

***Student Organization Privileges and Responsibilities***  
**The Office of Student Conduct and Dispute Resolution Services**  
**The College of New Jersey**

**I. INTRODUCTION**

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

In keeping with the College’s tradition of excellence and commitment to the student experience, the opportunities [Student Organizations](#) provide for affiliation, leadership development, personal growth, and belonging are deeply valued. [Student Organization](#) broaden and deepen the scope of the collegiate experience by creating communities where members can explore areas of interest, challenge comfort levels, define core values, and advocate for positive change.

Benefits of membership in [Student Organizations](#) are privileges unique to college students and come with the concurrent responsibility to uphold the values and mission of both the individual organization and the College.

In order to fulfill its mission and function, the College has the authority and responsibility to maintain order and safety and preserve an environment conducive to learning both in and outside of the classroom. Therefore, through the privileges and responsibilities outlined in this policy, the College strives to protect the community and the rights of its members, to cultivate and sustain a positive living and learning environment, to educate student leaders and [Student Organization](#) members regarding responsibility and accountability for their actions, to encourage and foster self-insight and congruence with the stated values and mission of the organization, and to encourage the application of ethical decision-making in the daily experience of college life.

**II. DEFINITIONS**

- A. **“Advisor”** is a person chosen by the organization to accompany the organization during investigation, conference meetings or hearing proceedings and/or assist them with any hearing or conference meeting preparations, and/or appeals. The Advisor may not participate directly in any proceedings or represent the organization involved. Any cost associated with the participation of an Advisor is the responsibility of the organization. An Advisor may not be an individual who may serve a role in the process as outlined in this document.
  
- B. **“Bid/Membership invitation”** A formal invitation to become [a New Member/Pledge/Associate Member/Novice](#) of a fraternity/sorority.

- C. **“BYOB event”** An event hosted by a [Student Organization](#) at an off campus location where members and guests may bring their own alcohol beverages per the policies and guidelines outlined by the College and/or the organization’s policies.
- D. **“Chapter”** The local designation of a fraternity/sorority. This term is used to refer to all members of the organization as a group at the College.
- E. **“College Official”** includes any person employed by the College performing assigned administrative, academic, or professional responsibilities including campus police, campus health providers, and [Student](#) employees.
- F. **“Co-sponsor”** Lend a [Student Organization](#) name or identity to an event, provide [Student Organization](#) funds to partially or fully fund an event, or support the event on a [Student Organization](#)-wide basis in any way that mutually benefits both the [Student Organization](#) and an organization or business.
- G. **“Dorm Storming”** Soliciting door to door within a residential building on campus (i.e. knocking on doors, door hangers, flyers, distributing [Bids](#), etc.).
- H. **“Drinking Games”** The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- I. **“Expansion” or “Extension”** The process of establishing a new fraternity/sorority [Chapter](#) at the College.
- J. **“Hazing”** Any action taken or situation created that negligently, intentionally, or recklessly subjects any person to the risk of bodily harm, physical discomfort, harassment, emotional or mental degradation, abuse, or interferes with academic activities, or causes or encourages any person to commit an act that would be a violation of law or College regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization.
- K. **“Interests or Potential New Member”** A student that is ‘interested’ in joining a particular [Student Organization](#).
- L. **“Minor”** A person under the age of full legal responsibility (e.g. those under the legal drinking age of 21 and/or those under the age of 18).
- M. **“New Member/Pledge/Associate Member/Novice”** is a student that has accepted an invitation to membership from a fraternity/sorority [Chapter](#) but has not yet been initiated.

- N. “Open Events”** A Student Organization event with unrestricted access by non-members of the organization without specific invitation.
- O. “Organization-affiliated event”** Any situation sponsored or endorsed by the student organization, or any event an observer would associate with the [Student Organization](#) or any event or situation that occurs on the [Organization Premises](#).
- P. “Organization premises”** Any location where any members of the [Student Organization](#) dwell, or is the location for an organization -affiliated event as defined above
- Q. “Partnership Process”** When referred by the Office Student Conduct and Dispute Resolution Services and in consultation with the Director of Student Involvement/Director of Recreation, the [Partnership Process](#) serves as an alternative method of resolving allegations of organizational misconduct. See Appendix C.
- R. “Event Monitors”** A [Student Organization](#) must provide its own members as monitors to work an event. These students will refrain from consuming drugs and/or alcoholic beverages before, during and after the event. Additionally they will be responsible for assisting in circumstances when the health and safety of attendees may be at risk. Monitors must stay at the event during its entirety.
- S. “Recruitment/Rush/Intake”** The process through which a [Student Organization](#) engages students to explain how its organization benefits its members and communities. This can also refer to a specific event which exposes the students to the [Student Organization](#) for the purpose of marketing the [Student Organization](#) or gaining [New Members](#). Accordingly, for fraternities and sororities, this process often results in [Bids](#) and membership invitations. It can also refer to a specific event which exposes unaffiliated students to the [Chapter](#).
- T. “Safe Ride Program/Alternative Transportation”** The provision of a safe means of transportation to and from an event to event attendees’ local residence, specifically when hosting a [BYOB](#) or an event at a [Third Party Vendor](#).
- U. “Student Organization”** is a [Student Organization](#) at The College of New Jersey that is recognized or is petitioning for [Expansion](#) or recognition by the College and one of the following entities: Student Government (Clubs/Orgs), Inter-Greek Council (fraternity/sorority life), or the Sports Club Council (club sports)
- V. “Tavern”** An establishment generating more than half of annual gross sales from alcohol.

- W. **“Third party vendor”** A vendor that is not affiliated with the [Student Organization](#) that is properly licensed and insured to sell alcohol beverages at a [Student Organization](#) event either on or off campus.
- X. **“Values Based Assessment Program”** An assessment program that requires [Chapters](#) to demonstrate and document a commitment to values based activity, education, and living. [Chapters](#) must submit this every semester in order to remain in good standing.

### III. POLICY

#### A. Authority

The Director of Student Conduct & Dispute Resolution Services will exercise general supervision of the [Student Organization](#) conduct process. The Assistant Director of Student Conduct is responsible for the day-to-day administration of the [Student Organization](#) conduct process.

The College of New Jersey *Student Organization Privileges and Responsibilities* shall apply to [Student Organization](#) conduct that occurs on College premises and at [Student Organization](#)-affiliated events both on and off campus. Each [Student Organization](#) is responsible for the conduct of their individual members and any other attendees at any student [Organization-Affiliated Event](#). The Assistant Director of Student Conduct will decide whether the circumstances of a reported incident may constitute a [Student Organization-Affiliated Event](#).

