

**Stockton University
Fraternity & Sorority Life**



**GET INVOLVED
Fraternity & Sorority Life**

**Handbook
2026-2027**

Chapter officers are responsible for the education of members, including new members and alumni/alumnae of the following handbook and its contents. A lack of awareness does not relieve responsibility.

Table of Contents

Table of Contents.....	2
History.....	4
Mission.....	4
Definition of Fraternities and Sororities.....	4
Recognized Student Organizations.....	4
Scope of Authority.....	5
Relationship Statement.....	5
The Responsibility of Stockton University.....	6
The Responsibility of Chapters.....	6
The Responsibility of Chapter Officers.....	7
The Responsibility of Governing Councils.....	8
Policy Compliance.....	8
Organization Constitution and Bylaws.....	8
Governing Councils.....	9
Advisor Requirement.....	9
Insurance Requirement.....	9
Organization Funding & Banking.....	10
Academic Standards.....	10
Programming Attendance Requirements.....	10
Membership Roster.....	11
Membership Recruitment.....	11
365 Recruitment.....	11
Requirements for Conducting Recruitment Activities.....	11
New Member Eligibility.....	12
New Member Bill of Rights.....	12
New Member Programs.....	12
Interest Groups.....	13
Hazing.....	13
New Jersey Statutes.....	14
University Regulations.....	15
Pre-Intake Meetings and Documentation.....	16
New Member Activities Calendar.....	17
Requirements for New Member Presentation.....	17
New Member Report.....	18
Social Event Policy and Planning Guide.....	19
Event Management	20
Chapter House Mixer and Invitational BYOB Procedures	21
Third-Party Vendor Procedures -Private Event	22
Overnight Event Procedures.....	23
Judicial Procedures.....	38

Complaint.....	38
Investigation.....	38
Charges.....	38
Conference.....	38
Informal Hearing.....	39
Decision.....	39
Appeal.....	39
Appeal Decision.....	40
Conduct Record Keeping & Transparency.....	41
Expansion.....	41
Interest Groups.....	42
Unauthorized Expansion or Recruitment/Intake Activity.....	42
The National Panhellenic Conference Extension Procedure.....	43
Expansion procedure for member groups through application & interest.....	43
Rights and Responsibilities of a Petitioning Chapter.....	46
Accreditation Program.....	47
Chapter Presentations.....	47
Presentation Content.....	47
Presentation Logistics.....	48
Evaluation and Feedback.....	48
What Makes a Strong Presentation?.....	48
Star Ratings & Definitions.....	48
Accreditation Sanctions and Benefits.....	49
Chapter Improvement Program.....	50

History

Since 1971, fraternities and sororities have been an important part of the Stockton student experience. Today, more than 700 students are members of recognized Greek-letter organizations representing four governing councils and a variety of values-based organizations. Together, our community is committed to leadership, scholarship, service, belonging, and lifelong membership. This handbook serves as a guide to help organizations understand University expectations while supporting a safe, inclusive, and meaningful fraternity and sorority experience.

Mission

The Stockton University Fraternity & Sorority Life community develops students through leadership, scholarship, service, and lifelong membership. We foster an environment that promotes academic excellence, civic responsibility, personal growth, and meaningful relationships. Through fraternity and sorority membership, students are empowered to make positive contributions to the Stockton community and beyond while living their organizations' values with integrity, inclusion, and respect.

Core Values

- Civic Responsibility
- Leadership Development
- Personal Growth
- Academic Achievement
- Lifelong Friendships

Definition of Fraternities and Sororities

Fraternities/Sororities are student organizations whose primary purpose is the personal development of their members. Some social fraternities/sororities are culturally and/or community based. Social fraternities and sororities may select members according to subjective criteria consistent with the University's non-discrimination policies. Social fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 1681 of the regulations promulgated under Title IX of the U.S. Education Act of 1972.

Recognized Student Organizations

Fraternity/Sorority chapters often use Greek letters and are satellites of a larger inter/national organization. Stockton University recognizes both social and special-interest Greek-letter organizations because each contributes to student engagement, leadership development, and campus involvement. Often selective and having requirements to join, these organizations fall into two categories under Stockton University's recognition procedures:

- Social – Often single-gender, these organizations have a social/cultural focus and often promote philanthropy and fellowship. A Title IX exemption allows them to be single-gender organizations.
- Special Interest – Often gender-inclusive, these organizations often promote a particular profession (pre-health, music, education) or discipline (service).

Scope of Authority

University recognition is a privilege granted to student organizations by the University. Recognized organizations are afforded access to campus resources and are expected to comply with regulations and procedures established by the University for the governance of all student organizations. Recognition of fraternities and sororities is granted through the Office of Student Development, under the guidelines established by the University. This status confers the same affiliation and privileges to fraternities and sororities that are extended to all recognized student organizations. Recognition in no way implies that Stockton University approves of, sanctions, or takes responsibility for actions and activities of the organization. The continued recognition of a fraternity or sorority depends upon the extent to which it contributes positively to the educational mission of the institution. Each organization is expected to regulate their own affairs within standards established by the University and by their inter/national organizations, and to maintain their own operations at a level that ensures continued recognition. Recognition can be withdrawn by the University at its discretion, following due process or at the request of the national organization. When conducting business or social affairs off-campus, fraternities and sororities become members of the off-campus community, subject to appropriate civil and criminal laws. The University holds members of all organizations accountable for appropriate actions as defined by the Student Code of Conduct during off-campus activities. Fraternities and sororities may not use the name of the University in conducting affairs off campus unless the University has granted formal approval. Such approval may be obtained through the Office of University Relations and Marketing.

Relationship Statement

This relationship statement serves as a means to more clearly define the relationship between Stockton University and its fraternities and sororities it recognizes. Since 1971, the collegiate fraternity and sorority experience at Stockton University has given opportunities to add value to the undergraduate student experience. Founded upon basic principles that promote social, moral, and educational development, the fraternal experience provides opportunities for individual, organizational, and institutional growth and success.

Stockton University recognizes that the fraternities and sororities governed by the governing councils are an important part of student life and can have a positive impact within the fraternity and sorority and greater campus communities. However, the privilege of fraternities and sororities to exist at the University as recognized student organizations comes with a high level of responsibility.

The success of the institution's fraternity and sorority community is a shared responsibility. Collegiate members, fraternity and sorority chapters, the governing council, fraternity and sorority alumni, advisors, national and international organizations, and the University share this responsibility, in varying respects. The relationship between the institution and the fraternity and sorority community is one that must be mutually beneficial. In order to enhance and promote this mutually beneficial relationship and maximize the positive elements of the fraternity and sorority experience, the individual chapters and their officers and members, the governing councils and the University wish to state their common expectations with respect to their relationships.

The Responsibility of Stockton University

In connection with providing recognition, the Office of Student Development shall have the ability to assess the conduct and contributions of fraternity and sorority chapters and amend recognition statuses accordingly in accordance with policies established from time to time by the University.

