in the hand while lit, the provisions of the section concerning "Candlelight Services" must be followed.

Candlelight Services:
Hand held candles may be used for special services as long as they conform to the following:
· Only "drip less" type candles may be used as hand held candles.
· Drip protectors / guards must be attached to all hand held candles.
· Hand held candles must be extinguished before being set down in any way.
· Candles will be extinguished before exiting the function room.
· Suitable fireproof receptacles must be provided for disposing of the extinguished candles after the event. An example of a fireproof receptacle is an outside cigarette receptacle. This type of receptacle can be requested in the Candle Registration Form.

Candle Registration Form: Must be completed and submitted at least two weeks prior to the event where candles will be used.

COLLEGE VANS
College owned vehicles are restricted to use for College-related activities. Therefore, fraternities and sororities are not permitted to use college vehicles to attend regional or national conferences or private events.

CONFERENCES
Chapters are not eligible to apply for funding to attend regional or national conferences. Exceptions may be made for other conferences that are open to all and will benefit the Ramapo community.

EVENT INCOME GUIDELINES FOR REGISTERED ORGANIZATIONS
Monies from any event sponsored by a registered organization and held on campus must be handled in one of two ways:
1. The registered organization should record the amount collected and estimated attendance in the Student Activities Event log. The Building Manager will count and record the amount of income being held and verify the estimate of attendees with a representative of the organization. All funds raised must be deposited immediately with SARM. If the deposit is made after hours, the funds must be deposited in the Scott Student Center Office and labeled with the depositor’s name, club’s name, event, date, time and amount.
2. Income collected may be brought to the Scott Student Center Office to be held in the safe in a sealed envelope until the next business day. This service is offered to organizations to assist with security. Ramapo College will serve only as a holding area. The envelope may only be sealed and opened by a member of the sponsoring organization.

**FUNDRAISING POLICY** (Recognized Clubs/Organizations)

a. All recognized and registered clubs/organizations are eligible to hold fundraising activities.

b. The club/organization’s membership must approve the fundraising activity.

c. The event’s location must be reserved through the Office of Events and Conferences.

d. Please note the Events and Conferences’ Table Reservation Policy (which can be found in the Office of Events and Conferences, D-104) limits a club’s table space access to allow all student organizations equal opportunity.

e. Fraternities and sororities may establish a Raised Revenue Account with SARM for the purpose of depositing and issuing checks using fundraising monies. Disbursements will only be made in the form of a college check.

f. All funds raised must be deposited immediately with SARM. If the deposit is made after hours, the funds must be deposited in the Scott Student Center Office and labeled with the depositor’s name, club’s name, event, date, time and amount.

g. Funds raised **cannot** be immediately used to pay for event or performer expenses without first being properly deposited into the club/organization’s Raised Revenue account. Doing so is a violation of Federal tax law and Ramapo College policy. If a breach is discovered, the depositor will be held personally responsible. Ramapo College will take all necessary actions against such individuals, including filing charges through the campus judicial system and in criminal court as appropriate.

h. Any club/organization raising funds for a charity or non-profit group must provide a letter on that organization’s letterhead stating full support and understanding that funds are being raised in its name.

i. The club/organization must require that those individuals donating funds sign their name on the Donation Roster, which is to be submitted with the deposit.

j. The club/organization must display a table tent detailing the fundraising event

**Dorm Storming (Cash Collection for Charity):**

*Per 8/23/07*

All fundraising efforts for charity must follow the current policy, which requires the acknowledgement from the non-profit organization that the collegiate club or group is permitted to fundraise in their name. Any thank you letters received by the collegiate club or organization should be copied and filed with Student Activities Revenue Management (SARM) as well.

1. Recognized/registered clubs/organizations must register every event where money or supplies are to be collected with the Community Service Center (CSC) two (2) weeks in advance of collection. There can only be one campus collection per month, therefore they will be approved on a first come first serve basis by CSC. Money/supplies may only be raised for non-profit organizations (501c3). The recipient organization must provide a letter of acknowledgement about the fundraiser.

Process for Collection:

· use a closed container/canister for collection provided by CSC, for fund collection.
· sign out the canisters (e-board members only).
· bring all money/supplies to the Community Service Center coordinator the same evening of the collection. The CSC coordinator and club event coordinator will determine a time and location in advance.
· collections must end by 10:30pm.
CSC will send an approval notice to Residence Life when a collection is scheduled.

- only collections with approved canisters should be permitted.
  Note: It is strongly encouraged that collections be done in teams of two (2) for purposes of safety and accounting for funds.

**Fundraising/Tabling (Cash Collection) for organizational profit or philanthropy:**

1. All table reservations made for the purpose of collecting funds must be signed off by a staff member in Student Activities. Funds collected must be for the benefit of non-profit organizations (501c3) and follow the same procedures for dorm storming collection.

2. If sales are for items costing more than $10, the club must, in addition to reserving the table, have the sale approved by the Director or Assistant Director of Student Activities, and Security may be required. The club/organization must be aware that Security coverage might be necessary if the potential income is large.

3. A club/organization may not sponsor a vendor who will sell products or services. An exception may be made if the products support and complement a large scale theme event. This would need approval from a Student Activities staff member.

**GAMES OF CHANCE:**

A game of chance is defined (NJS 2C:37-1) as “a contest, game, pool, gaming scheme or gaming device in which the outcome depends in a material degree upon an element of chance, notwithstanding that skill of the contestants or some other persons may also be a factor therein.”

Therefore, organizations should not organize events concentrating or including any games of chance, which include, but are not limited to casino nights, drawings, bingo, raffles, etc.

In order to carry out such activities, each organization must obtain and secure a municipal license as directed by the State of New Jersey Legalized Games of Chance Control Commission (N.J.S.A 5:8-1 through 77). Organizations must submit a copy of this license to the Office of Student Development for verification and record keeping.

**POSTING:**

Traditionally, the first month of the fall and spring semesters are designed for Potential New Members to get to know an organization through Recruitment week. As a result, the following rules are in effect:

Due to limited posting space, registered Greek letter organizations will be given priority posting on the second floor C-wing lounge area fabric boards. No other clubs/organizations will be authorized to post in this location during this time unless (I.G.S.) grants permission. Upon the completion of Recruitment, posting in C-lounge will again be open to everyone.