The authority to recognize [Student Organizations](#) is shared by the College and the Student Government/Inter-Greek Council/Sport Club Council. The College will not recognize a [Student Organization](#) if the organization has not been granted recognition and fulfilled and maintained the requirements for recognition outlined by the Student Government/Inter-Greek Council/Sport Club Council. If a [Student Organization](#) loses recognition by the Student Government /Inter-Greek Council/Sport Club Council, that organization will not be recognized as a [Student Organization](#) at the College. Reciprocally, the Student Government/ Inter-Greek Council/Sport Club Council will not recognize any [Student Organization](#) that has lost College recognition as a result of any violations of the *Student Organization Privileges and Responsibilities*. The College will not recognize a fraternity or sorority if the organization has not been granted an invitation to campus and fulfilled and maintained the requirements for recognition outlined in the [Expansion Policy \(APPENDIX E\) or the recognition processes outlined by Student Government or the Sport Club Council](#).

Any reference in the *Student Organization Privileges and Responsibilities* to the role or responsibilities of a specific [College official](#) may be delegated by the College official to an appropriate designee.

#### B. Interpretation & Amendments

Any question of interpretation or application of the *Student Organization Privileges and Responsibilities* shall be referred to the Director of Student Conduct and Dispute Resolution Services.

The *Student Organization Privileges and Responsibilities* will be reviewed in its entirety every two years. Any substantive changes will be reviewed by the Assistant Vice President/Dean of Students. Any amendments can be proposed by committee members for review. The committee will be comprised of representatives from the Office of Student Conduct, Office of Involvement, Office of Recreation and the Office of General Counsel.

### **C. Student Organization Privileges**

#### 1. Full recognition from the College includes:

- a. Access to use the Lionsgate, online resources, advertisement, event scheduling and file/form creation;
- b. Opportunity to apply for funding eligible status through established Student Finance Board (SFB) procedures;
- c. Opportunity to open and maintain a [Student Organization](#) account with the SFB;
- d. If funded by SFB, assignment of a liaison to assist with budget and programming development;
- e. If funded by SFB, use of tax exempt status for purchases;
- f. Ability to contract with Sodexo Dining Services as an organization;
- g. Approved posting of organizational flyers, banners, table tents, & chalking;
- h. Free use of a graphic artist for design and creation of logos, flyers, & banners;
- i. Mailing address & organization mailbox;
- j. College email address;
- k. [Student Organization](#) reservation privileges for campus space and facilities;
- l. Advisement by a self-selected faculty/staff [Advisor](#) or assigned staff [Advisor](#);
- m. Faculty/Staff [Advisor](#) training and resources;
- n. Risk management and risk reduction training;
- o. Support and advisement for day-to-day operations of the [Student Organization](#) including event planning and leadership development;
- p. Post events to the campus-wide electronic calendar.

#### 2. Full recognition from the Office of Involvement and Student Government include:

- a. Ability to [Co-sponsor](#) activities, events, or programming with the Student Government;
- b. Participation in the Spring Activities Fair sponsored by the Student Government;
- c. Opportunity for equity and diversity consultation with the Student Government liaison;
- d. Participation in Office of Involvement programs such as Student Activities Fair, etc.;
- e. Opportunity to apply in College programming such as Welcome Week.

3. Full recognition from the Office of Involvement and Inter Greek Council includes:
  - a. College collaboration and communication with (inter)national headquarters, regional, graduate, and alumni/a [Advisor](#)s, and college faculty and staff;
  - b. Apply for storage space in the BSC;
  - c. Ability to establish and maintain individual [Chapter](#) membership criteria, including gender, academic requirements, and values criteria;
  - d. Host informational and [Recruitment](#) activities;
  - e. Utilize [New Membership](#)/ intake and membership education processes as described in [Membership Recruitment/ Intake Policy \( Appendix D\)](#);
  - f. Nominate outstanding members for recognition through Order of Omega Leadership Honor Society and the Fraternity & Sorority Awards Process;
  - g. Participate in Greek Week;
  - h. Connection to regional and national resources including: NGLA, UIFI, AFLV and Leadershape.
  
4. Full recognition from the [Department of Recreation and Wellness](#) and [Sports Club Council](#) includes:
  - a. Advisement from Department of Recreation and Wellness
  - b. Officer training and development;
  - c. Priority access to Athletic and Recreation Facilities;
  - d. Access to the Sport Club funding from SFB;
  - e. Voice in decision making of sport clubs protocol and procedures;
  - f. Decision making body of acceptance of new sport clubs;
  - g. Marketing on the department webpage, social media and other outlets;
  - h. Ability to use brand and logos included in the [Style Guide](#).

#### **D. Student Organization Responsibilities and Expectations**

1. Each organization is charged to live and act in a manner consistent with their espoused values, purpose, and policies outlined in their local, regional and/or national constitution.
2. [Student Organizations](#) at The College of New Jersey collectively acknowledge scholarship, community involvement, leadership development and member development as core values to the College and expectations for [Student Organizations](#).
3. Register with the Office of Involvement/ Department of Recreation and Wellness on an annual basis, including updating list of executive officers;
4. Review, update, and submit an organization constitution on an annual basis in compliance with any Student Government/ Inter-Greek Council/Sports Club Council policies;
5. Fulfill the stated mission of the individual organization throughout membership selection, development, programming, and/or activities;
6. Provide sustainable opportunities for student involvement;
7. Conduct management of fiscal or other resources in a responsible and ethical manner;
8. Do no harm and do not present a threat of harm to individuals, groups, or property;
9. Abide by regulations set forth by the Student Government/Inter-Greek Council/Sport Club Council, Inter Fraternity Council, Panhellenic Association, and/or Unified Greek Council.
10. Social and General Event Hosting

- a. Each [Student Organization](#) is expected to practice responsible social hosting of events where alcohol is present.
11. Other Responsibilities for Fraternities and Sororities:
- a. Recognition from the Office of Involvement and the Inter-Greek Council is based on the successful completion of the [Values Based Assessment Program](#) every semester. This program requires [Chapters](#) to demonstrate and document a commitment to values based activity, education, and living. Outcomes, including revocation of recognition, are outlined in the Program.
  - b. [Chapters](#) are expected to provide intentional and educational experiences for their members around the areas of scholarship, service, social justice, philanthropy, leadership, life-long membership, sustainability, wellness, and risk management.
  - c. All [Chapters](#) must demonstrate and document intentional learning opportunities and educational experiences provided for their members over the course of a semester through the [Chapter Assessment Program](#).
  - d. All [Chapters](#) must design and submit detailed [New Member](#) education/intake programs. These programs should outline the intentional learning outcomes and goals created for [New Members](#).
  - e. Any students overseeing a [Chapter's New Member](#) education/intake process must be attend required programming presented by the Inter-Greek Council and the Office of Involvement.
  - f. All [Chapter New Members](#) must attend anti-[Hazing](#) programming provided by the Office of Engagement at the beginning of the [New Member](#) Education Process.
  - g. All [Chapters](#) must attend Inter-Greek Council mandated programming.
  - h. All [Chapters](#) must abide by regulations set forth by the College ([Appendix D.](#))
  - i. All [Chapters](#) must adhere to policy and regulations set forth by their (Inter) National, Regional, Graduate, Alumni, and/or [Advisor](#) organizations.
  - j. All fraternities/sororities must obtain and maintain a minimum of \$1,000,000 General Liability Insurance naming The College of New Jersey, The State of New Jersey, and the New Jersey Educational Facilities Authorities as additionally insured entities. Cancellation or changes to coverage require 30 day notice to The College. Proof of coverage must be submitted within 30 days of renewal date to the Office of Engagement and at the end of each semester in the [Values Based Assessment Program](#).
  - k. Some fraternity/sorority activities or events may be deemed to require special event insurance. These determinations will be made on a case-by-case basis in consultation with the Director of Risk Management and the Director of the Brower Student Center.
  - l. Recruitment activities and events may not include the utilization or presence of individuals outside of the member organization (local or national) with the exception of governing council or college administrator/staff when appropriate.