- The campus will provide advisement for chapters and councils.
- The campus shall oversee the fraternity and sorority organizational misconduct and adjudication process.
- The campus shall take steps to enforce its social policies and monitor social events.
- The campus will publish a fraternity and sorority chapter scorecard that will be made publicly available to review by chapters, students, faculty, staff, community members, parents, and other interested parties.
- The campus will provide pre- and post-recruitment educational programming for students wishing to join and who recently joined Greek-lettered organizations associated with the Office of Student Development.
- The campus will offer developmental opportunities for members and officers.
- The campus will provide recruitment and retention advice.
- The campus will provide training and development opportunities for chapter and campus advisors.
- The campus will provide access to University resources in accordance with University policies.
- The campus will evaluate individual chapters, provide advice to chapters that fall below the given standards, and hold chapters accountable if they continue to not meet the standards.
- The campus will provide educational resources to parents.
- The University will create a process that will allow for transparency and an annual review of this Relationship Statement.

The Responsibility of Chapters

- All chapters must abide by any and all University and council policies, including, but not limited to, the Code of Conduct, Council Policies, Student Organization Policies and Rules, and applicable local, state, and federal laws.
- All chapters must maintain at minimum a 1-Star rating in the annual Accreditation program
- All chapters must submit new member education plans to the Office of Student Development each semester hosting intake.
- All chapters must adhere to applicable national and/or international organization's new member program.
- All chapters must initiate new members in accordance with applicable national and/or international guidelines by the date established by the Office of Student Development. No initiation activities may occur after such date.
- All chapters must participate in required educational opportunities.

- All chapters must have one or more official Chapter Advisor approved by inter/national organization.
- All chapters must ensure that their faculty/staff advisors have acknowledged the responsibilities of being an advisor to a recognized student organization at Stockton University.
- All chapters must keep up-to-date rosters with the Office of Student Development, including up-to-date membership, officers, and advisor(s).
- All chapters must maintain insurance with at least a two-million dollar general aggregate and a one million dollar per occurrence liability policy and list Stockton University as “additional insured.” Proof of insurance must be on file with the Office of Student Development.
- Social fraternities and sororities must be recognized within one of four Stockton-affiliated governing councils and Greek Council (GC):
 - College Panhellenic (CPH)
 - Interfraternity Council (IFC)
 - Unified Cultural Greek Council (UCGC)
 - National Pan-Hellenic Council (NPHC)
- Fraternities and sororities must submit the following inter/national and/or chapter policies annually by September 1:
 - Academic Plan
 - Advisor Roster
 - Chapter Budget
 - Financial Transparency Sheet
 - Chapter Goals
 - Health & Safety Plan
 - Recruitment Plan
 - Intake Declaration (UCGC and NPHC chapters only)
 - New Member Program (spring version due February 1st)

The Responsibility of Chapter Officers

- Chapter members, when elected to a position of chapter leadership, shall govern with integrity and work with each other and their respective alumni/alumnae in chapter operations.
- Chapter Officers shall work to actively promote the values of the organization.
- Chapter Officers shall encourage, support, and provide developmental opportunities for their members.
- Chapter Officers shall hold members accountable and work in concert with their alumni/alumnae, respective council(s) and the University to enforce the expectations set forth in this Relationship Statement.
- Chapter officers shall accept responsibility for supporting the policies and goals of the chapter, and holding themselves and fellow chapter members accountable to organizational policies.
- Chapter Officers shall serve as representatives and liaisons between their governing council(s), and the University.

- Chapter Officers will represent their organizations in organizational misconduct proceedings when appropriate.
- Chapter officers are expected to participate in officer transition, maintain accurate organizational records, and ensure continuity of chapter operations.
- Chapter officers will maintain the required 2.5 GPA.

The Responsibility of Governing Councils

- The governing council(s) will oversee their fraternity and sorority chapters as outlined in their respective constitutions and by-laws as approved by the Office of Student Development.
- The governing council(s) will set and uphold standards of conduct for member chapters that uphold University and national organization expectations and promote integrity, leadership, responsibility, safety, and brotherhood/sisterhood.
- The governing council(s) will hold conduct and judicial procedures for chapters and members that violate council constitutions and by-laws, which will be separate from the University conduct and adjudicative process.
- The governing council(s) will promote Greek unity on campus.
- The governing council(s) will coordinate their efforts with the Office of Student Development to oversee member fraternities and sororities to ensure active involvement in programs and activities.
- The governing council(s) will work with the Office of Student Development to support and provide opportunities to member fraternities and sororities in the yearly chapter evaluation process.
- Governing councils will collaborate with one another to strengthen the overall fraternity and sorority community.
- The governing council(s) will continually promote the basic principles of fraternity and sorority life including academic achievement, brotherhood and sisterhood, service and philanthropy, leadership, alumni involvement, and social responsibility.
- Council officers will maintain the required 2.5 GPA.

Policy Compliance

All recognized fraternities and sororities at Stockton University are affiliated with inter/national organizations. These off-campus affiliates frequently have guidelines or regulations the organizations must comply with in order to remain in good standing and to continue their affiliation. Stockton University views this relationship with off campus affiliates essential, to ensure the success of each chapter. In the event that a chapter's official recognition is revoked, the University will request that the national/international organization withdraw the charter from the local chapter.

Organization Constitution and Bylaws

As per the Office of Student Development requirements, each organization is required to submit and maintain a chapter and national (if applicable) constitution and bylaws. These documents

will assist in the general operation, membership criteria and election procedures for each chapter. The most current copy of these documents should be on file in the Office of Student Development. Any changes should be submitted no later than 2 weeks from the effective date of change. Every organization must include a non-discrimination statement in their constitution and/or bylaws, which includes race, religion, natural origin, ethnicity, color, age, marital status, citizenship, sexual orientation, and disability. In accordance with federal legislation, fraternities and sororities may exclude individuals based on gender in order to maintain single gender organizations. Constitutions and/or bylaws must also contain an anti-hazing statement. Documents are required to be reviewed and updated every three years.

Governing Councils

Each social fraternity and sorority is required to affiliate with a recognized governing council in order to receive recognition from the University. These councils are designed to support and assist each chapter, while not interfering with each organization's autonomy. Participation in a council will help to ensure the development of a strong and cohesive fraternity/sorority community. Current councils are:

- Interfraternity Council (IFC)
- National Pan-Hellenic Council (NPHC)
- College Panhellenic Council (CPH)
- Unified Cultural Greek Council (UCGC)

Advisor Requirement

All fraternities and sororities must have a full-time Stockton faculty or professional staff member to serve as an Advisor. An Advisor is a voluntary position, whose role is to assist the chapter in achieving its goals and objectives by providing a liaison between the University and the organization. Chapters must also have an off-campus advisor in addition to the on-campus advisor. It is required that each chapter has an alumni advisor who is a member of the organization that can provide guidance specific to the operating procedures, rules and regulations of the individual organization.

Alumni Advisors should:

- Attend chapter meetings when possible.
- Support officer transitions.
- Review organizational goals annually.
- Encourage compliance with University and headquarters policies.
- Serve as a resource during conduct concerns.

Insurance Requirement

All Fraternities and Sororities are required by Stockton University to provide a certificate of insurance evidencing the following:

- General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single Limit / \$2,000,000 Aggregate
- The General Liability insurance must include Host Liquor Liability

- The General Liability insurance policy must name the following as additionally insured with the certificate stating that the insurance coverage is primary over other collectible insurance for the vicarious liability of Stockton University:
 - “Stockton University”
 - “The State of New Jersey”,
 - “The New Jersey Educational Facilities Authority”
 - “Stockton Auxiliary Services Organization”
- 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 Office of Student Development.
- 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 the expiration date of the existing policy.