**ORGANIZATION MEMBERSHIP AND ELIGIBILITY POLICY**

To be an **ACTIVE member of a RECOGNIZED OR REGISTERED student organization, you:**

1. must be a registered student (graduate or undergraduate) who is receiving graded credits
2. (A-F, AU, P/F). The Friends of Ramapo course offered by the Alumni Office does not qualify.
3. must have been charged and paid the student activities or graduate student fee or have had it waived through a special program or package.¹
4. must be in good academic standing² with the College. Certain individual organizations (e.g. honor societies or service fraternities) may require specific minimum GPA's if stated in their constitutions as approved by Student Activities.

¹ Not eligible for membership are Friends of Ramapo, alumni program course participants, and those in any future program whereby student activities fees are not charged.
5. must not be on suspension of activities privileges as a result of a campus judicial action.
6. must comply with any specific additional requirements for membership if they are stated in the constitution of your organization as approved by Student Activities.

**To be an executive officer of a RECOGNIZED OR REGISTERED student organization, you:**
1. must have been charged and paid the student activities fee or have had it waived through a special program or package.
2. must be in good academic standing\(^2\) with the College. Certain individual organizations may require specific minimum GPA's if stated in their constitutions as approved by Student Activities.
3. must be a matriculated undergraduate student (unless the organization is specifically targeted toward graduate students).\(^3\)
4. must not be on suspension of activities privileges as a result of a campus judicial action.
5. must comply with all membership criteria during the period of active membership.
6. must comply with any specific additional requirements for membership if stated in their constitution as approved by Student Activities.

**To apply to be a pledge/new member of a REGISTERED ORGANIZATION (fraternity or sorority), you must:**
1. have accumulated 12 credits or more earned after graduation from high school and a cumulative 2.5 grade point average or better, OR
2. have accumulated 24 credits or more and a cumulative 2.25 grade point average or better.
3. not be on suspension of activities privileges as a result of a judicial action.*
4. submit a completed pledge application to the Office of Student Development.
5. attend an anti-hazing workshop sponsored by the Office of Student Activities/Greek Affairs (additional pledge education workshops may be required throughout the process).
* If a student receives a suspension of activities privileges sanction during the pledge/new member process, s/he may not continue with the pledge program until the suspension is lifted.

---

**RAMAPO COLLEGE GREEK JUDICIAL PROCESS**

**General Information about the Judicial Process**
The College publishes a Fraternity & Sorority Life Policies and Procedures Manual that outlines accepted standards of behavior and a judicial process for determining the consequences for those who do not abide by these standards. The policies cover any violations of the fraternal system policies and guidelines by a fraternity/sorority organization or organization member on the Ramapo College campus, at College-sponsored events or sanctioned activities off campus. The Fraternity/Sorority Judicial process deals with individuals acting on behalf of a fraternity/sorority, or members acting in concert, who violate any Ramapo College Inter-Greek Senate rule. This process does not cover violations of the College Code of Conduct, federal, state or local law, which are adjudicated through the Judicial Affairs Office.

The disciplinary regulations that follow are designed to provide broad guidelines. They are not meant to define in exhaustive terms all behaviors that are prohibited. In all cases, the College has the right and the duty to protect the well-being of the community. This process may be amended. If a change is made, fraternities/sororities will be notified through means deemed appropriate. Copies of the latest process with revisions are available on the College web site, and in the Office of Student Development, SC200.

**A. Philosophy and Goals of the Fraternal Judicial Process**

---

\(^2\) The standards for academic good standing for purposes of this requirement include:
- Undergraduate Students who have attempted or earned 12 or more credits are to have at least a 2.0 cumulative grade point average.
- Graduate students must maintain a 3.0 cumulative grade point average.

\(^3\) Leadership opportunities are available to enhance the undergraduate experience.
The Fraternal judicial process should accomplish the following goals:
1. Sanction inappropriate behaviors
2. Make sure the violation does not happen again
3. Make students aware of and comply with the consequences of inappropriate behavior
4. Try to help others learn from the mistake

B. Filing Complaints
Any student, organization, faculty or staff member may initiate a complaint against a fraternity or sorority or one of its members by filing a complaint form with the Coordinator of Fraternity & Sorority Life. The complaint must be made in writing within a reasonable amount of time after the occurrence (this will mean within 30 calendar days, unless unusual circumstances exist.) The complainant (individual or organization) should include as much detail concerning the alleged violation as possible and include specific reference to the part of the organization regulations the complainant feels have been violated. Forms on which complaints may be filed are available in the Office of Student Development. A group or organization will be formally charged only after the review of complaints and witness statements by the Coordinator of Fraternity & Sorority Life who will review the complaint and determine what process of resolution will be followed. The Coordinator may request interviews with any individual(s) pertinent to the complaint. Any violation of the College Code of Conduct or of law will be referred to the Judicial Affairs Office.

C. Responsibilities of Officers or Other Leaders of Greek Organizations
The officers or leaders or any identifiable spokesperson for the organization may be directed by the Coordinator of Fraternity & Sorority Life or a designee to take appropriate action to end violations of Fraternal System policies and procedures unrelated to violations of the Ramapo College Code of Conduct. This will be designed to prevent or end violations of policies by the organization, or by any persons associated with the organization who can reasonably be said to be acting on the group's or organization's behalf. Failure to make reasonable efforts to comply with the Coordinator of Fraternity & Sorority Life or designee's directive shall be considered a violation of Section H17 of the Ramapo College Code of Conduct and will be adjudicated by the Judicial Affairs Office. Fraternities/sororities and their officers may be held collectively or individually responsible when violations of Greek policies and procedures or the Code of Conduct occur by those associated with the group or organization whose actions have received the consent of the group's or organization's leaders, officers, or spokespersons.

D. Prohibited Conduct
1. Violating of any policy listed in the Fraternity & Sorority Life Policies and Procedures Manual, I.G.S. or any other sub-council list of regulations, which is not otherwise prohibited by law or by the College Code of Conduct.
2. Violating of any recruitment rule (NPC violations may also be adjudicated under its national process).
3. Soliciting and/or pledging illegal members (i.e., they don't meet membership criteria or are on social or disciplinary probation).
4. Failing to compete honorably or engaging in fairplay during any Inter Greek Senate sponsored activity, such as Greek Week. Note: All members/pledges must sign the Greek Week Behavioral Standards of Conduct Contract.
5. Hazing as defined by the NJ Statute or the Pledge's Bill of Rights and by the chapter's national/regional governing board. Such activity will be first adjudicated under Ramapo College's Code of Conduct.
6. Acting in a manner not becoming of a Greek, including displays of rude, offensive, or disrespectful behavior or conduct not in accordance with the ideals of brotherhood and sisterhood.
7. Failing to comply with any additional policies established by College officials.