## **E. College Expectations for Behavior**

### **1. ALCOHOL AND DRUGS**

- a. No members, collectively or individually, shall purchase for, serve to, or sell ALCOHOLIC BEVERAGES to any [Minor \(i.e. under the age of 21\)](#) while on [Organization Premises](#) or during an organization affiliated event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate

with the organization. More specifically, the possession, sale, use or consumption of alcoholic beverages must comply with any and all applicable laws of the state, province, county, city and College, and must comply with either the [BYOB \(APPENDIX A\)](#) or [Third Party Vendor Guidelines \(APPENDIX B\)](#).

- b. No alcoholic beverages may be purchased or reimbursed through or with [Student Organization](#) funds, nor may the purchase or reimbursement of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. This includes, but is not limited to slush funds, pooled monies, charging at the door, selling tickets, and/or payments from an organization account.
- c. No organization may [Co-sponsor](#) an event with an alcohol distributor or [Tavern](#) at which alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at or on the property of a [Tavern](#) for purposes of fundraising. However, an organization may rent or use a room or area in a [Tavern](#) for a closed event held within the provisions of this policy, including the use of a [Third Party Vendor](#) and guest list. An event at which alcohol is present may be conducted or [Co-sponsored](#) with a charitable organization if the event is held within the provisions of this policy.
- d. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or jungle juice is prohibited.
- e. [OPEN EVENTS](#), meaning those with access by non-members of the [Student Organization](#), without specific invitation, where alcohol is present, are prohibited.
- f. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on student [Organization Premises](#) or during a student [Organization-Affiliated Event](#) or at any event that an observer would associate with the [Student Organization](#) is strictly prohibited.
- g. No [Student Organization](#) may [Co-sponsor](#), co-finance, attend, or participate in a function at which alcohol is purchased by any other [Student Organization](#).
- h. All [Recruitment](#) activities associated with any [Student Organization](#) will be alcohol-free. No [Recruitment](#) activities associated with any [Student Organization](#) may be held at or in conjunction with a [Tavern](#) or alcohol distributor as defined in this policy.
- i. No member or [Interest/Potential New Member](#) shall permit, tolerate, encourage or participate in "[Drinking games](#)."
- j. No alcohol shall be present at any induction/initiation program, activity, ceremony, or ritual of the [Student Organization](#).
- k. No [Student Organization](#) may sponsor or [Co-sponsor](#) any event where drinking is the incentive, for example "happy hours," "2 for 1 specials," "reduced prices" or "free alcohol".

## 2. [HAZING](#)

- a. No [Student Organization](#), student, or alumnus shall conduct or condone [Hazing](#) activities.
- b. Any observation by a member of a [Student Organization](#) of any [Hazing](#) activity as described above must be reported to College authorities.
- c. Aiding or assisting another to engage in any [Hazing](#) activity as described above.
- d. The express or implied consent of a person is not a defense to any [Hazing](#) activity described above.

## 3. **Physical Sexual Misconduct**

*Sexual harassment is a violation of the Title IX of the Education Amendment of 1972, and Title VII of the Civil Rights Act of 1964 (as amended in 1991) as well as the College's [Title IX](#) policy which applies to students, employees, and third parties. This also applies to third party harassment, which is unwelcome behavior involving any of the protected categories defined by the College that is not directed at an individual but exists in the workplace /educational environment and interferes with an individual's ability to do his or her job as an employee or a student.*

- a. The [Student Organization](#) will not tolerate or condone any conduct of a sexual nature or based on sex, gender identity, or sexuality that is severe or pervasive enough to create an intimidating, abusive, or hostile campus, educational or work environment as defined by a reasonable person under similar circumstances. This may include unwanted, unwelcome, or inappropriate sexual or gender-based activities, or comments.
- b. The [Student Organization](#) will not tolerate or condone any form of physical sexual misconduct (which includes Dating/Domestic Violence, Sexual Assault and Stalking) as defined in the [Student Conduct Code](#) and the [Title IX Policy](#) on the part of its members.
- c. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a condition of the conferral of any benefit, or rejection of such advance, request, or conduct implies that a person will suffer adverse consequences from another person in an express or implied position of authority.
- d. The employment or use of strippers, exotic dancers, escorts or similar performers, whether professional or amateur, at an [Organization-Affiliated Event](#) as defined in this policy is prohibited. This includes hosting an [Organization-Affiliated Event](#) at a club or business that employs or uses performers as outlined above.

**4. PERSONAL ABUSE**

- a. The [Student Organization](#) will not tolerate or condone any form of bullying, intimidation, harassment, invasion of privacy, defamation, or physical abuse as defined in the [Student Conduct Code](#) on the part of its members, whether physical, mental or emotional. Abusive or harassing conduct directed at an individual or group because of membership in a protected category may result in an enhanced sanction.

**5. PROPERTY**

- a. The [Student Organization](#) will not engage in, tolerate, or condone the unauthorized use or possession, or theft, damage, defacement or destruction of property belonging to others.

**6. INTEGRITY**

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

**7. FAILURE TO COMPLY WITH DIRECTIVE(S)**

- a. [Student Organizations](#) must comply with any written or verbal directive from the College or Student Government/Inter-Greek Council/Sport Club Council that is included in current College or Student Government/Inter-Greek Council/Sport Club

Council policy and/or constitution, or that is a result of a policy violation and/or outcome of a conduct process.

- b. [Student Organization](#)s must comply with any written or verbal directive included in the Student Finance Board (SFB) policies and procedures if an organization has incurred funding from the SFB.

#### 8. COMPLIANCE WITH LAW & COLLEGE POLICY

[Student Organization](#)s must comply with all federal, state and local laws and ordinances and College policy including:

- a. Any College policy, rule or regulation published and available electronically on the College website.
- b. Any federal, state, or local law.
- c. Any policy or mandate issued by a [Student Organization](#)'s (inter)national organization.

#### 9. DISRUPTION/OBSTRUCTION

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

#### 10. COMPUTER MISUSE/COPYRIGHT INFRINGEMENTS

- a. See the [Computer Access Agreement](#)
- b. Violating the rights of copyright holders and/or not complying with copyright law (including but not limited to graphic designs, showing of movies, etc.).

