

Office of Fraternity & Sorority Affairs



Preamble and Application Criteria 2

Application Instructions and Review Procedure 3

Application Outline 4

Expectations 6

Fraternity & Sorority Affairs Policy Recognition Application Acknowledgement Form 8

Financial Information Form

Hazing Policy.....

Insurance Requirements

New Member Presentation Policy

New and Re-establishing Fraternity and Sorority Application for Recognition

Rutgers University–Camden recognizes a strong fraternity and sorority life community can be a constructive and positive element of student life and development.

In overseeing this process of orderly expansion (including the re-establishment of previously chartered and/or recognized organizations and chapters), there must be *substantial* evidence of the ability of the proposed organization to meet and maintain University expectations and to conduct itself in a manner consistent with principles and policies of the Office of Fraternity & Sorority Affairs, and Rutgers University.

To ensure that fraternities and sororities desiring to be registered and recognized at Rutgers University–Camden possess those qualifications deemed necessary for their success and for the continued health of the fraternity and sorority life community, the following standards and procedures have been established.

Application Criteria:

Fraternities and/or sororities seeking to become registered, recognized student organizations at Rutgers University–Camden must meet the following criteria:

1. The establishing organization must be actively affiliated with a national council at the time of applying (Example: NPHC, NPC, NIC, NMGC, NAPA, NALFO, etc.).
2. The establishing organization must operate a national headquarters at the time of applying that must show proof of fifteen (15) consecutive years of business operations and have undergraduate chartered chapters at fifteen (15) or more colleges and universities at the time of application.
3. The parent organization must disclose the institutions and dates of their three most recent chapter closures.
4. The organization must have policies that are congruent with the fraternity and sorority policies of Rutgers University–Camden.
5. The organization must be able to send professional staff or elected volunteers to campus to conduct the **Key Components** of the new chapter's creation (see Expectations for Newly Recognized Chapters below).
6. The organization must be able to assemble, train and support a chapter advisory team prior to the induction of the first new member class upon expansion approval.
7. The organization must show proof of General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single

Limit. The General Liability insurance must include Host Liquor Liability. The General Liability insurance policy must name “Rutgers, The State University of New Jersey” as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance (see policy regarding insurance requirements for additional information).

Application Instructions:

1. A professional staff member or inter/national volunteer must submit a completed application packet no later than June 30 (applications open on April 18).
2. Application format:
 - a. PDF File Format
 - b. Must include a table of contents.
 - c. Video and audio components are not accepted.
3. Application materials should be compiled into one singular PDF document submitted through the application form.
4. Application materials must be completed by a professional staff member or inter/national volunteer. Materials submitted by current students or alumni not holding a role within the national or headquarters structure will not be considered for review.

Application Review Procedures:

1. The deadline to submit a registration application is June 30 (applications open on April 18).
2. Upon receipt of an expansion application, The Office of Fraternity & Sorority Affairs will review application materials for completion and accuracy. Petitioning organizations may be asked to provide additional documentation and/or clarification on submitted materials. Incomplete applications will not be reviewed further.
3. A conference call will be scheduled with applying organizations to discuss the application and address any questions.
4. Following the confirmation of a complete application, eligible organizations will be invited to virtually present their plans to the expansion committee and address questions from key stakeholders.
 - E. Representatives from the Office of Fraternity & Sorority Affairs, Inter-Greek Council, Office of Student Involvement and Office of Community Standards will be present for the presentation. OFSA general community members may attend the presentation for the purpose of transparency, but are not permitted to ask questions.
5. A decision will be shared with the applicant via email no later than 30 days from the presentation.
6. The Office of Fraternity & Sorority Affairs will determine the earliest term expansion efforts may begin, and the order in which organizations may expand should multiple organizations receive application approval.

Application Packet Contents

1. Declaration of Intent: Submit a written letter from the Inter/national President or Executive Director expressing a desire to form or re-establish an undergraduate chapter at Rutgers University-Camden.
2. Support Team: Provide the following:
 - a. Inter/national Fraternity or Sorority mailing address
 - b. Headquarters phone number & email
 - c. Regional Officer phone number & email
 - d. Expansion Team: Provide the name, title, email and phone number of the staff member/national volunteer(s) that will coordinate the expansion effort.
 - e. Chapter Advisory Board (3 advisors required)
 4. Name, email, and phone number for each advisor
 5. Advisory Board training plan and expectations
3. Organization Overview: An overview of the inter/national organization, including membership statistics, history, and general information.
4. Growth Strategy
 - a. Proposed Marketing Strategy: Outline steps to be taken by professional staff/expansion volunteers to advertise the organization on campus (social media, advertising, events, etc.).
 - b. Proposed Recruitment Schedule: Outline a detailed recruitment plan, designed to meet the university's expectations to induct/initiate at least five (5) currently enrolled, full-time eligible students during the first academic year.
 - c. Proposed Retention Strategy: Outline the organization's plan to retain and engage members who affiliate during the expansion process.
5. Membership
 - a. Proposed Membership Eligibility: Outline the membership requirements of the organization and steps required of potential members to affiliate with the organization as a new member (attendance at information sessions, interviews, etc.)
 - b. Proposed Membership Intake/Education Process: Outline the timeline and educational outcomes of a new member intake or education process.
 - c. Chartering: If required by the inter/national organization, outline the organization's chartering requirements and timetable (must be chartered by the end of two academic years).