E. Adjudication of Cases
1. An information-gathering meeting will be scheduled with the accused organization's president and/or vice-president and the Coordinator of Fraternity & Sorority Life for cases not involving the College Code of Conduct. Cases concerning the College’s Hazing Policy are referred to the Judicial Affairs
Office. In the meeting, the organization's representatives will be informed of the allegations and be given the opportunity to respond.

2. As a result of the meeting, the Coordinator of Fraternity & Sorority Life may choose to:
   a) Dismiss the case, or
   b) Inform the organization that it will be charged and offer the following options:
      1. To have the case formally heard by the Fraternal Judicial Board,
      2. To waive the right to a formal hearing by admitting the organization is in violation of the specific charge(s). See item 3b below. The Coordinator of Fraternity & Sorority Life will work with the Chair to determine the appropriate sanctions.
      3. Inform the chapter representative or national office of any nationally affiliated organization.
   4. Cases where the Coord of frat/sor life is deciding
   5. Appeals to decision (go to Director of SD)

3. In cases to be heard by the Fraternal Judicial Board hearing,
   a) Written notice of the charges will be provided seven (7) business days prior to the scheduled Judicial Board Hearing. The student or organization may waive its right to the notification period if a signed form is executed.
   b) An organization may enter its plea 24 hours prior to the hearing to the Coordinator of Fraternity & Sorority Life.
      1. The charged organization will be asked to enter a plea to each alleged violation. In cases where a charged organization pleads “responsible” for all charged violations, there will be no formal hearing on the charges. The charged organization, the complainant (individual or organization) and/or the victim will be allowed to make brief statements of explanation if they so wish. The Coordinator of Fraternity & Sorority Life will work with the Chair to determine the appropriate sanctions.
      2. In cases where, at the beginning of the hearing, the charged student or organization pleads "responsible" for all charged violations, there will be no formal hearing. The Judicial Board will determine the sanction. In such cases, an organization may only appeal the sanction.

F. Fraternal Judicial Board Structure
The Fraternal Judicial Board will consist of a chairperson (non-voting except in cases of tie), who will be the I.G.S. Sergeant at Arms (herein referred to as Chair), one representative and alternate representative of each sub-council within Fraternity & Sorority Life, and a Judicial Board advisor (non-voting) who will be Coordinator of Fraternity & Sorority Life and two of the sub-council advisors (herein referred to as Board Advisor) and the I.G.S. Secretary (silent attendee, non-voting).

1. Membership Eligibility
   To be eligible, members:
   a) must have a minimum 2.0 cumulative grade point average and be in good disciplinary standing.
   b) must have completed judicial training with the Office of Judicial Affairs.
   c) must be active and in good standing with their chapters.
   c) may not be a current member of the I.G.S. Executive Board or a chapter president (unless under unusual circumstances).

2. Selection
   All sub-councils shall provide two representatives to form a judicial "pool" from which each hearing board will be chosen (by the I.G.S. Executive Board and the Board Advisor). At no time shall members of fraternities or sororities serve on the Board in cases involving their own organization or accusing organization.

3. Removal of Board Members
   It is incumbent upon each board member to note potential conflicts of interest and to remove himself/herself when appropriate. In cases where the Chair is a member of the accused group the I.G.S. External Vice-President will serve as chair (Internal VP and President will follow in succession
if parties have conflicts of interest). Additionally, board members found in violation of the College's Code of Conduct, or not in good standing with the College will be removed. Any member missing two consecutive hearings without notifying the Fraternal Judicial Board Chair or the Board Advisor at least 24 hours prior to the meeting will be dismissed from the board. Violation of the duties and ethical standards (below) will also be considered cause for removal. Organizations cannot replace delegates who are removed in the course of the semester.

4. Quorum
A quorum shall consist of any nine (9) members in addition to the Chair and Board Advisor.

G. Duties of Judicial Board

1. Duties of Members
   a) Attend all Judicial Board training sessions.
   b) Attend all Judicial Board meetings and hearings.
   c) Treat all accused students and organizations with respect and fairness.
   d) Make every effort to arrive at fair decisions and impose fair sanctions.

2. Duties of Chair
   a) Work with the I.G.S. Executive Board and Coordinator of Fraternity & Sorority Life or designee to select a hearing board.
   b) Remove him/herself in cases where a conflict of interest exists.
   c) Convene hearings and post hearing deliberations.
   d) Work with the Coordinator of Fraternity & Sorority Life to determine appropriate sanctions in cases where the student or organization submitted a "responsible" plea prior to the hearing.
   e) Maintain an individual’s or organization's due process rights and determine the validity of any objections to its application.
   f) Work with the board advisor to provide written notice and sanction letters to the student or organization and its advisor.

3. Duties of Secretary
   a) Carry out administrative duties requested by the Chair.

4. Duties of Board Advisor
   a) To act as an advisor and oversee proceedings from beginning to end.
   b) To work with Chair and Board to ensure adherence to policies and due process.
   c) Work with the Chair to make recommendations for appropriate sanctions in cases where the student or organization submitted a "responsible" plea prior to the hearing.
   d) To notify chapter advisors of hearings and outcomes.
   e) To notify national fraternities and sororities of all hearings and their outcomes regarding their individual chapters.
   f) Type rationale notes from each proceeding.

H. Ethical Standards of the Board
It is the responsibility of each board member to observe the following ethical standards. Violation of one or more of these standards is cause for removal from the board.

1. Information regarding the disciplinary status of any student or fraternity or sorority chapter may not be discussed with anyone outside of the board. Likewise, any information given in confidence at a session should not be discussed outside the meeting (violations of this rule may also constitute a violation of the Federal Family Educational Rights and Privacy Act of 1974 as Amended).

2. When talking with a student, board members should refrain from making accusations or statements of any kind that cannot be supported.
3. The deliberation of the Board may not be discussed publicly. Individual Board members must support decisions made by the Board as a whole.

I. Fraternal Judicial Board Proceedings

For any disciplinary finding for which sanctions may be imposed, the students or Greek organization charged shall have the following procedural protections:

1. Written notice of the charges seven (7) business days prior to any scheduled Judicial Board Hearing. The student or organization may waive their right to the notification period if a signed form is executed.

2. The charged organization shall be represented in formal hearings by the president and/or vice president and one additional executive board member.

3. The student or representatives of a group or organization that is charged shall have reasonable access to the case file prior to and during the hearing. The original file will remain in the presence of College officials at all times.