### F. Procedural Standards

#### 1. COMPLAINT

- a. **Filing a complaint.** Any member of the College community may file a complaint documenting a [Student Organization](#) for possible violations of the *Student Organization Privileges and Responsibilities*, including a representative from the College on behalf of a person outside the College community if the incident has an adverse effect on the College and there is documentation from a verifiable source. A complaint must be prepared in writing and submitted to the Office of Student Conduct & Dispute Resolution Services. Any complaint should be submitted as soon as possible after the event takes place, preferably within 30 days. However, the Director of Student Conduct has discretion to accept a report and investigate a complaint, and may issue any charges against a [Student Organization](#) regardless of when the complaint is submitted if the conduct poses a possible threat to the College community. Typically, reports will not be accepted anonymously, but under extraordinary circumstances, a representative of the Division of Student Affairs may bring charges against a [Student Organization](#) on behalf of any persons who do not want to participate in the hearing process or disclose their identity to the [Student Organization](#) for safety reasons.

- b. **Investigation.** The Assistant Director of Student Conduct, the Assistant Director's designee and/or an experienced external investigator will conduct a prompt, thorough, fair and impartial investigation to determine if the information in the report merits any charges against a [Student Organization](#), a formal admonishment, no charges, whether the incident warrants referral to the Student Government/Inter-Greek Council/Sports Club Council for action, or if the incident can be addressed through an alternate dispute resolution process such as the [Partnership Process \(APPENDIX C\)](#) or mediation. An [Advisor](#) of the [Student Organization](#)'s choice may be present during the investigation meeting but may not represent the [Student Organization](#) or actively participate in the meeting. The conference administrator may also have an [Advisor](#) present at his or her discretion.

For investigations that are not Title IX related but may result in 04. Personal Abuse or 02. [Hazing](#) charges, there will typically be two trained investigators present. The lead investigator will coordinate meetings with the all involved parties (i.e. responding [Student Organization](#), reporting student, any witnesses, etc.). All involved parties will be interviewed and asked to share information they have regarding the incident, as well as all relevant documents (i.e. text messages, emails, photos, etc.) and identify witnesses who may provide direct information regarding the allegations. The investigator will gather all information and create a statement summary. The responding [Student Organization](#) and the reporting party will be invited to a meeting where they will each be given the opportunity to review the summary and respond with additional comments.

For Title IX related investigations, the case will be initially forwarded to the Title IX Office for further determination on how to proceed. It will be determined whether [Title IX Policy Procedures and Protocols](#) and/or the [F. Procedural Standards](#) in this document will apply.

- c. **Charge(s).** Any charges will be presented to the responding [Student Organization](#) in writing through the [Student Organization](#) president's College email address, as the official means of communication at the College, and a conference with the Assistant Director of Student Conduct shall be scheduled within a timely period. Under exceptional circumstances, an interim suspension of the [Student Organization](#) may be instituted prior to a hearing to ensure the health, safety or welfare of members of the College or property of the College.
- d. **Conference.** The president of the [Student Organization](#) accused will meet with the Assistant Director of Student Conduct for a conference to discuss the grounds for any

charges, process, and sanctioning practices. The [Student Organization](#) president will select whether his or her organization will participate in a formal or informal conduct hearing; however, in cases including charges of any violations under the Personal Abuse or [Hazing](#) section of this code, the Assistant Director of Student Conduct will determine what type of hearing is appropriate after the investigation is completed and will consider the expressed preferences of both the reporter and the Student Organization and the totality of the circumstances. An [Advisor](#) of the [Student Organization](#) (president's choice) and an additional student member of the organization may be present during the conference. If, after notice, a [Student Organization](#) president does not attend a scheduled conference meeting, the Assistant Director of Student Conduct may make a decision on the information available and make a decision on responsibility including assigning any sanctions to the [Student Organization](#) if deemed appropriate.

- e. **Informal hearing.** If applicable and the [Student Organization](#) president selects an informal hearing to address any charges, the Assistant Director of Student Conduct will immediately conduct the informal hearing. The organization's selected [Advisor](#) may remain present for the informal hearing, but may not represent the [Student Organization](#) or address the Assistant Director of Student Conduct. The [Advisor's](#) role is limited to providing support to the [Student Organization](#) by observing or advising the [Student Organization](#) in a manner that does not disrupt the conduct proceeding. The additional student representative of the [Student Organization](#) that accompanies the [Student Organization](#) president may address the Assistant Director of Student Conduct and participate in the hearing. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in [Student Organization](#) conduct proceedings. The Assistant Director of Student Conduct may temporarily adjourn the informal hearing if he or she determines that further review or clarification is necessary including, but not limited to, interviewing the reporting party and/or other witnesses.
  1. **Joint hearing.** In cases involving more than one responding [Student Organization](#), the Assistant Director of Student Conduct may permit the hearing concerning each organization to be conducted either separately or jointly.
  2. **Information.** The informal hearing provides an opportunity for the responding [Student Organization](#) to be heard and to provide information such as written witness statements. The [Student Organization](#) president may accept or deny responsibility for any charges on behalf of his or her [Student Organization](#).

3. **Decision.** The Assistant Director of Student Conduct will determine whether the [Student Organization](#) is responsible for any charges. If the [Student Organization](#) is found not responsible for any charges, the process is concluded. If the [Student Organization](#) is found responsible for any charges, the Assistant Director of Student Conduct will then assign any appropriate sanctions.
  4. **Appeal.** The [Student Organization](#) president may appeal the decision and/or any sanctions issued by the Assistant Director of Student Conduct in writing to the Assistant Vice President/Dean of Students. (Please see Section g. [Appeal Procedures](#) for more information.)
- f. **Formal hearing.** If applicable and the [Student Organization](#) president selects a formal hearing, then he or she has the opportunity to select either an administrative hearing or a Community Standards Board (CSB) hearing.
1. **Administrative hearing.** An administrative hearing is conducted by the Director of Student Conduct or designee who has not been previously involved in the [Student Organization](#)'s conduct process. The Director will hear information presented by any parties and render a decision and sanctions if appropriate. A [Student Organization](#) may appeal the decision of the administrator to the Assistant Vice President/Dean of Students.
  2. **Community Standards Board.** The Community Standards Board is a student board chaired by a student representative and advised by the Assistant Director of Student Conduct. The CSB is comprised of four voting members; the student chair votes only in the case of a tie. The [Advisor](#) to the board does not vote nor participate in deliberations, but may answer questions regarding procedural standards, policy, and/or sanctioning practices. If the CSB finds that a [Student Organization](#) is responsible for a violation, the board will recommend any sanctions to the Director of Student Conduct who has discretion to accept or adjust any sanctions appropriately. The CSB hearing may not be possible for cases that are adjudicated during summer/winter break. A [Student Organization](#) may appeal the board's decision to the Assistant Vice President/Dean of Students.
  3. **Formal hearing guidelines.** Formal hearings shall be conducted according to the following guidelines.
    - a. **Private hearings.** A hearing will be conducted in private. Any persons filing the complaint, the [Student Organization](#) president, an additional student representative of the accused [Student Organization](#), and their [Advisor](#) are allowed to attend the entire

portion of the board or administrative hearing at which information is received (this excludes deliberations). Admission of any other person to the hearing shall be at the discretion of the board or administrator hearing the case.