6. Chapter Finances:
 - a. Proposed Membership Costs: Outline the cost of membership for a new member and inducted member, including variable optional costs of apparel, etc., using the template in Addendum A.
 - b. Chapter Financial Management:
 - i. Where will the chapter bank?
 - ii. Who is responsible for opening a chapter bank account?
 - iii. Who will be responsible for the financial oversight of the chapter?
 - iv. Provide the national organization's collection policy/procedure.
7. Policies, procedures, and programs: Please provide the following:
 - a. Academic Policy (GPA, programming, and study requirements)
 - b. Confidentiality Statement/Contract (if applicable)
 - c. Hazing Policy
 - d. Judicial Policies and Procedures
 - e. Membership Contract (if applicable)
 - f. Officer Training Program
 - g. Risk Management Policy and Procedures
 - h. Governing Documents: Constitution and By-laws of the organization
8. Certificate of Insurance: The organization must show proof of General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single Limit. The General Liability insurance must include Host Liquor Liability. The General Liability insurance policy must name "Rutgers, The State University of New Jersey" as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance (see policy regarding insurance requirements for additional information).

Expectations for Newly Recognized Chapters:

1. Newly registered fraternities and sororities will be given one (1) academic year to *initiate* a minimum of five (5) currently enrolled, full-time eligible undergraduate students as members.
 - a. Current active, initiated, undergraduate members of the establishing (or re-establishing) organization enrolled in Rutgers University, Camden are not counted toward the 5-initiate requirement.
 - b. Graduate students, or university alumni are not counted toward the 5-initiate requirement.
2. If seeking to charter, organizations will be given two (2) academic years to receive a charter from the national organization. Chapters that fail to meet this standard may appeal for additional time (no more than one additional semester). Guidelines for submitting an appeal will be provided by OFSA, if necessary. **Failure to charter after two academic years will result in a loss of university registration for a *minimum of two years***
3. Fraternity/Sorority staff or national volunteers are required to visit the Rutgers campus to conduct the following **Key Components** of the chapter's colonization/start-up/chartering process:
 - a. Interview & selection of the initial new member class.
 - b. Ceremony to start the new member process
 - c. New Member retreat
 - d. New Member education meetings
 - e. Initiation/Chartering ceremony
4. The Expansion Coordinator and Chapter Advisors will participate in regularly scheduled check-in meetings with OFSA staff.
5. All chapters are required to work with a chapter advisor/advisory board that is *appointed and trained by the national organization*.
6. All chapters are required to keep their funds in a bank, credit union or national bill management system. Each chapter is required to pay all university bills (generally related to programming such as catering, security, etc.) on time and in full.
7. Each chapter must submit all required forms as directed by OFSA.
8. Each chapter is required to achieve at least a chapter cumulative 2.5 GPA each semester. Each New Member class is required to achieve at least a cumulative 2.5 GPA.
9. Each chapter shall be required to carry insurance coverage as is deemed necessary by the Rutgers University Department of Risk Management and Insurance. Updated insurance certificates must be submitted as directed by OFSA on an annual basis. All chapters are required to name "Rutgers, The State University of New Jersey" as an

- additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance (see policy regarding insurance requirements for additional information).
10. All registered fraternities and sororities must have at least five (5) fully enrolled undergraduate members (initiates/new members) by the end of the first academic year.
 11. Each chapter president must update their membership roster as directed by OFSA. Membership updates take place at least twice per semester. Once the roster update is completed, no changes will be made (specifically with regard to the chapter's fall/spring grade report).
 12. Each chapter is required to participate in all meetings, workshops, seminars and programs as deemed mandatory by OFSA.
 13. Each chapter and its members must comply with all University and OFSA rules, regulations and policies as they apply to registered fraternities and sororities and recognized student organizations.

Fraternity & Sorority Affairs Policy Recognition Application Acknowledgement Form

We acknowledge that we have received and reviewed the following Rutgers University fraternity/sorority policies:

- Academic
- Code of Student Conduct
- Chapter Viability Requirements
- Anti-hazing
- Insurance

We further acknowledge that we have reviewed these policies with the officially appointed regional officers, chapter advisors and chapter officers and have incorporated this information into our training.

We agree to instruct our collegiate chapter members to abide by each of these policies.