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 to determine whether additional coverage is advisable. The insurance requirements are strictly enforced. Failure to comply will result in immediate revocation of all campus privileges afforded to recognized chapters, including space reservations and new member processes, and may result in loss of recognition if not received.

Organization Funding & Banking

As per Stockton University and state of New Jersey guidelines, organizations that are not open to membership for all students (private membership organizations), such as fraternities and sororities, are not eligible for funding from the student activities fee. The same policy exempts chapters from being required to have bank accounts solely through Stockton University.

Academic Standards

Academic achievement is a core value of Stockton University Fraternity & Sorority Life.

To remain eligible to serve as an officer of a recognized fraternity, sorority, governing council, or Greek Council, students must:

- Maintain a cumulative GPA of **2.5 or higher**
- Remain in good academic standing
- Remain in good disciplinary standing with the University

Chapter advisors are encouraged to support officers whose cumulative GPA falls below the required minimum by developing strategies for academic success.

Continuing students seeking membership in a fraternity or sorority must have a minimum cumulative GPA of **2.0** to begin the membership process unless a higher standard is required by

the inter/national organization or chapter. First semester freshman and transfers do not need to have a Stockton GPA in order to join.

Chapters are encouraged to establish academic expectations that promote continued scholastic success throughout membership.

Programming Attendance Requirements

Participation in Fraternity & Sorority Life programming is an essential component of chapter success and community engagement.

Each chapter is expected to:

- Attend all President's Roundtables.
- Attend required governing council meetings.
- Maintain at least 25% chapter attendance at EmpowerED Greeks educational programs each semester.
- Participate in monthly chapter meetings with Fraternity & Sorority Life staff.

Failure to meet these expectations may result in educational interventions, event restrictions, social probation, or other administrative action.

Membership Roster

Each chapter is responsible for maintaining an accurate and current membership roster in OspreyHub.

OspreyHub serves as the University's official record of chapter membership. Chapters must promptly update membership, officer, and advisor information whenever changes occur to ensure accurate communication, reporting, and eligibility verification.

Membership Recruitment

As the recruitment of new members is integral to the success and longevity of any organization, the University has adopted the following procedures and protocols to foster and support new membership in our recognized fraternities and sororities.

The purpose of this document is to provide fraternities and sororities of Stockton University, their advisors, and prospective members with rules regarding membership recruitment, intake, and new member activities, to ensure a successful and positive experience for all involved.

For Fraternity and Sorority Life to assist chapters with the recruitment or intake process, and mitigate potential risks, chapters must adhere to the following rule if they are to conduct recruitment or intake activities at Stockton University.

365 Recruitment

Stockton University views recruitment as the building of relationships with potential new members and not as an official process, set of events, or schedule. All student organizations can recruit new members at any given time. However, a student may not begin a new member process or be inducted/initiated until requirements are met by both the potential new member and the chapter.

Requirements for Conducting Recruitment Activities

All organizations must adhere to the following requirements when conducting recruitment activities:

- Alcoholic beverages are not permitted.
- All inter/national policies of the organization and governing council must be met.
- All activities are subject to the Code of Student Conduct.
- Any activities that pose a threat of danger to individuals who participate will not be allowed.
- Activities should focus on the organization, its members, and potential members. Any activity planned with or co-sponsored by another organization should demonstrate acceptance of that organization's participation prior to advertising of the event.
- All organizations are expected to adhere to their inter/national organization's values and the values of Stockton University during their activities, demonstrating integrity, freedom, respect, responsibility, stewardship, and excellence. To that end, organizations should be mindful of both the perception and impact of their actions, and choose language, attire, and activities with those values in mind. Vulgarity, profanity, activities which create an atmosphere of discrimination or intolerance, etc. are inconsistent with community values.
- Activities may only occupy five nights in any given week (e.g., Saturday through Friday). The other two nights of the week should be free from any chapter programs.
- Any event that would be perceived by a reasonable observer as a recruitment activity is subject to these rules.
- Chapters found in violation of these requirements will have their activities stopped immediately. Referrals to the Office of Student Conduct or University Police will be made if necessary.

New Member Eligibility

To be eligible for membership in a recognized fraternity or sorority at Stockton University, students must meet the following minimum University requirements:

- Be currently enrolled at Stockton University.
- Be in good academic and disciplinary standing with the University.
- Meet the minimum cumulative GPA requirement established by Stockton University and any higher standard required by the inter/national organization or local chapter.

First-Year Students

Beginning in **Fall 2026**, first-semester students are eligible to participate in fraternity and sorority recruitment and may accept membership, provided they meet all University and chapter eligibility requirements.

Continuing Students

Students who have completed at least one semester at Stockton University must maintain a minimum cumulative **2.0 GPA** to be eligible for membership unless a higher GPA is required by the chapter or its inter/national organization.

Important: University eligibility requirements establish the minimum standard for membership. Individual chapters and their inter/national organizations may establish additional membership criteria, including higher academic standards.

New Member Bill of Rights

Each new member has the right to partake in an enriching fraternal experience reflective of the values of Stockton University, which include:

- The right to be treated as an individual.
- The right to be treated with respect.
- The right to be fully informed about the new member process, costs, requirements, and time obligations.
- The right to ask questions and receive accurate and objective answers from members.
- The right to make informed choices without undue pressure from others.
- The right to a new member process that encourages your mental and physical well-being.
- The right to maintain and improve relationships with others beyond one's affiliation and to build awareness and appreciation for your fraternity or sorority's history.
- The right to engage in leadership development opportunities and explore your individual leadership potential.

New Member Programs

Each new member has the right to partake in an enriching fraternal experience reflective of the values of Stockton University, which include:

- We recommend Intake/New Member Programs not be any longer than six (6) weeks and must be completed by the Saturday before classes end.
- Weekly New Member activities (meetings, activities, projects, study hours, etc.) should not exceed ten (10) hours (over a seven day period).
- All new member activities (meetings, activities, projects, study hours, ceremonies, etc.) must take place in on-campus facilities, at a registered chapter house or at an approved off-campus location.
- New Member Forms (Accepted Bid Form and Initiation Form) must be submitted 24 hours a bid is accepted/initiation occurs.

- New Members are required to participate in all FSL/Council new member education programs. This includes the New Member Symposium which occurs on the Saturday before finals each semester.
- Initiation ceremonies must take place in on-campus facilities, at a registered chapter house, at an approved off-campus location, or virtually.
- New Member Activities may not take place between the hours of 12am-7am.
- Alcoholic beverages are not permitted at any New Member Event, including but not limited to Bid Day/Big Little/Initiation.
- Any variation from the submitted and approved New Member Education Plan/Calendar must be submitted in writing to the Associate Director of Fraternity and Sorority Life or Director of Student Development, respectively, ahead of time (at least 24 hours) for approval. Failure to do so may result in review and further action taken by the Office of Student Conduct.
- Any coming out shows/presentations/probates must be approved before of any advertising/marketing begins by the Associate Director for Fraternity and Sorority Life.
- Violations of new member period policies may result in disciplinary action and/or chapter suspension.

Interest Groups

Interest group members have the same rights as new members.