- b. **Joint hearing.** In cases involving more than one [Student Organization](#), the administrator or board [Advisor](#) may permit the hearing concerning each organization to be conducted either separately or jointly.
- c. **Advisors.** Any persons filing a complaint and the [Student Organization](#) may be assisted by an [Advisor](#), at their expense. The [Student Organization](#) president must notify the Assistant Director of Student Conduct who they have designated as their [Advisor](#) five business days prior to the scheduled hearing. The [Advisor](#) may be a faculty/staff [Advisor](#), alumni/a [Advisor](#), representative from the [Student Organization](#)'s (inter)national organization or someone the organization deems appropriate to serve in this role. Staff members who may have a role in the investigation or elsewhere in the procedures outlined in this document are not permitted to serve as an [Advisor](#) to the [Student Organization](#). Students are responsible for presenting their own information on behalf of their [Student Organization](#), and therefore [Advisors](#) are not permitted to speak or to participate directly in any hearings. [Advisors](#) may request a brief recess in the hearing to confer privately and may write notes to the students during the process. A [Student Organization](#) president should select as an [Advisor](#) a person whose schedule allows attendance at the scheduled date and time for the hearing as delays will not normally be allowed due to the scheduling conflicts of an [Advisor](#).
- d. **Questions.** Any persons filing the complaint, the president of the accused [Student Organization](#), and the hearing board or administrator may arrange for witnesses to present pertinent information. The parties may suggest questions to be answered by one another and/or one another's witnesses, but the questions must be directed to the chairperson of the board or the administrator rather than to the other party or witness directly. The chairperson of the board or the administrator will determine whether questions or potential information are appropriate at his or her discretion.

- e. **Additional information.** Relevant records, exhibits, and written statements (including student impact statements during the sanction phase) may be accepted as information for consideration by a board or administrator at the discretion of the chairperson or administrator.
- f. **Decline to provide information.** The [Student Organization](#) president may decline to provide any written or oral statements, answer questions posed in a hearing or provide any information on behalf of his or her [Student Organization](#). However, the hearing board or administrator may draw an adverse inference from the student's absence of information or refusal to answer questions.
- g. **Procedural questions.** All procedural questions are subject to the final decision of the chairperson of the board or administrator.
- h. **Majority vote and quorum.** A board will determine by majority vote whether the [Student Organization](#) has violated the policy as charged. For any board hearing, a quorum of 3 voting members is necessary. Quorum is not required for an administrative hearing as the decision is made by the administrator alone.
- i. **Basis for decision.** The board or administrator's determination shall be made on the basis of whether it is *more likely than not* that the responding [Student Organization](#) violated the *Student Organization Privileges and Responsibilities*. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in [Student Organization](#) conduct proceedings.
- j. **Hearing recorded.** There will be a single verbatim record, such as a tape or digital recording of all formal hearings. Deliberations will not be recorded. The record will be the property of the College.
- k. **Decision in absentia.** If representatives of the [Student Organization](#), with notice, do not appear for a formal hearing, the hearing body may postpone the hearing or hear the information in support of any charges in the representatives' absence and will make a decision on the available information.
- l. **Special accommodation.** The board or administrator may accommodate persons with concerns for the personal safety, well-being, and/or fears of confrontation during the hearing by providing separate facilities or physical dividers, and/or by permitting participation by telephone, videophone/conferencing,

videotape, audio tape, written statement, or other viable means as determined by the Assistant Director of Student Conduct to be appropriate.

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

g. **Appeal Procedures**

1. **Five business days to appeal.** In Non-Title IX related cases, a [Student Organization](#) is afforded one single opportunity to appeal a decision by a hearing administrator or board. A decision or any sanctions issued by an administrator through an informal or formal hearing may be appealed to the Assistant Vice President/ Dean of Students within five business days of written notification of the decision and any sanctions. For Title IX cases please refer to the [Title IX Policy](#) on [Investigation Procedures and Protocols](#).
2. **Required format.** All appeals must be in writing and include any supporting documentation that the [Student Organization](#) wishes to be considered. Deference is given to the original hearing administrator or board's findings of fact and decision of responsibility and/or any sanctions, therefore the burden of proof is on the [Student Organization](#) filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision, or any sanctions. An appeal will generally be limited to an administrative review of the verbatim record of the hearing and supporting documents for one or more of the purposes below, provided however the administrator may request additional information or clarification from the College and/or investigator, conference administrator, the College administrator preparing the hearing, the Hearing Administrator or the board, responding [Student Organization](#), reporting party, and/or witnesses for purposes of this review.
  - a. **Process review.** To determine whether the hearing was conducted in accordance with published procedures and without bias on the part of the hearing administrator or any board member. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. **Information review.** To determine whether there was information presented in the hearing that, if believed by the board or administrator,



reported near the end of any academic term and are unable to be heard before the last week of classes in accordance with the conduct process.

1. **Minor incident.** For a minor incident (where a finding of responsibility would result in a warning and/or educational sanctions), the president of the [Student Organization](#) will be asked to submit a statement in writing to the Assistant Director of Student Conduct regarding the incident that may include statements by any witnesses by a prescribed date. The hearing administrator or board in conjunction with the incident report form, will consider this statement. The [Student Organization](#) president will be notified of the administrator or board's decision via email. This process will also be utilized to handle such incidents that occur during summer sessions conducted at the College. If the [Student Organization](#) wishes to appeal the decision of this board, they must do so within five business days of notification of the decision.
  2. **Major incidents.** For a more serious incident (where a finding of responsibility may result in a status of probation or loss of College recognition) the [Student Organization](#) may choose to respond to any charges in writing (as described above), or to participate in a hearing process in person through existing procedures. The Assistant Director of Student Conduct will determine whether this process should take place during the winter/summer break or after classes have reconvened in the fall/spring.
- i. **Sanctioning Practices.** The following sanctions may be imposed upon any [Student Organization](#) found to have violated the *Student Organization Privileges and Responsibilities*.

#### **Status Sanctions**

1. **Warning.** A notice in writing to the [Student Organization](#) president, registered organization advisor and (inter)national organization that the [Student Organization](#) is violating or has violated institutional regulations and that further violations may result in more severe disciplinary action.
2. **Probation.** Places the [Student Organization](#) on notice that any further violation of College policy during the specified period of time may result in more serious sanctions including suspension or revocation of recognition. A [Student Organization](#) will maintain recognition from the College while on this status.