4. The burden of proof shall be upon the complainant, who must establish that the responsibility of the student or organization charged is "more likely than not" based on the credible evidence. This "preponderance of the evidence" standard is a lower one than the "beyond a reasonable doubt" standard employed in criminal prosecutions within the court system.

5. Opportunities will be provided to both question those who provide information at the proceeding and respond to any information being presented against the organization. The Board Advisor shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all information for consideration that reasonable persons would accept as having material value. Unduly repetitious or irrelevant information may be excluded.

6. The accused student or organization may, upon showing relevance and necessity, request witnesses to appear at a proceeding. It is the responsibility of the complainant and the charged student or organization to notify the Coordinator of Fraternity & Sorority Life or designee of the persons they wish to call "witnesses" at least three (3) business days before the proceeding. The Coordinator of Fraternity & Sorority Life or designee will notify the students who are identified as witnesses that their appearance is required. It is generally expected that witnesses will appear in person to give testimony. Under rare circumstances, a signed, dated, and notarized statement of a witness who is unable to appear may be introduced at a proceeding. The decision as to whether such a document or any other alternative means of testimony may be used lies with Chair and Director of Student Activities or designee. Witnesses will be excluded from the proceeding during the testimony of other witnesses. All parties to the case, witnesses, and the public shall be excluded during any deliberations of the Board.

7. A student or organization charged with a violation has the right to be accompanied by an advisor. Such a representative may provide advice and counsel to the individual or organization, but may NOT address Board members or otherwise participate in the proceedings.

8. Proceedings will be open to the public, except when, in the judgment of the Coordinator of Fraternity & Sorority Life or designee, this would result in the disruption of normal College activities. Requests for closed hearings will be considered if submitted two (2) business days in advance. The number of observers may be limited due to space. To avoid disruption, observers must stay for the duration of the hearing (not including deliberations) and may not participate in the hearing.
9. In cases where a charged student or organization does not appear after proper notice nor has no justifiable reason for non-appearance, the finding will be an "uncontested admission of violation" and an appropriate sanction will be imposed. No appeal is allowed (the "justifiable excuse" policy for non-appearance is available in the Student Development Office).

10. Written records of findings and sanctions are property of the College and will become part of the accused student’s or organization's file.

J. Judicial Board Hearing Format
At the time, date, and place scheduled, the Chair shall conduct the hearing under the guidance of the Board Advisor. All proceedings shall be duly recorded and shall adhere to the following format:

1. The Secretary will begin recording minutes and will state the date, time and location of the hearing.
2. The Chair shall convene the hearing and introduce all the parties involved in the proceeding.
3. The Chair will not apply the technical rules of evidence followed in criminal or civil proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Chair in deciding on the admissibility of information. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced.
4. Any objections to the due process statement shall be entered on record and the Chair shall make any necessary rulings regarding the validity of such objections. The Chair shall read the alleged violation or violations upon which the complaint has been based.
5. The charged organization will be asked to enter a plea to each alleged violation. In cases where a charged organization pleads “responsible” for all charged violations, there will be no formal hearing on the charges. The charged organization, the complainant (individual or organization) and/or the victim will be allowed to make brief statements of explanation if they so wish.
6. Complainant (individual or organization) shall provide his/her narrative of the events describing the alleged violation(s).
7. Charged organization shall have the opportunity to ask questions of the complainant (individual or organization) followed by questions from the Board.
8. Charged organization shall then provide his/her narrative (if not electing to remain silent).
9. The complainant (individual or organization) shall have the opportunity to ask questions of the charged organization, followed by questions from the Board.
10. Complainant (individual or organization) shall be given the opportunity to call witnesses.
11. Charged organization shall be given the opportunity to question each witness of the complainant (individual or organization) after s/he testifies, followed by questions from the Board.
12. Charged organization shall be given the opportunity to call witnesses.
13. Complainant (individual or organization) shall be given the opportunity to question each witness of the charged organization after s/he testifies, followed by questions from the Board.
14. The Chair may adjourn the hearing for a brief period of time so that concise closing statements can be prepared.
15. Charged organization shall present closing statement followed by the complainant (individual or organization).
16. Hearing shall be concluded and the members of the Judicial Board shall deliberate in private until the final decision is reached and recorded.

K. Judicial Board Post Hearing Deliberation/Decisions
A determination that a violation has occurred shall be followed by a deliberation concerning the appropriate sanction to be imposed. The past disciplinary record of the charged organization shall not be supplied to the Board by the Chair or Board Advisor prior to this point. Other information from either party to the hearing, including a written victim (or organization) impact statement if appropriate, or from the Chair which is relevant to the choice of sanction, may also be introduced at this point, including information concerning penalties assessed against other students or organizations for similar offenses. No
information directly related to the case in question may be introduced for the first time at this point in the proceeding unless the charged organization has been informed and allowed to review and comment on the material.

1. Post Hearing Deliberation (not recorded)
   a) The Chair facilitates the Board's deliberation.
      1. Board determines whether information is clear and conflicts are resolved.
      2. Board discusses the testimony (continuation may be approved if more time is necessary).
      3. Board renders a decision by simple majority vote. Abstentions are not permitted and the Chair votes only in cases of a tie.
      4. If the organization is found in violation, the Board Advisor will review the organization's official disciplinary file with the Board prior to determining a sanction.
      5. The Board will deliberate until a sanction is determined. Abstentions are not permitted and the Chair votes only in cases of a tie.

L. Notification
   The Board Chair and Advisor will provide written notice of the final decision and sanction to the organization (for which an officer must sign), its advisor, and the Office of Student Development and the Judicial Affairs Office.
   A copy will also be forwarded to the national headquarters or chapter representative of nationally affiliated organizations in cases where the organization has been found responsible or the representative has been previously contacted concerning this matter.

M. Sanctions
   The following sanctions singly or in combination may be imposed by the Greek Judicial Board for violations of disciplinary regulations. Specific sanctions are imposed on matters related to Greek Affairs only.

1. Official Warning
   A written notice to the individual or chapter that they are in violation of a stated policy for Greek organizations and continuation and/or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

2. Monetary Fine
   A fine, as determined by the Fraternal Judicial Board, to be paid within a period of time to the Inter-Greek Senate SARM account. This is not withstanding additional costs for property damage or physical injury.

3. Loss of Voting Privileges
   The individual and/or chapter may not represent the organization in official matters of the Inter-Greek Senate for a designated period of time.

4. Social Probation
   Chapters subject to social probation may not be permitted to attend or host parties as a chapter, or any other social event, formal or informal for a defined period of time, or may be prohibited from participating in some or all Greek events such as Greek Week, or in any activity whereby the individuals are representing the organization, i.e., intramurals.