Inter/National Officer Full Name (Please Print) Date

Inter/National Officer (Please Sign) Date

Regional Officer Full Name (Please Print) Date

Regional Officer (Please Sign) Date

Chapter Advisor Full Name (Please Print) Date

Chapter Advisor (Please Sign) Date

Addendum A
Financial Information Form

Organization: _____

Chapter Fees

I. New Member Fee Total (1 Semester): \$ _____

NOTE: Please complete the below chart with transparency in mind. Organizations are encouraged to additional columns or items as needed.

National New Member Fee:	\$	Inter/national Fee (other)	\$	Other:	\$
National Initiation Fee	\$	General Operating Dues:	\$	Other:	\$
Badge / Required Para Fee:	\$	Apparel Fee:	\$	Other:	\$
Technology Fee:	\$	Social Fee:	\$	Other:	\$

Amount due upon invitation acceptance:	\$	Amount due within XX days of affiliation:	\$
--	----	---	----

II. Initiated/Inducted Member Fee Total: Fall \$ _____ Spring \$ _____

NOTE: Please complete the below chart with transparency in mind. Organizations are encouraged to additional columns or items as needed.

Inter/national fee:	\$	General Operating Dues:	\$	Other:	\$
Sisterhood events:	\$	Apparel Fee:	\$	Other:	\$
Social/special events:	\$	Philanthropy Programming Fee:	\$	Other:	\$
Technology fee:	\$	Required Donations:	\$	Other:	\$

Number of months/year dues are paid (if paid monthly)		Amount due within XX days of term start:	\$
---	--	--	----

Financial Assistance

Describe payment plan options if applicable

Addendum B

Hazing Policy

Philosophy

The fraternity and sorority life community believes that true brotherhood and sisterhood is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and commitment to the objectives of higher education. Furthermore, students engaging in hazing activities may subject themselves to criminal penalties. Therefore, a fraternity or sorority program which includes hazing is contrary and detrimental to the purpose of Rutgers University, the education and personal development of its students, and thus, has no place within the University and fraternity and sorority life community.

Implementation

1. The student officers, primarily the president and new member educator, are responsible for informing members (new members, associate members, affiliates, guests, etc.) of this policy. It is highly encouraged that each organization have the president read this policy at the first meeting of the organization each semester and by the new member educator at the first new member/associate member meeting of the semester.
2. Any allegations that a chapter has engaged in hazing activities will result in an investigation of the matter by the Office of the Dean of Students and Community Standards. All new member/associate member activities will be suspended during and pending the outcome of the investigation.
3. In all cases of alleged violations of this policy, alumni and national/international headquarters of the organization will be notified. Individuals involved in alleged acts of hazing and/or individual officers who knew of, or should have known of, these activities may also face charges pursuant to the University Code of Student Conduct.

Definition

Hazing is defined as any action or situation which includes any mental or physical requirement, request or obligation placed upon any person (new member, associate member, member, affiliate, guest, etc.) which could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or which violates any federal, state, local statute or University policy. Any activity described in this definition upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be "forced" activity.

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

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

1. Actions and activities which are explicitly prohibited include, but are not limited to the following:
 - a) Forcing, requiring or endorsing new members/associate members to drink alcohol or any other substance and/or providing such alcohol or other substance;
 - b) The unauthorized or illegal use of alcohol in any form or quantity during any new member activity;
 - c) Calisthenics (sit-ups, push-ups and runs);
 - d) Branding and tattooing;
 - e) Pushing, shoving, punching, whipping, beating, tackling or any other physical abuse;
 - f) Unauthorized line-ups of any nature;
 - g) Throwing anything (garbage, water, paint, etc.) at an individual;
 - h) Any form of paddling, physical abuse, psychological abuse, deception or shocks;
 - i) Requiring individuals to walk or march in formation of any kind;
 - j) Publicly wearing apparel which is conspicuous and not normally in good taste (uniforms, head apparel, boots/shoes, etc.);
 - k) Not permitting individuals to speak for extended periods of time and/or forced exclusion from social contact;
 - l) Preventing any person from practicing personal hygiene;
 - m) Any activity which interferes with an individual's scholastic pursuits (class attendance, preparation, study time, etc.)
 - n) Forced consumption of food or other substances;
 - o) Theft, defacement or destruction of private or public property
 - p) Conducting unauthorized scavenger hunts, treasure hunts, quests, road trips, paddle hunts, big brother/little brother hunts, big sister/little sister hunts;
 - q) Engaging in public stunts and buffoonery, public displays or greetings;
 - r) Servitude of any nature (food runs, personal errands, academic work, etc.);
 - s) Permitting less than six consecutive hours of sleep each night;
 - t) Conducting a new member related activity between the hours of 12:00 midnight and 7:00am. or awakening individuals during these hours;
 - u) Nudity or exposure to the elements at any time;
 - v) Yelling, screaming or calling individuals demeaning names;
 - w) Engaging in unauthorized activities which involve compelling an individual or group of individuals to remain at a certain location or transporting anyone anywhere, within or outside the city of New Brunswick (road trips, kidnaps, sneaks, drops, etc.);
 - x) Assigning or endorsing "pranks" (stealing composites, trophies, mascots, etc.)
 - y) Conducting activities which do not allow adequate time for study during pre-initiation or initiation periods;
 - z) Conducting activities designed to deceive or convince new members that he/she will not be initiated or will be hurt;
 - aa) Carrying of any items (paddles, bricks, rocks, pocket change, dog collars, signature books, etc.)
 - bb) Forcing, requiring or endorsing new members/associate members to violate any University, OFSA, national/international policy or any local, state or federal law.