In the event that a chapter has established a formal interest group per the organization's policies, they will be exempt from the 8-week period outlined in the above section. Participation in a formal interest group however will be limited to two consecutive semesters and students in the interest group will be required to maintain a 2.5 cumulative grade average. After two consecutive semesters, if an interest has not received membership in the organization, a one semester break from the interest group is required.

Hazing

The Stockton University Student Handbook policy on "Hazing" states:

Stockton University recognizes that campus involvement is an integral part of the college experience that contributes to the academic and social experience of students. Stockton strictly prohibits hazing of any kind by any student organization or team. Students are held accountable for both violations of local, state, and federal law and University policies as it relates to hazing.

New Jersey Statutes

2C: 40-3

a. A person is guilty of hazing, if, in connection with initiation of applicants to or members of a student or fraternal organization, whose membership is primarily students or alumni of the organization or an institution of higher education, the person knowingly or recklessly:

1. causes, coerces, or otherwise induces another person to commit an act that violates federal or State criminal law;
2. causes, coerces, or otherwise induces another person to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the person to a risk of emotional or physical harm or is otherwise deleterious to the person's health;
3. subjects another person to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;
4. subjects another person to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. subjects another person to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. subjects another person to any other activity that creates a reasonable likelihood of bodily injury to the person.

Hazing shall not include any reasonable and customary athletic, law enforcement, or military training, contests, competitions, or events.

b. Hazing is a crime of the third degree if an actor commits an act prohibited in subsection a. of this section which results in death or serious bodily injury to another person and is a crime of the fourth degree if the actor commits an act prohibited in subsection a. of this section which results in bodily injury to another person. Otherwise, hazing is a disorderly persons offense.

c. In addition to any other sanctions or penalties that may be imposed, a student or fraternal organization described in subsection a. of this section, or an institution of higher education, that knowingly or recklessly promotes or facilitates a person to commit an act of hazing prohibited in this section shall be subject to a fine of not less than \$1,000 or more than \$5,000 for an initial violation of subsection a. of this section, and a fine of not less than \$5,000 or more than \$15,000 for each subsequent violation.

d. (1) A person, student or fraternal organization, or institution of higher education, and another person acting in concert with the person, organization, or institution, shall be immune from prosecution under this section if the person, or an employee, officer, or other agent acting on behalf of the organization or institution, as the case may be:

- i. called 9-1-1, or otherwise contacted campus security, police, or emergency services, and reported that a person was in need of medical assistance due to an act of hazing as described in this section;
- ii. the caller provided the caller's name and, if applicable, the name of the person acting in concert with the caller to the 9-1-1 operator or other recipient of the emergency contact;

iii. the caller was the first to make the 9-1-1 report or other emergency report; and

iv. the caller and, if applicable, the person acting in concert with the caller remained on the scene with the person in need of medical assistance until assistance arrived and cooperated with the emergency services on the scene.

(2) In addition to any other applicable immunity or limitation on civil liability, a law enforcement officer or other official empowered to act as an officer for the arrest of offenders against the laws of this State, or a prosecutor, who, acting in good faith, arrested or charged a person who is thereafter determined to be entitled to immunity from prosecution under this subsection shall not be subject to any civil liability for the wrongful arrest or charge.

2C: 40-4

Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent, or the fact that the act of hazing as described in section 1 of P.L.1980, c.169 (C.2C:40-3) was sanctioned or approved by a student or fraternal organization or an institution of higher education, shall not be available as a defense to a prosecution under this Act.

2C: 40-5

Conduct constituting an offense under this act may, at the discretion of the prosecuting attorney, be prosecuted under any other applicable provision of Title 2C of the New Jersey State Statutes; and other behaviors or activities in addition to those prohibited under N.J.S.A. 2C:40 et seq. defined as hazing by a college or university with respect to its students.

University Regulations

Additionally, Stockton University defines hazing as “any action taken, created, or situated which intentionally, negligently, or recklessly subjects any person to the risk of bodily harm or mental or physical harassment, intimidation, or bullying; interferes with academic activities; or causing or encouraging any person to commit an act that would be a violation of law or University policy; for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a recognized or unrecognized student group or organization.”

The expressed or implied consent of a person is not a defense to any hazing activity.

Examples of hazing include, but are not limited to:

- whipping, beating, striking, electronic shocking, placing of harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to elements, confinement in a small space, extreme calisthenics, or other similar activity;
- Causing, coercing, or otherwise inducing another person to consume, food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;

- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of federal, state, or local law or University policies or procedures; and
- any activity that induces, cause or requires another person to perform a duty or task that involves a criminal violation of federal, state or local law or University policies or procedures.

The organization/team or any individual involved in hazing commits a violation of University policy by:

1. Engaging in hazing;
2. Soliciting, encouraging, aiding, or directing another engaged in hazing;
3. Intentionally or knowingly permitting hazing to occur;
4. Having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge in writing to University officials.

Penalties for violations of the policy may include:

1. imposition of fines;
2. the withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
3. the rescission of permission for the organization to operate on campus or to otherwise operate under the sanction or recognition of the institution; and
4. the imposition of probation, suspension, dismissal, or expulsion.

Complaints of hazing may be handled by the Campus Hearing Board, Office of Student Development, and/or the Campus Police.

Pre-Intake Meetings and Documentation

Prior to any new member program or intake activities taking place (meetings, retreats, team building activities, or other), at least one chapter member, preferably the chapter president, and/or recruitment chair, new member educator, and/or intake chair must meet with the fraternity/sorority advisor. Appointments must be scheduled, and materials provided before the first recruitment event or interest meeting to give the fraternity/sorority advisor sufficient time to review the material and for chapter to make any necessary adjustment. Prior to this meeting the chapter must submit/provide:

- Copy of the inter/national organization new member or intake program or outline
- New Member activity calendar

New Member Activities Calendar

All chapters conducting recruitment must submit a new member activity calendar to the fraternity/sorority advisor for approval before beginning any of these activities. A new member activity calendar must include a timetable of any activities exclusive to or expected of new members with dates and times. No activities may take place during final exams or outside of the

hours of 7 a.m. to 12 a.m. without the fraternity/sorority advisor's prior approval. No new member program may extend beyond 6 weeks to be consistent with national standards.

Activities to identify on the calendar include:

- Start date of the new member education
- New member education meetings
- New member retreat
- New member teambuilding activities
- Study Hours (may not exceed 6 hours per week)
- Final week activities
- Initiation date: chapters should do so before reading days
- New member presentation date (if applicable)
- Any additional dates pertinent to a specific organization

If any event details need to be changed on the calendar(s), the chapter must notify the fraternity/sorority for approval, in writing, no later than two (2) University business days prior to the activity.

Requirements for New Member Presentation

- New Member presentations are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council unless otherwise approved. Please check with the fraternity/sorority advisor.
- Prior approval from the fraternity/sorority advisor must be obtained for any items that are to be used as props during the show (canes, shields, masks, etc.). In general, paddles, bricks, and other outright symbols of "pledging" are not allowed.
- All organizations are expected to adhere to their inter/national organization's values and the values of Stockton University during the course of their activities, demonstrating integrity, freedom, respect, responsibility, stewardship and excellence. To that end, organizations should be mindful of both the perception and impact of their actions, and choose language, attire and activities with those values in mind. Vulgarity, profanity, dissing, etc. are inconsistent with community values.
- No alcoholic beverages will be permitted.
- No physical abuse will be tolerated. This includes but is not limited to: slapping, pushing, poking, caning, etc.
- Disruptions by guest chapters will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
- The duration of the presentation show should be no longer than one (1) hour if there are less than 10 members or 2 hours if there are 10 or more. If organizations start late, they must still end on time. Following the show, members of the presenting organization must vacate the area within 30 minutes to help with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state and will be responsible for any damages that occur.
- No show may commence without the fraternity/sorority advisor or designee present. The organization should confirm attendance of the staff member prior to the show.