5. Restitution
   The student or organization is required to make payment to the I.G.S. or to other person, groups, or organizations for damages incurred as a result of violation of this the policy. This sanction may be imposed separately or in conjunction with the other sanctions outlined in this Section.

6. Individual Greek Social Suspension
An individual or individuals of a chapter may be restricted from attending any Inter-Greek Senate sponsored events or meetings, from participating in any activity whereby the individual is representing the organization, i.e., intramurals, or from holding an I.G.S. office for a specified period of time.

7. **Inter-Greek Senate/Council Membership Probation**
   An organization loses all privileges of I.G.S./council membership including but not limited to -- the right to vote, the right to participate in fraternity or sorority rush, and the privilege of participation in Greek sponsored events. An organization on probation must continue to fulfill all other obligations of membership, including paying dues and attending meetings, including I.G.S. meetings.

8. **Letter of Apology**
   A letter written to those impacted by the behavior of the organization. The letter indicates that the organization accepts responsibility for the incident and has remorse for their actions. This sanction may be accompanied by another one under this section.

9. **Miscellaneous**
   Other sanctions may be imposed in addition to, or instead of, those described in 1-8, including but not limited to community restitution, and mandatory participation in specified educational and/or service programs with a predetermined percentage of attendance.

10. **Loss of Registration Status**
    Removal of college registration may only be authorized by the Associate Vice President for Student Affairs, or designee and consists of the loss of all college privileges given to registered organizations. The Fraternal Judicial Board may make recommendations for loss of registration status in writing with supporting materials to the Associate Vice President for Student Affairs. The Coordinator of Fraternity & Sorority Life will contact the national office or regional representative of the organization to notify them of the action and solicit assistance in assuring compliance.

N. **Appeals**
    Appeals must be made in writing and must be submitted within five (5) business days of the written notification of the imposed sanction to the Associate Dean of Students. An appeal may request that the sanctions be reduced or eliminated or that the case be referred back to the Board or to another Board for further review or a rehearing as a result of one or more of the following:

1. If the sanctions are found to be significantly disproportionate to the offense.
2. If specified procedural error or errors in the interpretation of policies were so substantial as to effectively deny the charged organization a fair hearing.
3. If new and significant evidence becomes available which could not have been discovered by a properly diligent person before or during the original hearing.
4. If the decision is held to be arbitrary and capricious.

*A decision will be provided within ten business days. The decision of the Associate Dean of Students is final.

O. **Failure to comply**
    Failure to comply with the sanctions set forth by the Fraternal Judicial Board will automatically be referred to the Coordinator of Fraternity & Sorority Life and could lead to more serious sanctions, including recommending loss of registration status.

P. **Administrative Actions**
   1. **Interim Suspension**
      An organization may be suspended for an interim period pending disciplinary proceedings for a serious infraction of college rules or when it fails to maintain the currently required liability insurance policy. Such an interim suspension will become effective immediately without prior notice in such cases.
a) The Coordinator of Fraternity & Sorority Life, Director of Student Activities, Associate Dean of Students, Dean of Students and Vice President of Student Affairs are authorized to impose interim suspensions.
b) Following the notice of an interim suspension, the accused organization must schedule a meeting with the Coordinator of Fraternity & Sorority Life to discuss the conditions of the suspension.
c) While placed on interim suspension, an organization shall not operate as a registered organization at Ramapo College of New Jersey. The group does not have any of the privileges of a registered group including (but not limited to), the ability to:
   1. Reserve rooms
   2. Hold meetings
   3. Post flyers
   4. Request funds from Student Activities Revenue Management (SARM)
   5. Participate in Recruitment or any I.G.S. related activity
   6. Begin or continue the intake/education process for new members

2. Loss of registration status
   Removal of college registration may only be authorized by the Vice President for Student Affairs, or designee and would consist of the loss of all college privileges given to registered organizations. Recommendations for loss of registration status must be made in writing with supporting materials. The Coordinator of Fraternity & Sorority Life will contact the national office or regional representative of the organization to notify them of the action and solicit assistance in assuring compliance.

3. Suspension of registration for a period of time.

Q. Affirmative Responsibility
   Members of the fraternity/sorority community are responsible to one another to uphold the values of brotherhood and sisterhood. When an individual observes another member experiencing problems with compliance or having issues that will cause them or other members of the community potential harm, it is that individual's duty to seek out the correct professional assistance. The Office of Student Development and the Center of Health and Counseling are two places where you may consult with professionals and seek their guidance on how to proceed.
FRATERNITY/SORORITY COMPLAINT FORM

Complainant's Name _______________________________ Organization _______________________________

College/Local Address _________________________________________________________________

Phone _______________________________ E-mail _______________________________

Accused's Name _______________________________ Organization _______________________________

Address of Accused _________________________________________________________________

What is the nature of the policy violation? Which specific policy has been violated (if you can identify it)?:

State the dates and times of specific incidents and describe the incidents fully (use additional pages, if necessary):

WITNESSES: (use additional pages, if necessary)

<table>
<thead>
<tr>
<th>Names</th>
<th>Addresses</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature: _______________________________ Date: _______________________________

Form must be signed and dated. Turn in to the Coordinator of Fraternity & Sorority Life in SC 200.

This form may be used in the adjudication of a case in the Office of Judicial Affairs or Fraternity/Sorority system. This information may become part of the general case file and may be viewed by those against whom complaints have been filed as part of their due process rights.

Office Only: Received by: _______________________________
Date/Time: _______________________________
WAIVER OF HEARING NOTIFICATION

Organization:

☐ We have received written notice indicating the charges and the adjudication options available. We waive the right to the mandatory seven (7) business days notification to schedule the hearing.

☐ We have received written notice indicating the charges and the adjudication options available. We DO NOT waive the right to the mandatory seven (7) business days notification to schedule the hearing.