3. **Deferred Suspension.** Places the [Student Organization](#) on notice that any further violation of College policy during the specified period of time may result in more serious sanctions including suspension or revocation of recognition. An organization will maintain recognition from the College while on this status.
4. **Interim suspension.** Immediate suspension of activities and/or privileges of recognition of a [Student Organization](#) from the College by the Assistant Vice President/Dean of Students pending a hearing. Interim suspension will be imposed only in exceptional circumstances to ensure the health, safety or welfare of members of the College or property of the College. [Student Organizations](#) that have been suspended on an interim basis will have a conduct hearing within a practical period of the interim suspension unless there are extenuating circumstances such as concurrent criminal, Title IX investigation and/or the incident occurs at a time in the semester where a hearing would conflict with final exams or winter, spring, or summer break.
5. **Suspension of Recognition.** All activities, [student Organization-Affiliated Events](#) and privileges of College and Student Government/Inter-Greek Council/Sports Club Council recognition are suspended for a specified period of time. Before a suspended [Student Organization](#) may regain active status after the designated period of time, representatives from the [Student Organization](#) must meet with the Director of Student Involvement/Director of Recreation to show satisfactory completion of any assigned directives or to discuss stipulated conditions for the [Student Organization](#)'s return to active status. If new incidents involving the [Student Organization](#) while on this status, the date they are permitted to re-apply for recognition will be reset.
6. **Revocation of Recognition.** The [Student Organization](#) loses recognition from the College and Student Government/Inter-Greek Council/Sports Club Council for a specified period of time. If recognition has been revoked, the [Student Organization](#) must comply with any Student Government/Inter-Greek Council/Sports Club Council /Office of the Dean of Students application process to regain recognition after the period of revocation is exhausted.

#### **Corrective Sanctions**

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

2. **Restitution.** Compensation for loss, damage, or injury to College property. This may take the form of appropriate service and/or monetary or material replacement.
3. **Restorative justice.** Participation in a discussion by a trained facilitator with any persons or department harmed development of a shared agreement of how to correct the harm. Unlike other sanctions, all participants must voluntarily agree to participate in the restorative process. Restorative practices will not be available to [Student Organizations](#) responding to or being found responsible for any physical sexual misconduct.
4. **Mediation.** Participation in a mediated discussion with other disputants facilitated by a multi-partial, trained mediator with the hope of developing a negotiated agreement serving as resolution to the dispute. Unlike other sanctions, all participants must voluntarily agree to participate in mediation. Mediation will not be available to [Student Organizations](#) responding or being found responsible for any physical sexual misconduct.
5. **Administrative directives:** Conducting a membership review, prohibition of events on/off campus or anything else deemed appropriate by the hearing administrator or board.

#### **Educational Sanctions**

1. **Discretionary sanctions.** Work assignments, essays, presentations, research projects, conduct contracts, service to the College, or other discretionary assignments.
- j. **Disciplinary Record Keeping Practice.**
1. **File maintenance.** A [Student Organization](#) charged with a violation of the *Student Organization Privileges and Responsibilities* has a file created and maintained by the Office of Student Conduct & Dispute Resolution Services. Files are maintained indefinitely.
- k. **Violation of law and *Student Organization Privileges and Responsibilities*.** [Student Organization](#) conduct proceedings may be instituted against a [Student Organization](#) or individual student charged with conduct that potentially violates both the criminal law and College policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Director of Student Conduct and Dispute Resolution. Determinations made or sanctions

imposed under these procedural standards will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

**APPENDIX A**  
**“BYOB” PROCEDURES & GUIDELINES**  
**The College of New Jersey**

**BYOB Procedure:**

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

**BYOB Requirements:**

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

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

**Third Party Vendor Procedures:**

1. Obtain a vendor that is properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. If the event is taking place at a public venue, inquire with the venue what kind of license it possesses.
2. Obtain copies of your vendor's state and local licenses. The vendor must be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certification of insurance prepared by the insurance provider. This certificate of insurance must also show evidence that the vendor has, as part of his/her coverage, "off premise liquor liability coverage and non-owned and hired auto-coverage". In addition, the certificate of insurance should name the [Student Organization](#) (local and national if applicable) as an additional insured party.
3. Obtain a copy of your vendor's certificate insurance that meets the standards above.
4. Insure that your vendor agrees in writing to a minimum of the following responsibilities:
  - a. Checking identification cards/
  - b. Not serving [Minors](#) or persons who appear to be intoxicated;
  - c. Maintaining control of distribution of all alcohol containers present;
  - d. Collecting all remaining alcohol at the end of an event – no remaining alcohol is to be furnished to the [Student Organization](#).
  - e. Removing all alcohol from premises at the conclusion of the event.
5. A minimum of one sober TIPS trained monitor per 20 attendees must be at the event. Trained monitors must either be certified through the TIPS training program offered by the College or demonstrate completion of similar risk management training.
6. The event must always be in accordance with school, local and state ordinances and service of alcohol must not exceed duration of 5 hours.

**Third Party Vendor Event Guidelines**

1. [Student Organization](#)s should have a [Safe Ride](#) program or alternate transportation in place for the event.
2. There should be a non-alcohol based theme or activity associated with the [Student Organization](#) event so that the entire event does not center on the consumption of alcohol.
3. No glass containers should be permitted.
4. An ample supply of alcohol-free beverages and non-salty foods should be provided.
5. Service of alcohol should stop at least one hour before the scheduled ending time.
6. [Student Organization](#) should determine with the aid of Advisor venue representative(s) and/or [College official](#)(s) whether any security personnel should be at the event.
7. No drink specials should be provided for the event.

**APPENDIX C**  
**Partnership Process**  
**The College of New Jersey**

**Summary**

Available when referred by the Office of Student Conduct and Dispute Resolution Services in consultation with the Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation, the Conduct [Partnership Process](#) serves as an alternate method of resolving allegations of organizational misconduct.

Focusing on decision making processes, group procedures and dynamics, leadership styles, relationship building, and pragmatic change, the [Partnership Process](#) provides a unique opportunity for organizations to engage in open and candid dialogue about matters that have impacted their organizations and their communities. Through this dialogue, underlying systemic issues are identified and an action plan is created mutually by the organization president and the Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation to effectively and reasonably address these issues. This plan will be detailed in a formal letter of agreement.

**Criteria**

As the success of the [Partnership Process](#) is based upon acknowledgement of underlying issues and a commitment to create viable change, it will only be offered in situations where such outcomes are deemed possible by the Office of Student Conduct and Dispute Resolution Services.

The Assistant Director Student Conduct and Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation may consider the following criteria when determining whether to refer the [Student Organization](#) to the [Partnership Process](#):

1. The organization has a history of partnering with the College and continues to establish itself as a trustworthy and accountable organization
2. The organization consistently lives its values and performs at a high level
3. Loss of recognition would not be a likely outcome of the process
4. The organization has not recently engaged in the [Partnership Process](#)
5. The organization has not had any conduct matters within one calendar year.
6. The reported conduct at issue does not implicate personal abuse, [Hazing](#) , or sexual abuse or harassment.