New Member Report

- All chapters conducting intake or initiation of new members must submit a New Member Report no less than 24 hours following initiation.
- Upon initiation and submission of the Initiation Report, the roster should be updated on OspreyHub.

Social Event Policy and Planning Guide

Updated Summer 2025

The Social Event Policy and Planning Guide for Stockton University fraternities and sororities is designed to prioritize the safety of all event attendees and ensure compliance with state and local laws, University policies, and (Inter)/national organization policies. The policy incorporates the North American Interfraternity Conference (NIC) Alcohol & Drug Guidelines as a helpful resource for event planning. The guide includes a variety of resources and checklists in the appendix to support the planning process. Fraternity and sorority chapters should carefully review and adhere to this policy when organizing social events. The policy's goal is to establish a secure and responsible social environment while fostering academic excellence among members. The appendix resources and checklists provided can be valuable tools for planning successful and compliant events.

Timeframe of Social Events

The policy sets specific timeframes for social events. Days after the start of finals are dedicated to academic activities, emphasizing the importance of scholarship within fraternities and sororities. During these times, invitational/mixer social events are not allowed. Additionally, social events are not permitted during the university's winter and summer breaks, spring break, or day socials on the day dedicated to the Hero's Game.

Number of Social Events

The policy also outlines the number of social events with alcohol allowed per semester. Fraternities and sororities are allotted 25 social events with alcohol, and 4 Star Accreditation organizations are granted 30 social events. However, the number of additional events for Accreditation organizations may be reduced if they receive two good neighbor violations and/or if the organization is no longer in good social standing.

Definition of a Chapter Social Event

- i) Any situation sponsored or endorsed by the chapter, or any event an observer would associate with the organization. These policies apply when alcohol is present. *For help determining if an event is on chapter premises and whether an event can be considered a chapter event by a reasonable observer, see Appendix A.*

Types of Fraternity or Sorority Social Events w/ Alcohol

Chapters can host events with alcohol in one of two ways:

BYOB (Bring Your Own Beverage) Event

- ii) Each **attendee brings their own alcohol**, including members, guests, and alumni. These events include house parties, mixers, and outdoor events. These events must be registered with Student Development. *For help organizing a BYOB event, see Appendix B.*

Third-Party Vendor Event

- iii) Contract with a licensed establishment or caterer to provide a **cash bar** and/or a licensed location to host your event. These events must be registered with Student Development.

For help organizing an event with a Third Party Vendor, See Appendix C.

Event Management

It is the host chapter's responsibility to ensure that every event is managed well, all areas of potential risk have been communicated, and members understand their role in the execution of the event. According to the NIC's Alcohol and Drug Guidelines, the following should be followed regardless of event type:

- b) Attendees
 - i) Events must be limited to a **guest-to-member ratio of no more than 3:1** for events with alcohol, provided that no event with alcohol **may exceed 300 attendees or fire code** (whichever is lower).
 - ii) Mixers: Only members of the participating organizations may attend. Each chapter must submit a registration and guest list.
For help creating an invitation list, see Appendix D.
 - iii) Chapters must utilize a guest list. **OPEN PARTIES**, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
- c) Snacks/Alternative Beverages
 - i) An adequate amount of alternative beverages (bottled water/soda) must be provided for the duration of the event. Beverages must be easily accessible.
 - ii) An adequate amount of non-salty snack food must be provided for the duration of the event. *ex. sandwich tray, cheese and crackers, veggie tray, pretzel, popcorn.*
- d) Alcohol and Other Drugs
 - i) Advertising the presence of alcohol and/or encouraging the use of **alcohol is not permitted in event promotions**. This includes drink specials.
 - ii) **No alcohol may be purchased with chapter funds**. The purchase of alcoholic beverages may not be coordinated by any member or guest on behalf of the chapter. This includes using electronic methods such as Venmo or CashApp to collect funds. No chapter may co-sponsor, co-finance, attend, or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
 - iii) The presence of alcohol products above **15% alcohol by volume ("ABV")** is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor. *For help understanding what is allowed, see Appendix E.*
 - iv) The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, punches, kegs, or cases is **prohibited**.
 - v) No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal drinking age).
 - (1) The possession, sale, or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on chapter premise, during a fraternity event, or at any event that an observer would associate with the fraternity is strictly prohibited.
 - (2) No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) 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 as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined

above for a closed event held within the provisions of these guidelines, including the use of a third-party vendor and guest list.

e) Engaging New Members

- i) **All recruitment or rush activities** associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy. This is inclusive of **Bid Day/Night**.
- ii) No member or pledge, associate/new member, or novice shall permit, tolerate, encourage, or participate in “drinking games.”
- iii) No alcohol shall be present at any pledge/associate member/new member/novice program, activity, or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother-little brother” events or activities/”big sister-little sister” events or activities, “family” events or activities, and initiation.

Chapter House Mixer and Invitational BYOB Procedures

This section applies to chapters planning BYOB Mixers and Invitational Events.

1) Pre-Event Procedures

- a) The Social Chair and Risk Manager need to attend the Health and Safety Training at the start of the semester.
- b) Online registration deadline: 72 hours prior to the event.
- c) Required registration documentation:
 - (a) Logistics of the event
 - (b) List of Event Monitors
- d) Event Review Meetings: Chapter President and Risk Manager(s) from all participating chapters must meet with an FSL Liaison to review the Event Planning Checklist.

2) Point of Entry/Exit

- a) There will be one (1) point of entry through which all attendees will enter and exit.
 - (1) Upon entry, all attendees will present their State ID and legibly sign in to the attendance list.
 - (a) Attendees 21 years of age will receive a wristband, FSL has a supply if needed
 - (2) Attendees will not be permitted to enter or leave the chapter house with an open container of alcohol.
 - (3) Event Monitors reserve the right to refuse admittance to members if they are visibly intoxicated.

3) Event Monitors

- a) Chapters must identify one event host for every twenty attendees. Do not assign only new members to serve as event monitors, they are not experienced enough to hold that role by themselves.

For help assigning event monitors, see Appendix E.

2) Post Event Procedures

- a) By the next day at 11:59 PM The post-event report needs to be completed. The form should include:
 - i) Appropriate action was taken for any issues that arose before, during, or after the event including but not limited to:

- (1) Police Notice
- (2) Fighting
- (3) Hospitalization
- (4) Altercations
- ii) A guest list of the event with the time in and time out of attendees.

Third-Party Vendor Procedures -Private Event

This section applies to chapters planning private date parties, mixers, or formals at a third-party vendor location.