Chapter Officer's Name ______________________________

Title ______________________________

Signature ______________________________

Date ______________________________
FRATERNITY/SORORITY JUDICIAL BOARD DECISION FORM

Accused Organization: _______________________________ Date of Hearing: __________

Appeared at hearing:  ☐ Yes  ☐ No

Nature of Complaint:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Decision by Board:

<table>
<thead>
<tr>
<th>List of Rule(s) Violated</th>
<th>Plea</th>
<th>Responsible ☐</th>
<th>Not Responsible ☐</th>
<th>Unanimous/Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rationale for Board decisions:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Sanctions with due dates:

___________________________________________________________________
___________________________________________________________________

Rationale for sanction decisions:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Judicial Board Members Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
</tbody>
</table>

Advisor: __________________________________

Chair: ____________________________________

**APPEALS**

Appeals must be made in writing and must be submitted within five (5) business days of the written notification of the imposed sanction to the Associate Dean of Students.
DECLARATION OF MEMBER AND CHAPTER RESPONSIBILITIES
PLEDGE'S BILL OF RIGHTS

The following shall serve as a Bill of Rights for all students who shall elect to join a fraternity or a sorority at Ramapo College of New Jersey. These shall be construed as the minimum rights to be afforded to each and every initiate. It is assumed that a Bill of Rights is a basic document in which free men and women are guaranteed freedom from any type of irresponsible action on the part of individuals or organizations. It is also assumed that such a document will serve to reassure the initiates and to enhance rather than hinder the initiating organizations.

Statutory Authority
This Pledge’s Bill of Rights has been developed by the New Jersey State Attorney General pursuant to N.J.S.A. 18A:3-24 et seq.
Pledge: For the purpose of the Pledge’s Bill of Rights a pledge is defined as any student of the college/university attempting to become a member of a fraternity or sorority or other similar campus organization.

Definition of Hazing
For the purpose of this Pledge’s Bill of Rights "hazing" shall mean
1. As indicated, pursuant to New Jersey Statute:
   2C:40-3.
      A. A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive events, which place another person in danger of bodily injury.

      B. A person is guilty of aggravated hazing; a crime of fourth degree, if he commits an act prohibited in subsection A. Which results in serious bodily injury to another person.

      2C:40-4. Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this act.

      2C:40-5. Conduct constituting an offense under this Act may, at the discretion of the prosecuting attorney, be prosecuted under any other applicable provision of Title 2C of the New Jersey Statutes; and

2. Other behaviors or activities in addition to those prohibited under N.J.S.A. 2C:40 et seq. Defined as hazing by a college or university with respect to its students.

Prohibition on Hazing
1. A pledge shall have the right to be free of all activities which may constitute hazing while attempting to become a member of a fraternity or sorority, or other campus organization. Campus organizations and their members are prohibited from engaging in or encouraging others to engage in activities that are defined and hazing.

2. A broad range of behaviors that may place another person in danger of bodily or behavior that demonstrates indifference or disregard for another person’s dignity or well-being may be classified as hazing under the above definition. Examples include, but are not limited to the following:
   • Forced or required ingestion of alcohol, drugs, food or any undesirable substance.
   • Participation in sexual rituals or assaults.
   • Mentally abusive or demeaning behavior.
   • Acts that could result in physical, mental or emotional deprivation or harm.
   • Physical abuse, e.g., whipping, paddling, beating, tattooing, branding, and exposure to the elements.

Acceptable Behavior
The pledge initiation process should be conducted in a manner that respects the dignity of pledges and protects their mental and physical well-being. Examples of acceptable behavior include pledge activities that are not classified as hazing, but promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster solidarity or otherwise promote the institutional mission of the host college.

**Written Notification of Rights**

Institutions shall require all fraternities, sororities and other similar campus organizations to provide all pledges with a written Bill of Rights that includes the provisions set forth herein. The written Bill of Rights shall be signed by the student pledge and filed in the appropriate office of the institution.

**Other Policies Governing the Rush or Pledge Process**

1. Delineation of additional responsibilities of fraternities, sororities and other similar campus organizations in regard to rush or pledge activities shall rest with individual institutions. As such, institutions may develop policies and regulations governing other aspects of the rush or pledge process, which may include pledge and membership education, student eligibility to pledge, limitations on the pledge period and membership selection.

2. Institutions may develop policies and procedures for disciplining violators of its pledge process. Institutional action on a hazing violation is independent of any action that a prosecutor may pursue for violations under Title 2C.

Name of Organization

________________________________________

Name of Intake Officer

________________________________________

Name of President

Signature of Intake Officer  Date:  

Signature of President  Date:  

Names (PRINTED) & Signatures (ORIGINAL) of each initiate:

_________________________  __________________________

_________________________  __________________________

_________________________  __________________________

_________________________  __________________________

_________________________  __________________________

_________________________  __________________________
OFFICERS’ COMPLIANCE FORM

Fraternity/Sorority Name_____________________________________________

Semester: Fall_____ Spring_____ Year: _______

We, the officers of the above organization hereby acknowledge that our chapter has on-line access to a copy of the Fraternity & Sorority Life Policies and Procedures Manual for 2007-2008. We understand that it is our responsibility to read and understand all the information contained within, to communicate that information to our chapter members and pledges/new members, and to comply with all rules and regulations regarding Fraternity & Sorority Life as well as Ramapo College rules and regulations. We understand that our organization is required to comply with our chapter’s executive governing body’s request of incident report documentation. Furthermore, we authorize Ramapo College to release information/reports to national or regional agencies upon request.

We, the officers of the above organization hereby attest that this organization is not affiliated with, nor will affiliate or sponsor activities with, any unrecognized organization or auxiliary (sweetheart, little sister/brother) organization. We understand that the consequences of violating this policy may include: loss of Interest status, loss of registration status, and/or potential judicial action on behalf of the Inter-Greek Senate as well as Ramapo College.

Note: All officer contact information should appear on the Active Members Compliance Form.

Print Name: ________________________________ Original Signature Only: ________________________________

President ________________________________ Signature ________________________________

Vice-President ________________________________ Signature ________________________________

Treasurer ________________________________ Signature ________________________________

Secretary ________________________________ Signature ________________________________

Other Officers:

________________________________________ Signature ________________________________

Title: ________________________________

________________________________________ Signature ________________________________

Title: ________________________________

________________________________________ Signature ________________________________

Title: ________________________________

Advisor ________________________________ Signature ________________________________
ACTIVE MEMBERSHIP COMPLIANCE FORM

Fraternity/Sorority Name_____________________________________________

Semester:     Fall_____      Spring_____

Year:___________

We, the members of the above organization, hereby agree to follow all the policies and procedures of Ramapo College. We agree that all activities, including pledge/new member activities, will be held in accordance with the Ramapo College Code of Conduct and all other college policies. We acknowledge that no student with less than 12 credits (non-AP) may pledge, and other pledges/new members must have 12 credits with a 2.5 or 24 credits with a 2.25 to begin the pledging process, in addition to attending an anti-hazing workshop with Fraternity & Sorority Life. Additionally, we agree to release our grades to the Coordinator of Fraternity & Sorority Life to ensure compliance with the academic eligibility requirements to be an active member of an organization. We understand that our organization is required to comply with national or regional offices requesting incident report documentation. Furthermore, we authorize Ramapo College to release information/reports to national or regional agencies upon request.