If offered to the organization, participation in the [Partnership Process](#) is voluntary. Should the organization decline the opportunity to participate in this process; the matter will proceed according to the procedural standards outlined in the *Student Organization Privileges and Responsibilities* document.

## **Expectations**

If offered, the organization president is invited to meet with the Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation. During this meeting, the following expectations will be set forth:

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

If the organization fails to meet these expectations, at any time, the matter will be forwarded back to the Assistant Director of Student Conduct for action as outlined in the procedural standards of the *Student Organization Privileges and Responsibilities* document. The Assistant Director of Student Conduct and Director of Student Involvement, Assistant Director of Fraternity Sorority Life, Assistant Director of Student Activities, or the Director of Recreation will determine whether the organization has met these expectations.

If the organization meets these expectations, the organization will not be charged nor sanctioned through the [Student Organization](#) Conduct Process. A copy of the letter of agreement will be sent to relevant stakeholders and will remain on record in the organization's file in the Office of Student Conduct and Dispute Resolution Services.

**APPENDIX D**  
**New Member Recruitment and Intake Requirements for Fraternities and Sororities**  
**The College of New Jersey**

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

**New Member Eligibility**

All interested students wishing to join an organization must be enrolled full-time degree-seeking undergraduates with at least 3 TCNJ units or 12 TCNJ accepted transfer credits with a minimum 2.5 cumulative GPA. (Advanced Placement credits are NOT counted toward this requirement)

**Recruitment Activity**

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

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

**Bids and Membership Invitations**

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

### **New Member Activity and Processes**

1. New Member education/intake activity is only permitted during academic semesters.
2. All New Member education periods begin when a student accepts his or her bid.
3. All New Member processes must conclude within 6 weeks or by the last day of undergraduate classes, whichever is sooner.  
(Spring Break and Fall Break will not be counted)
4. New Members must be told the date of initiation upon bid acceptance and beginning of New Member program.
5. New Member programs cannot exceed more than 15 hours of Chapter related programming each week.
6. All New Member Education Activity must conclude by 12:00 midnight Sunday-Thursday. Friday and Saturday night activities may extend until 2:00am the next morning (individual exceptions can be made by the Assistant Director of Fraternity & Sorority Life).
7. Any variation from the submitted and approved New Member Education/Intake Program must be submitted in writing to the Assistant Director Fraternity & Sorority Life ahead of time for approval.
8. All New Members must attend IGC mandated New Member Education Series events.
9. A full list of initiated New Members must be submitted within 24 hours of initiation.
10. Any coming out shows or presentations must be approved at least 24 hours in advance through the Assistant Director of Fraternity & Sorority Life.

**APPENDIX E**  
**Expansion/Extension Policy**  
**The College of New Jersey**

Recognizing the social, academic, and developmental benefits of fraternity and sorority life, the Inter-Greek Council at The College of New Jersey resolves to provide and adhere to a fundamentally fair and reasonable [Expansion](#) policy for all interested full-time TCNJ undergraduate students. Understanding both the opportunities and challenges presented by [Expansion](#), the Inter-Greek Council (IGC) will work in concert with the Office of Involvement in all matters relating to [Chapter Expansion](#).

**Expansion Committee**

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

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

The Assistant Director of Fraternity & Sorority Life will serve as [Advisor](#) to the committee.

**General [Expansion](#) Approval<sup>1</sup>**

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

**Expansion process**

General Guidelines

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<sup>1</sup> Please note that information and policy details are subject to change during the academic year. The Office of Involvement retains the discretion to further limit and/or regulate [expansion](#) if necessary.

- A. An unlimited number of students may petition the Inter-Greek Council and the Office of Involvement to start a new fraternity/sorority.
- B. Any students wishing to start a new fraternity/sorority must be full-time undergraduates at The College of New Jersey with a cumulative GPA of 2.5 or greater having completed at least 3 undergraduate units at TCNJ or having 12 TCNJ accepted transfer credits. (Advanced Placement credits are NOT counted toward this requirement).
- C. No [Expansion](#) initiatives will begin during winter or summer breaks. All [Expansion](#) processes will occur during the Fall and Spring semesters.
- D. No membership initiations may take place without approval from the Assistant Director of Fraternity & Sorority Life.**
- E. All new organization memberships must be limited to TCNJ students with [Chapter](#) operations run by TCNJ students. No city, regional, or metro charters will be approved for [Expansion](#) at TCNJ.
- F. The Inter-Greek Council and Office of Fraternity & Sorority Life reserve the ability to fairly create and enforce any or all guidelines not specifically listed herein.
- G. Students are encouraged to meet with the Assistant Director of Fraternity & Sorority Life to review and clarify any and all [Expansion](#) questions and/or policies.

The [Expansion](#) process will consist of 5 phases:

#### **Phase 1- Exploration**

- A. Students are encouraged to explore current [Chapters](#) at The College of New Jersey before continuing in this process. Students should be prepared to explain how they explored any existing fraternities or sororities.
- B. If, after exploring and assessing the existing [Chapters](#), a student feels that his/her [interests](#) are not represented, the IGC and Office of Involvement have established the following policy for the creation of a new group.

#### **Phase 2- Petition Submission**

##### **Letter of Interest**

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

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

### **Petition Review**

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

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

1. Expressed interest from current undergraduates;
  2. Date petition was received;
  3. Community need;
  4. Affiliated organizations membership in one of the following groups<sup>2</sup>:
    - a. National Panhellenic Conference (NPC)
    - b. National Pan-Hellenic Council (NPHC)
    - c. North American Inter-Fraternity Conference (NIC)
    - d. National Association of Latino Fraternal Organizations (NALFO)
    - e. National Multicultural Greek Council (NMGC)
    - f. National APIA Panhellenic Association (NAPA)
  5. An organization's prior existence at the College:
    - a. Reason for loss of recognition
    - b. Past working relationship between the College and the alumni leadership of the organization and/or the Inter/National Organization (if applicable)
- C. After prioritizing the petitions, the IGC [Expansion](#) Committee will invite the student(s) or fraternal organization to meet with them to review their petition.

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

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<sup>2</sup> If the organization is not affiliated with one of these organizations, students must document any reasoning for the decision and cite how the organization would achieve the same level of support provided by these umbrella organizations

- D. If the IGC [Expansion](#) Committee is satisfied with the information detailed in the letter of interest, the [Expansion](#) committee will recognize the group as an interest group and will afford the group the opportunity to host three (3) interest session meetings.

### **Interest Sessions**

- A. All interest meetings must be scheduled through the Assistant Director of Fraternity & Sorority Life.  
B. All interest meetings must be hosted on-campus and be alcohol-free.  
C. No other organizations are allowed to [Co-sponsor](#) the interest meetings and no other events or activities may be scheduled, sponsored, [Co-sponsored](#), or hosted by the interest group.  
D. The interest group must submit their sign-in lists after the final interest session to the Assistant Director of Fraternity & Sorority Life. The sign-in list should include:  
a. Student's full name, student identification number, email address, and units completed.  
E. After the completion of the interest sessions, the interest group or organization will submit a full list of interested members and a(n) [Interest/Potential New Member](#) grade release forms to the Assistant Director of Fraternity & Sorority Life.