- 1) Pre-Event Procedures
 - a) Registration deadline: Monday at noon, two (2) weeks before the event.
 - b) Required registration documentation:
 - i) Signed Contract between the Third-Party Vendor and the organization
 - ii) Copy – Liquor license to sell alcohol on the premises
 - iii) Copy – Certificate of Insurance, which must show evidence the vendor, has “off-premise liquor liability coverage and non-owned and hired coverage”. The certificate must name as additional insured (at a minimum) the local chapter (s) of the fraternity/sorority hiring the vendor as well as the national organization (s) with whom the local chapter is affiliated.
 - iv) Copy – Food and Beverage Contract: *specifically outlining a cash bar*
 - v) Bus/Transportation contract (for events held 25 miles or more from Stockton University - Main Campus a transportation plan need to be completed)
 - vi) Guest List – which can be updated up to 24 hours in advance
- 2) Event Review Meetings

The week of the event, Chapter President & Risk Manager must meet with an FSL Liaison to review the Event Planning Checklist.

 - a) Transportation
 - i) Licensed and insured transportation must be provided and utilized by all attendees when social events are held at locations that are 25 miles or more from the Stockton University - Main Campus.
 - ii) Members and their dates/guests are required to use the contracted transportation unless the national organization has granted an exemption.
 - iii) Chapters will arrange for busses to pick up/depart and return/drop-off members and their dates/guests
 - iv) Open containers/drinking alcohol while onboard the contracted transportation is prohibited.
 - b) Alcohol
 - i) Members and dates/guests may obtain alcohol via a cash bar staffed by the vendor.
 - ii) The vendor will check member & dates/guests identification upon entry
- 3) Event Monitors
 - a) Chapters must identify one event host for every twenty attendees. Do not assign only new members to serve as Eventmonitors, they are not experienced enough to hold that role by themselves.
For help assigning event monitors, see Appendix F.
- 4) Post Event Procedures
 - a) By the next day at 11:59 PM The post-event report needs to be completed. The email should include:
 - i) Appropriate action was taken for any issues that arose before, during, or after the event including but not limited to:

- (1) Police Notice
- (2) Fighting
- (3) Hospitalization
- (4) Altercations

ii) A guest list of the event with the time in and time out of attendees.

Overnight Event Procedures

This section applies to chapters who are hosting an overnight event away from Stockton University- Main Campus. Chapter must be in good social standing.

1) Pre-Event Procedures

- a) Registration deadline: Monday at noon, four (4) weeks before the event
- b) Required registration documentation:
 - i) Approval, in writing, by inter/national organization
 - ii) Signed Contract between the Third-Party Vendor and the organization
 - iii) Copy – Liquor license to sell alcohol on the premises
 - iv) Copy – Certificate of Insurance, which must show evidence the vendor, has “off-premise liquor liability coverage and non-owned and hired coverage”. The certificate must name as additional insured (at a minimum) the local chapter (s) of the fraternity/sorority hiring the vendor as well as the national organization (s) with whom the local chapter is affiliated.
 - v) Copy – Food and Beverage Contract: *specifically outlining a cash bar*
 - vi) Accommodation contract- including extra room for guest needing a break from event
 - vii) Guest List – which can be updated up to 24 hours in advance
 - viii) Itinerary
 - ix) Function Monitor List for each day away

2) Event Review Meetings

The week before the event, Chapter President & Risk Manager must meet with an FSL Liaison to review the Event Planning Checklist.

- a) Accommodation
 - i) Members and their dates/guests are required to use the contracted accommodations
 - ii) The chapter will arrange to have an extra room for guest needing a break from event
- b) Alcohol
 - i) Members and dates/guests may obtain alcohol via a cash bar staffed by the vendor.
 - ii) The vendor will check member & dates/guests identification upon entry

3) Event Monitors

- a) Chapters must identify one event host for every fifteen attendees. Do not assign only new members to serve as event monitors, they are not experienced enough to hold that role by themselves.
- b) Chapter must identify event monitors for each day away and for third party vendor event
- c) Chapter must identify an event monitor as a guest liaison. This person cannot be a person from the chapter.

For help assigning event monitors, see Appendix E.

4) Post Event Procedures

- a) By the next day at 11:59PM The post-event report needs to be completed. The email should include:
 - i) Appropriate action was taken for any issues that arose before, during, or after the event including but not limited to:
 - (1) Police Notice
 - (2) Fighting
 - (3) Hospitalization
 - (4) Altercations

Creating a Positive Environment

Part of planning a safe and successful event is taking intentional steps to create an environment that encourages positive behavior and promotes healthy and respectful relationships. When planning social events of all types, chapters are encouraged to consider the implication of event advertising and theme. Event advertisements, themes, t-shirts, and decorations should be appropriate and in good taste.

Good Neighbor Policy

- i) Once an event taking place on or near campus is approved by the Student Activities staff, sponsoring organizations should notify the surrounding neighbors of the time and date it will take place. Contact information should be provided for members of the planning committee. The surrounding neighborhood shall be **cleaned of litter and debris no later than noon** the day following an event.
- ii) Fraternity and Sorority Life can conduct a chapter house walk-through at the start of each semester. Fraternity and Sorority Life will conduct an Event Planning meeting before each type of registered event before approval.

Social Event Registration

- iii) Any chapter event with alcohol (BYOB or third-party vendor) held must be registered with and approved by Student Development by submitting the Social Event Registration Form. Social Event Registration Forms must be submitted either 2 weeks or 72 hours in advance depending on the event. Chapters may register 20 events with alcohol during designated timeframes, though additional limitations may be placed on a chapter at the discretion of the department or University following conduct issues. Approved registration information will be shared with campus partners such as SPD, Title IX, the Dean of Students Office, and the Office of Student Conduct and the Wellness Center.
- b) Over the course of an academic year, late registration or post-event report submissions will result in the following fines:
 - i) *First late submission: \$100 fine and social event policy review meeting with either council VP of Health and Safety or Chapter Liaison*
 - ii) *Second late submission: \$200 fine, social event policy review meeting with Chapter Liaison and loss of overnight event privileges for three consecutive months (not including May, June, July, August, or December.)*
 - iii) *Third late submission: \$300 fine and loss of social privileges for the three consecutive months (not including May, June, July, August, or December.)*
 - iv) *Fines money will go to FSL Endowment Scholarship*
 - v) *Chapter must pay fine and have their meetings prior to next social event*

Fire, Health, and Safety

- c) All facilities (including chapter houses) should meet all local fire and health codes and standards.
- d) All chapters should implement event safety measures to minimize the risk of sexual violence. This can include having well-lit and monitored spaces, providing clear signage for reporting incidents, and ensuring the presence of trained security personnel.
- e) All chapters should post by common areas emergency numbers for fire, police, and ambulance and should have posted evacuation routes
- f) All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
- g) The possession and/or use of firearms, explosives, or any device designed to cause fire is prohibited within the confines and premises of chapter houses.
- h) Chapters are responsible for providing bathrooms for all indoor and outdoor events.
- i) Chapters must have a rain plan for all outdoor events.
- j) Chapters must secure trash and recycling bins for all events.
- k) Sanitation station/hand sanitizer should be accessible at the event

Education

- l) All risk managers and social chairs are required to attend the Health and Safety workshop hosted by Fraternity & Sorority Life each semester before hosting social events.
- m) Chapters should ensure all members and advisors are aware of all inter/national, and university policies, as well as any applicable city, state, or federal laws.
- n) The chapter must invite a staff member from Fraternity and Sorority Life at the start of each semester to be a part of the health and safety presentation.

Event Planning Checklist

Revised July 2023

Appendix A

WHAT CONSTITUTES AN EVENT?