All Signatures must be original!

Name (Print) ________________________________  Signature_________________

R#________________________________________  E-mail ______________________

Campus/Local Address _______________________  Phone_____________________

Semester/Year Pledged________________________  Status (A=Active; VI=Voluntarily Inactive)

Name (Print) ________________________________  Signature_________________

R#________________________________________  E-mail ______________________

Campus/Local Address _______________________  Phone_____________________

Semester/Year Pledged________________________  Status (A=Active; VI=Voluntarily Inactive)

Name (Print) ________________________________  Signature_________________

R#________________________________________  E-mail ______________________

Campus/Local Address _______________________  Phone_____________________

Semester/Year Pledged________________________  Status (A=Active; VI=Voluntarily Inactive)

Name (Print) ________________________________  Signature_________________

R#________________________________________  E-mail ______________________

Campus/Local Address _______________________  Phone_____________________

Semester/Year Pledged________________________  Status (A=Active; VI=Voluntarily Inactive)
PLEDGE/NEW MEMBER APPLICATION

Fraternity/Sorority Name______________________________________________________________

Name___________________________________________________ _____________________________
Last                                    First                                   Middle
R# ________________________________________________ Transfer Student: Yes____ No____

Permanent Home Address_________________________________________________________________

Home Phone __________________________________________

Campus/Local Address __________________________________ Mailbox # __________________

Campus Phone _____________________________ Cell: _____________________________

Email Address __________________________________________ Class Status: FR  SO  JR  SR

Emergency Contact

Name __________________________________________ Relationship___________________________

Address __________________________________________ Phone Number_____________________

Please list any medical information that we should be aware of (disability, illness, and allergies)

_________________________________________________________________________________

_________________________________________________________________________________

Is your Pledge/NME/Line/Intake aware of this information?  Yes____ No____

I authorize that the Coordinator of Fraternity & Sorority Life or designee may verify my scholastic eligibility for pledge/new member status. If and when I become a member of the fraternity/sorority I agree to release my academic information for the rest of my time at Ramapo. I understand the membership eligibility policy states that I must have a 2.5 GPA with 12-23 earned credits or a 2.25 with 24 or more earned credits. I also understand that none of my pledge sisters/brothers may be 1st semester freshmen. Violation of any of these policies will result in judicial action by Ramapo College taken against me, my pledge brothers/sisters, the chapter membership and its officers. I also understand that the organization I am joining is required to comply with national/regional offices requesting incident report documentation. Furthermore, I authorize Ramapo College to release information/reports to national/regional agencies upon request.

_______________________________________                       ___________________________
Signature of Pledge/New Member                                      Date

Office of Student Development Use Only

Date of Attended Anti-Hazing Workshop _____________________________ Verified by:_________________________

Eligibility Confirmed:  
GPA ____________________________ Verified by:_________________________
Credits ____________________________ Verified by:_________________________
MONTHLY ACTIVITIES REPORT

Month___________________    Year__________

Fraternity/Sorority Name_________________________________________________________

Name of Representative completing report_______________________________________

Phone_________________________  E-Mail__________________________________________

  ▪ **Community Service**  (include dates, locations and # of participants)

  ▪ **Philanthropic Activities**  (include recipient organizations and amount raised)

  ▪ **Social Activities** (include dates, description and attendance)

  ▪ **Fundraisers** (include dates and description)

  ▪ **Educational Activities** (list workshops/seminars that the chapter sponsored or attended)

  ▪ **Other Activities**

Signature: _________________________    Date: ________________
END OF YEAR REPORT

Fraternity/Sorority___________________________  Chapter Name___________________________

President__________________________________  Date/Year____________________________

Please summarize your activities in the following areas. Attach separate sheets if necessary. Goals and e-board for the following year are mandatory sections.

**Major Accomplishments** - Please list the highlights of your year in terms of programming, community service, sisterhood/brotherhood programs or other major achievements. Please include any awards given by your governing body or the College.

**Events Open to Campus Community** - Please provide a list and short description of any events or programs sponsored by your organization that were open to the College community. Please include the number of participants.

**Diversity** - Please describe any efforts made by your group to promote diversity and tolerance within your organization or throughout the College community and indicate the number of members and non-members in attendance (i.e. chapter workshop on racial diversity, sponsoring a roundtable discussion on gender for the campus community, etc.) Please include the number of participants.

**Risk Management** - Please list any programs organized by your organization (i.e. smoking reduction, anti-hazing etc.) and indicate the number of members and non-members in attendance.
**Leadership** - How many of your members attended leadership development conferences or workshops (sponsored by the College, your governing body, or an outside organization)? Please list their names, the conference or workshop they attended and the date.

**Planning and Development (REQUIRED)** - Please list 3 – 5 specific achievable goals for the 2008-2009 academic year (i.e. recruit and educate 7 new members, plan a campus wide community service program, organize a risk management program on drunk driving).

**E-board for Fall 2008 (REQUIRED)**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Summer Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>__________________________</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>__________________________</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>__________________________</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>__________________________</td>
<td></td>
</tr>
<tr>
<td>Pledge/NME/Line/Intake</td>
<td>__________________________</td>
<td></td>
</tr>
<tr>
<td>Educator</td>
<td>__________________________</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>__________________________</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>__________________________</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>__________________________</td>
<td></td>
</tr>
</tbody>
</table>
CANDLE REGISTRATION FORM

This form must be completed for all events on campus planning the use of one or more candles. The completed form must be returned at least two weeks prior to the event. Sponsors should not buy candles or holders until they are notified of approval. Approval or denial of event will be sent to the phone number or email address listed below.

Fax completed form to the Director of Environmental Health and Safety x7508 or email to gmayerco@ramapo.edu

Name ______________________________ Phone/e-mail ______________________________

Date of Event ______________________________ Organization ______________________________

Time of Event ______________________________ Location ______________________________

1. Describe the type of event and use of candles in the event:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

2. Approximately how many candles will be used, for how long and what type of candle(s)/holder(s):

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

3. I will need a fireproof receptacle for candle disposal:  YES  NO

The College will provide this at no cost if requested.

4. My event is recurring and involves the repetitive use of candles as described above. I am requesting the registration to be valid for one year.  YES  NO

Describe the frequency and location of the event. Any changes to the dates, time or location require notification to the Director of Environmental Health and Safety.