### **Association**

- A. If a student driven initiative, the interest group will work with the [Expansion](#) committee to invite representatives of the prospective organization to present to the interest group and IGC [Expansion](#) committee.  
a. Although not required, the IGC encourages interest groups to consider inviting more than organization to present.  
B. Although the [Expansion](#) committee may make recommendations to the interest group, the ultimate decision of desired affiliation will remain with the [interests](#).

### **Phase 3 – Organization**

- A. The interest group shall submit an official request to the IGC [Expansion](#) Committee and the Assistant Director of Fraternity & Sorority Life that includes:  
a. A complete list of all interested students, their email addresses, and units completed.  
b. A letter of support from a faculty/staff member at TCNJ willing to serve as the faculty/staff [Advisor](#) to the group.  
c. The name, address, and website for the organization with which the interest group would like to affiliate.  
d. The name and contact information of the individual(s) in charge of [Expansion](#) for the affiliate organization.  
e. A letter of guaranteed support from the organization with which the interest group would like to affiliate. This letter should detail:  
i. Resources available to the group as they move toward active status membership,  
ii. Involvement of the affiliate organization in this process, and  
iii. Any other provisions that have been made to ensure the success of the group.  
f. The proposed program, policies, and procedures for the following areas:  
i. [New Member](#) Program/Intake Process

- ii. Membership Eligibility Standards
  - iii. [Recruitment](#) Program
  - iv. [Hazing](#) Policy
  - v. Membership Development Program
  - vi. Financial Policies
  - vii. Leadership Development
  - viii. Scholarship
  - ix. Accountability Program/Code of Conduct
  - x. Community Service and Philanthropy
  - xi. Career Counseling/Networking
  - xii. Programming Resources
  - xiii. [Chapter](#) Development
  - xiv. Risk Management/Insurance Coverage
  - xv. (If the affiliated organization is not a member of NPC, NPHC, NIC, NALFO, NMGC, or NAPA, students must document any reasoning for the decision and cite how the organization would achieve the same level of support provided by these umbrella organizations)
- B. The IGC [Expansion](#) will schedule a new business agenda item during a regular IGC meeting to present its work and findings to the IGC.
  - C. After doing so, the [Expansion](#) committee will answer any questions from the IGC regarding the process or its findings. This questions and answer period will be moderated by the IGC President and the Assistant Director of Fraternity & Sorority Life. Any questions that cannot be answered by the committee should be taken back to the interest group/affiliate organization by the chair of the [Expansion](#) Committee.
  - D. As per regular the adopted voting procedures of the IGC, the vote on the petition will be tabled for 1 meeting.
  - E. At least a two-thirds (2/3) vote of the membership establishing quorum will be required to grant the interest group pre-active [Chapter](#) status.
  - F. All [Expansion](#) voting will be conducted vocally; each [Chapter](#) openly voting when their name is called from the roll.
  - G. Each IGC [Chapter](#) will have one (1) vote on the viability of the group's proposed plan.
  - H. If the interest group fails to receive the required votes, the IGC will present the interest groups with the reasons for the failed vote.
  - I. The interest group may request one (1) revote, two weeks from the date of the failed vote.

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

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

- D. If after the one calendar year, the pre-active [Chapter](#) is unable to meet its expectations and requirements, the group can request a full year extension from the IGC. The IGC will grant this request pending a letter from the pre-active [Chapter](#)'s organization detailing the remaining requirements and estimated completion of its process, a letter of good standing from the Assistant Director of Fraternity & Sorority Life, and a letter of continued support from the group's faculty/staff [Advisor](#). Although a new active [Chapter](#) status vote shall be scheduled, the pre-active [Chapter](#) may be voted upon anytime within their extension when all expectations and requirements are met.
- E. If the pre-active [Chapter](#) fails to meet its responsibilities outlined in the IGC Expectations section of this document, engages in actions which violate expectations outlined in the Student Organization Privileges and Responsibilities or other college policies, or if the actions or inactions of the group proves to be detrimental to the fraternity and sorority community or TCNJ, the group may be referred to the appropriate council and/or College conduct process; including the possibility of disbanding the group.

### **IGC Expectations**

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

#### A. Fraternity & Sorority Privileges

##### 1. Full recognition from the Office of Involvement including:

- a. Access to use Lionsgate, online resources, advertisement, event scheduling and file/form creations;
- b. Opportunity to apply for funding eligible status through the established Student Finance Board procedures;
- c. Posting approved flyers, banners, table tents, & chalking;
- d. Free use of a graphic artist for design and creation of logos, flyers, & banners;
- e. Mailing address & [Chapter](#) mailbox;
- f. College email address;
- g. [Student Organization](#) reservation privileges for campus space and facilities;
- h. Advisement by a self-selected faculty/staff [Advisor](#);
- i. Receive grade checks for all [Chapter](#) members and Fraternity/Sorority community grade summary sheets each semester;
- j. College collaboration with (inter)national headquarters, regional, graduate, and alumni/a [Advisor](#), and College faculty and staff;
- k. Support and advisement for day-to-day operations of the [Chapter](#) including event planning;
- l. [Advisor](#) training;
- m. Post events to the campus-wide calendar;
- n. Apply for storage space in the BSC;
- o. Support for student leadership/officers; and

2. Full recognition from the Office of Involvement and Inter Greek Council including:
  - l. Ability to establish and maintain individual [Chapter](#) membership criteria, including gender, academic requirements, and values criteria;
  - m. Host informational and [Recruitment](#) activities;
  - n. Utilize [New Membership](#)/intake and membership education processes as described in *Membership Recruitment/Intake Policy* ([APPENDIX D](#));
  - o. Nominate outstanding members for recognition through Order or Omega Leadership Honor Society and the Fraternity & Sorority Awards Process;
  - p. Participate in Greek Week;
  - q. Risk management and risk reduction training;
  - r. Connection to regional and national resources including: NGLA, UIFI, & AFLV; and Leadershape
  - s. Officer training.

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

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

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

### **Phase 5 - Active Chapter Status**

- A. Vote requirements
  - a. The following must be submitted to the IGC before a scheduled active [Chapter](#) status vote:
    - i. Letter of support and approval for chartering from their affiliated organization.
    - ii. Letter of support from Faculty/Staff [Advisor](#).
    - iii. Confirmation of prospective members' academic standings.
    - iv. [Chapter](#) Constitution
    - v. TCNJ [Chapter](#) Assessment Program Score(s)/Status

- vi. Proof of \$1,000,000 liability insurance or the ability of the group to obtain this policy upon chartering.
  1. “The State of New Jersey, The College of New Jersey, and the New Jersey Educational Facilities Authority” must be included as insured.

## B. Voting

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