Any activity or event sponsored or endorsed by the organization, including those that occur on or off chapter premises.

Determining if the Event is on "Chapter Premises"

Is the event being hosted in your chapter house or a university-provided meeting space? ☐ Y ☐ N

If so, every event you host there is considered a chapter event.

Is the event being hosted in an on or off campus location where you traditionally hold your events? ☐ Y ☐ N

If so, events you host there would probably be considered a chapter event.

Determining an "Event" or "Activity" of the chapter:

The following factors are considered when determining whether an event could be considered an event or activity of the organization. Be honest and go through the list. The more your answers lean to yes, the more this is likely considered a fraternity event. That doesn't mean you can't host the event, that simply means you host the event in compliance with the policy.

Event Planning

Is the event being planned by one or more members/new members? ☐ Y ☐ N

Are the officers aware of the event being planned? ☐ Y ☐ N

Are any officers involved in event planning? ☐ Y ☐ N

Does the officers have prior knowledge of the event? ☐ Y ☐ N

Is the event actively or passively endorsed by a majority of the active chapter? ☐ Y ☐ N

Have members of the chapter lied about the event? ☐ Y ☐ N

If no members attended the event, would the event still happen? ☐ Y ☐ N

If a crisis occurred, would the chapter president take charge? ☐ Y ☐ N

Is the event a chapter tradition? ☐ Y ☐ N

Terminology

Are members attempting to rename the event to give the appearance that it isn't associated with the fraternity? ☐ Y ☐ N

Is the event being coined as "unofficial" or "unregistered"? ☐ Y ☐ N

Is the event occurring before or after an event ("pre-game" or "after party")? ☐ Y ☐ N

Communication

Is the event listed on a chapter calendar [public or private]? ☐ Y ☐ N

Is the event listed or advertised on the chapter website [public or private]? ☐ Y ☐ N

Is the event listed or advertised on social media accounts [e.g. Facebook, Twitter, GroupMe, Google Chats, etc.]? ☐ Y ☐ N

Do online invitations refer to the organization [e.g. Facebook events]? ☐ Y ☐ N

Will the event be announced at a chapter meeting? ☐ Y ☐ N

Will the event be marketed over the chapter texts/list serves? ☐ Y ☐ N

Is there a theme for the event? ☐ Y ☐ N

If guests were stopped on their way to the event, would they say they were going to a the "XYZ" event? ☐ Y ☐ N

If guests posted on social media, would they say they were at the "XYZ" event? ☐ Y ☐ N

Funding

Is the event financed by the chapter? ☐ Y ☐ N

Is the event being financed by collection of funds from a group of brothers? ☐ Y ☐ N

Location

Is the event being hosted on chapter property? ☐ Y ☐ N

Is the event being hosted in house/apartment/chapter annex/live outs where multiple members live? ☐ Y ☐ N

Is the event being hosted in university provided meeting space? ☐ Y ☐ N

Is the event being hosted in an on or off campus location where you traditionally hold your events? ☐ Y ☐ N

Attendance

Is the entire chapter invited? ☐ Y ☐ N

Are new members invited to attend? ☐ Y ☐ N

Are certain pledge classes invited to attend? ☐ Y ☐ N

Is a majority of the chapter invited? ☐ Y ☐ N

If a member/new member showed up, could he attend the event? ☐ Y ☐ N

Will members of the officers be in attendance? ☐ Y ☐ N

Appendix B

MAKING BYOB EVENTS WORK

[See [BYOB Checklist](#)]

- 1 // Are there any university or Fraternity/Sorority policies that deal with BYOB events on campus?
☐ Y ☐ N

Are there any university or Fraternity/Sorority policies that deal with BYOB events off campus?
☐ Y ☐ N

If so, what do those policies say? [Do they require a specific check-in procedure? Do they limit the number of drinks a guest can bring?]

- 2 // All members and guests should be "carded" at the door to verify their age. Who is checking members' and guests' IDs at the door?

- ☐ Chapter members
☐ New members [NOT recommended unless chapter members are also participating]
☐ The campus police provide someone to check IDs
☐ The chapter has hired a security company [see [Security Vendor Checklist](#)]

- 3 // How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

- ☐ Wristbands that have been dated and marked for that event
☐ Specific hand stamp that is unique to the event
☐ Other [Describe]: _____

- 4 // How many drinks will you allow each person of legal drinking age to bring to the social event?

Common organizational recommendations state no hard liquor and a reasonable limit on the amount and types of alcohol (i.e. 6-pack of beer, 1 bottle of 750 ml wine, four pack of wine coolers/ciders/malt beverages, etc.)

Beer: # _____
Wine Coolers: # _____
Ciders: # _____
Wine: # _____
Malt Beverages: # _____
Other: # _____

- 5 // How will you manage the service distribution center?

Where will the service distribution center be located? _____
Common organizational recommendations suggest you establish one centralized location (not a member's room) for checking in and distributing alcohol.

How many sober members will be assigned to work the service distribution center? _____

Which best describes the sober monitors? Check all that apply:

- ☐ Chapter members
☐ New members
If you utilize new members, it is recommended it is in conjunction with members.

- ☐ The university provides someone to distribute alcohol
☐ The chapter has hired a vendor to distribute alcohol

How many drinks will a member or guest be permitted to take at a time? _____

6 // How will members and guests check in and collect their alcohol?

☐ Ticket System

Each member/guest is given one ticket per drink s/he checks in at the party.

The tickets are personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the attendee is written on the tickets.

The member/guest's drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest redeems tickets [one at a time] for his/her drinks at the bar.

☐ Punch Card System

Each member/guest is given one punch card that has marks for each drink s/he checks in at the party.

The punch card is personalized with the type of drink the guest brings [e.g. Miller Lite, Smirnoff Ice, etc.].

The name of the member/guest is written on the punch card.

The member/guest's drinks are delivered to the service distribution center by a member who is working the social event.

The member/guest's ticket is punched or marked at the bar each time s/he claims one of the drinks s/he brought.

☐ Other [Describe]:

7 // How will you monitor that members, new members, and guests are only drinking the alcohol they brought and checked in at the social event? _____

8 // Will leftover alcohol be discarded or made available for pick up the next day by those who brought it to the event? _____

Appendix C

PLANNING A THIRD-PARTY VENDOR EVENT

What is a Third-Party Vendor?

Examples of Third Party Vendors include bars, restaurants, catering companies, hotels, etc. *Third Party Vendors are NOT individuals who work as bartenders.*

Planning the Event

1 // Are there any university or Fraternity/Sorority policies that deal with Third Party Vendor events on campus? ☐ Y ☐ N

Are there any university or Fraternity/Sorority policies that deal with Third Party Vendor events off campus? ☐ Y ☐ N

If so, what do those policies say? [Do they require a particular amount of insurance? Do they limit the type of alcohol that can be purchased?]

2 // Have you reviewed your chapter's contract with the Third Party Vendor? *It is recommended that you reach out to your headquarters for contract questions and review.*

The contract should be signed and dated by both the person authorized by your respective organization (i.e. chapter president, advisor, etc.) and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the chapter be in compliance with Inter/national fraternity requirements.

(see [Contracts Template for Third Party Vendors](#) if a Vendor does not present a contract to you. Also found on pp. 14-15)

3 // All members and guests should be "carded" at the door [and again at the time of purchase] to verify their age. Who is handling this at the door?