_________________________________________________________________________________

I understand that all guidelines in the Candle Use Policy will be adhered to. Special care will be taken to ensure that candle wax is contained and College property is not damaged.

Signature ______________________________ Date ______________

Signature of Advisor (if applicable) ______________________________

_________________________________________________________________________________
FUNDRAISING EVENT DONATIONS ROSTER
*Must accompany all fundraising deposits

Organization Name: ____________________________________
Date (s) of fundraiser: ____________________________________
Fundraiser title: _________________________________________
Purpose: ________________________________________________

<table>
<thead>
<tr>
<th>Name of Donor &amp; Amount Received</th>
<th>Name of Donor &amp; Amount Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FRATERNITY OR SORORITY FACULTY OR STAFF ADVISOR AGREEMENT

Fraternity/Sorority Name:

The advisor is essential to the development of a chapter. She/he provides the chapter with continuity and helps it attain its goals. The advisor is also a liaison between the chapter and the college. At Ramapo, all chapters are required to have an advisor to achieve and maintain registration status.

The advisor can have a major impact on a student's life. It is very important to students when a faculty or staff person takes an interest in them. Since a great deal of learning takes place outside of the classroom, it is important for the advisor to become involved in the co-curricular life of the student. The successful advisor has an understanding of the broad parameters of his/her job, as well as a clear perception of the expectations, which are held for him/her. The chapter advisor is crucial in determining the chapter's overall quality, guiding the chapter as an organization and counseling individual chapter members.

The primary responsibilities of the Fraternity/Sorority Advisor are to provide advice and guidance in the following areas:

Compliance

- Assist the Executive Board by helping the chapter to meet the registration requirements.
- Maintain accurate and complete lists of members.
- Monitor adherence to college, state and national laws, policies and procedures.
- Serve as a link between the chapter and the institution and assist the chapter with school policies and procedural matters.
- Continue risk management education for all members.
- Ensure chapter completes required forms (college and executive governing body) and maintains proper files.
- Read and understand all Ramapo College policies and procedures referring to Greek organizations. Understand that Ramapo College's policies take precedence over any national or local chapter rules. Meet once per semester with Coordinator of Fraternity & Sorority Life to discuss chapter's progress.

Scholastic

- Provide assistance and means for our students to meet their educational needs.
- Monitor the semester grade point averages and cumulative credit accumulations of each member. These grades are available through the Coordinator of Fraternity & Sorority Life.
- Help the chapter evaluate the academic eligibility of prospective new members, initiates and officers.
- Actively encourage high academic achievement by chapter members and report any member whose cumulative grade point average falls below 2.0. Review with individual members their scholastic achievement, and provide referral to support services and resources throughout the College.
- Assist the chapter's scholarship chairperson in maintaining a list of referrals for members who are having academic problems. Collect and file records of the chapter's academic performance.
- Counsel the scholarship chairperson and committee in developing and executing a scholarship program. A program of scholastic excellence should include a design of awards and incentives, thus helping to establish an appropriate chapter environment for scholastics.
- Conduct at least one workshop each year on how to improve academic performance (i.e. a study skills workshop).
- Assist students in maintaining the highest level of academic integrity.
- Understand the importance of scholarship and be able to identify the students' weaknesses.

Financial Management

- Provide knowledge and guidance to help the students create a consistent bookkeeping system, learn financial accountability, and keep the chapter out of debt.
- Review expenditures of the chapter to assure that priorities are maintained and that the chapter is operating in sound financial condition.
- Examine all financial transaction records carefully to ensure fraud does not occur.
• Ensure that all reports and payments are proper and correct, particularly reports of new members.
• Make certain the chapter is current with all-applicable fees and dues owed to the chapter’s executive governing body.
• Provide guidance for the chapter on any dispute that may arise between the chapter and outside suppliers.

New Members
• Ensure illegal discrimination is not part of member selection.
• Review new member programs to ensure that scholastic performance is encouraged and not hindered by the development program. Ensure that time commitment for pledge/new member activities are not excessive.
• Assist in providing new members with valuable programming that concentrates on scholarship, values, and beliefs in the fraternity or sorority.
• Supervise the chapter’s new member program and implementation of the program.
• Develop a working rapport with all new members.
• Be thoroughly familiar with the college’s comprehensive anti-hazing policy.
• Meet with new members to explain to them information relevant to the chapter, and to answer any questions.

Internal/External Communication
• Attend chapter meetings and programs on a regular basis.
• Be accessible to the membership and its officers. This is important because you will probably be the first person to know of problems.
• Meet with incoming chapter officers as soon as possible following their election to office.
• Supervise the chapter's progress and maintain a working relationship with the whole chapter.
• Meet with the chapter members and learn as much about each member as possible.
• Assist the chapter in creating a Faculty - Chapter event.
• Provide assistance for the purpose of effectively marketing and promoting the chapter on the campus.
• Assist the Chapter in formulating written annual goals, the annual report, etc.
• Maintain contact with the national office of the chapter and any national representatives who visit Ramapo.
• Encourage balanced fund-raising, awareness raising, and volunteer projects.
• Report promptly to the Coordinator of Fraternity & Sorority Life any violations of law or college policy with regard to the organization or its members which you become aware. In particular, report “clery level” infractions to the Director of Public Safety or to the Vice President of Student Affairs per the form provided.
• Assist the college in effective and disciplinary sanctions imposed after appropriate hearing help.

Organization

Print Name___________________________ Department/Office____________________________
Campus Address___________________________________ Phone__________________
Faculty / Staff Signature*____________________________________________________________ Date_______

*Note: The advisor must be a full-time member of the faculty or baccalaureate degree holding full-time staff member at Ramapo College

Thanks to Sigma Phi Epsilon, Pi Kappa Phi, and Lehigh University for their assistance with this document.
August 2010

Dear Insurance Carrier,

It has come to my attention that there are inquiries concerning the requirements of insurance coverage for the registered fraternities and sororities at Ramapo College. Let me provide the following clarification.

According to a Ramapo College Board of Trustees Resolution on March 29, 1987, all registered fraternities and sororities must have:

"proof of insurance in an amount no less than $1,000,000 which makes the State, the College, its Trustees and officers "named insureds."

Insurance certificates indicating the proper coverage amount and insureds as stated may be faxed to (201) 825-0276 in my attention, and the original copies may be mailed to:

505 Ramapo Valley Road, SC200
Mahwah, NJ 07430

Please call me at (201) 684-7593 if you have any questions regarding the aforementioned requirements. Thank You.

Sincerely,

A. Tamika Quick
Coordinator of Fraternity & Sorority Life
Ramapo College of New Jersey