Addendum C

Office of Fraternity & Sorority Affairs Insurance Requirements

All fraternities and sororities are required by the Department of Risk Management and Insurance to provide a certificate of insurance (COI) evidencing the following:

- General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single Limit
- The General Liability insurance must include Host Liquor Liability
- The General Liability insurance policy must name "Rutgers, The State University of New Jersey" as an additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance

Fraternities and sororities who own and maintain or lease properties on or near the Rutgers campuses are additionally required to carry Fire and Extended Liability Coverage on the property with coverage for "debris removal". This coverage must also be evident on the certificate of insurance.

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

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

Any questions pertaining to COIs and insurance requirements are best directed to:

Department of Risk Management and Insurance
33 Knightsbridge Road
1st Floor East, Suite F110
Piscataway, NJ 08854
Phone: 848-932-7300
Fax: 732-980-6246
Email: RMI@finance.rutgers.edu

The above-specified limits are required *minimums* only. All fraternity and sorority chapter members and their alumni(ae) are encouraged to review their policies on a regular basis in order to determine whether additional coverage is advisable. The insurance requirements are strictly enforced.

Please Note: Insurance policies evidenced in the COIs may be requested by the Department of Risk Management for review of specific terms and exclusions.

Failure to comply may result in immediate revocation of the chapter's recognition by the University.

Addendum D

Presentation of New Members Policy

It is understood that new member presentations are an integral part of the cultural and multicultural fraternity and sorority experience. Rutgers University-Camden recognizes that the continued participation in this tradition can have significant impact on the creation of community and sense of pride within the organizations who traditionally participate. Despite the generally positive nature of this practice, some issues related to hazing have been associated with these presentations and their rehearsal processes. In an effort to provide guidance that will enable the successful and positive continuation of the tradition of new member presentations, the Office of Fraternity & Sorority Affairs has established the following guidelines:

Guidelines:

- The Office of Fraternity & Sorority Affairs must approve all requests for new member presentations.
 - Please Note: All organizations seeking to host new member presentations must submit written approval from a national or regional representative allowing the activity to take place.
- New member presentations and the costs associated with them are the responsibility of the host/sponsoring chapter.
- New member presentations must comply with and abide by all Office and University policies and procedures, including the Student Code of Conduct, as well as local, state, and federal laws.
- New member presentations may not be scheduled to begin after 9:30 p.m. and must start within 15 minutes of advertised time.
 - New member presentations cannot last longer than 2 hours.
- The Chapter Advisor and/or their designee must be in attendance at their respective chapter's new member presentations.
- Participation in the new member presentation must be truly optional for participating new members. Any pressure or coercion to participate in the show will not be permitted.
 - Rehearsals for the show must be held at reasonable hours and be positive in nature. Forced calisthenics and physical demands outside of what is considered reasonable for practicing of the dance/step is not permitted.
- No hazing, as defined by the group's national organization, the University and the State of New Jersey, may occur prior to, during, or after the show.
- At no time should animals, children or non-members be included in the new member presentation.
- It is the chapter's responsibility to notify visiting members and alumni of all Office and University policies and procedures.

Strictly prohibited actions/items (please note this list is not intended to be exhaustive):

- Gas masks, oxygen masks, or ski masks
- Nudity or partial nudity
- Profanity (to include greetings, chants or music being played)
- Bare feet, shaved heads and body brandings
- Physical abuse. This includes, but is not limited to slapping, punching, pushing, poking, caning, etc.
- Vulgar language or gestures
- Disrespecting any other fraternity or sorority
- Condemning a person's sexual orientation
- Referencing hazing or other illegal activities
- Alcoholic beverages and illegal substances
- Bricks, paddles, bats, etc.
- Flames, fireworks, smoke and pyrotechnics
- Body armor, bullet-proof vests, and other military or police tactical equipment

Violations:

Any chapter that violates these guidelines is subject to penalties including, but not limited to, being responsible for any additional financial costs (security, staffing, etc.) associated with the new member presentation and may be subject to immediate suspension.