- ☐ The Third-Party Vendor *[Recommended]*
- ☐ The chapter has hired a security company (see [Security Vendor Checklist](#))
- ☐ Chapter members
- ☐ New members *[NOT recommended unless chapter members are also participating]*

4 // How are you marking the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]?

- ☐ Wristbands that have been dated and marked for that event
- ☐ Specific hand stamp that is unique to the event
- ☐ Other *[Describe]:* _____

Appendix D

BUILDING A GUEST LIST

1 // Are there any university or Fraternity/Sorority policies that limit the number of guests per member for chapter events? ☐ Y ☐ N

If so, what do those policies say?

2 // Do the math. Suggested organizational guidelines are **two to three guests** per member/new member at events.

How many members and
new members do you plan
to have at the event?

How many guests per member
/new member will you allow at the
event?

This is the total number of guests
you can invite to your social event.

*The total number of attendees
(members and guests) should
not exceed fire code capacity
for the venue.*

X

=

3 // Figure out how members will add names to the guest list. [see [Building A Guest List](#)]

☐ Spreadsheet or Sign-Up List

Create a spreadsheet and allow members to add guests' names.

Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter facility.

Each member and new members' name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per member/new member].

☐ Numbered Invitations

Distribute numbered invitations to each member/new member to give to his guests.

These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered.

Keep a list with each member/new member's name on it and the numbers of the invitations they were given.

During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as s/he turns in the invitation.

☐ Closed Facebook Event

Create a closed [non-recurring] event with a specific start and end time.

Do NOT allow friends to extend the guest list.

Set the Privacy to "Invite Only."

A designated officer [e.g. Risk Management Chairman] should be set as the Host and administrator for the event.

Each member/new member should submit the names of guests to the Host for invitation to the event OR the Host should designate a specific period of time during which members will be given access to add guests to the event.

☐ Other (Describe):

4 // How many hours in advance will the guest list be closed?

Suggested organizational guidelines recommend the guest list be closed at least 24 hours prior to the event.

It is recommended that you keep all guest lists for at least three months following an event.

BUILDING A GUEST LIST: USING A SPREADSHEET OR SIGN-UP LIST

Adding Names to the Guest List

Create a spreadsheet and allow members to add guests' names. Bring the list to a chapter meeting, post it online, or hang it on a bulletin board in the chapter house. Each member/new members' name should be on the list next to a blank space for each guest they're allowed to invite [e.g. two guests per member/new member].

MEMBER NAME	GUEST #1 NAME	GUEST #2 NAME
Anderson, Jeffrey	_____	_____
Doe, James Associate	_____	_____
Peterson, Noah	_____	_____
Smith, John Senior	_____	_____

Utilizing the Guest List at the Door

Sort the finalized list alphabetically by the guest's last name. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

GUEST NAME	MEMBER NAME	SIGNATURE	TIME IN	TIME OUT
Gallagher, Jessica	James Associate Doe	_____	_____	_____
Grace, Jennifer	John Senior Smith	Jennifer Grace	10:04pm	1:32am
Jackson, Andrew	James Associate Doe	Andrew Jackson	11:08pm	11:47pm
MacElroy, Tabitha	John Senior Smith	Tabitha MacElroy	10:07pm	12:12am
McNabb, Donovan	Noah Peterson	_____	_____	_____
Trumble, Annie	Jeffrey Anderson	Annie Trumble	9:56pm	11:10pm



HOLMES MURPHY.

BUILDING A GUEST LIST: USING NUMBERED INVITATIONS

Adding Names to the Guest List

Distribute numbered invitations to each member/new member to give to his guests. These invitations should be printed professionally or created in a way so they can't be easily copied. Tickets cannot be sold or bartered. Keep a list with member/new member's name on it and the numbers of the invitations they were given.

The men of XYZ Fraternity invite you to a date party at Macadoo's Restaurant [123 College Street] Friday, February 28th 10:00pm – 2:00am IDs WILL BE CHECKED AT THE DOOR Cash bar for guests over 21 years of age	#001
--	------

Utilizing the Guest List at the Door

During the event, keep a sign-in sheet at the door and write the guest's name next to the invitation number as they turn in the invitation. Be sure to leave the member's name next to the guest's, as well as spaces for the guest's signature, time in, and time out.

TICKET	GUEST NAME	MEMBER NAME	TIME IN	TIME OUT
#001	_____	Jeffrey Anderson	_____	_____
#002	Annie Trumble	Jeffrey Anderson	9:56pm	11:10pm
#003	Andrew Jackson	James Doe Associate	11:08pm	11:47pm
#004	Shayna Smith	James Doe Associate	10:03pm	1:29am
#005	_____	Noah Peterson	_____	_____
#006	Katy Perry	Noah Peterson	12:01am	1:36am



HOLMES MURPHY.

Appendix E

MANAGING THE EVENT

Theme

- 1 // Does the event have a theme? ☐ Y ☐ N

If yes, what is the theme? _____

Event themes should NOT be disrespectful or degrading to any person or population. When selecting a theme, ensure it:

- ☐ Does NOT rely on the stereotypes of certain groups.
- ☐ Does NOT encourage offensive dress or costumes.
- ☐ Does NOT stereotype men or women.
- ☐ Is NOT sexist. If you're unsure, try interchanging the word/theme with a racial word/theme.
- ☐ Is NOT centered on making fun of a particular group of people, culture, or organization.
- ☐ Does NOT lend itself to members, new members, or guests taking the theme to a place that is disrespectful or degrading.

Event Monitors [see [Event Monitor Resource](#)]

- 1 // Who will your officer in charge be for the event?

- 2 // How many event monitors will you have at the event?

Suggested organizational guidelines are one event monitor for every 15 attendees.

- 3 // What is the system/process for selecting event monitors?

Suggested organizational guidelines utilize a fair ratio of brothers/new members and not using new members only.

- 4 // List the names / phone numbers for the assigned event monitors.

- 5 // How will you identify event monitors during the event so a member/guest could easily recognize them?

- 6 // What are the responsibilities of the event monitors during the event?

- ☐ Check members' and guests' IDs at the door to verify their age
- ☐ Manage the guest list at the door
- ☐ Mark the guests, members, and new members who are of the legal drinking age [i.e. 21 and over]
- ☐ Monitor members' and guests' policy compliance
- ☐ Other [Describe]: _____

- 7// Are you hiring security for the event? If so, what are their responsibilities?

- 8// Is the venue providing security for the event? If so, what are their responsibilities?

Transportation

- 1 // Will you provide transportation to and from the event? ☐ Y ☐ N

If so, how?

- ☐ Licensed transportation vendor [e.g. charter bus]
- ☐ Campus safe ride program

- ☐ Pre-paid cab service
- ☐ Designated driver program *[consult the risk management policy of your organization prior to selecting this option // see [Designated Driver Guidelines](#)]*
- ☐ Other [Describe]: _____

2 // What is the process/plan to ensure members/guests utilize the method of transportation both to and from the event?

Construction/Decorations

1 // Will there be any special construction/decorations for this event? ☐ Y ☐ N

If yes, please describe: _____

Persons and/or company performing construction and contact information:

Company Name: _____

Contact: _____

Prevention Questions

1 // How many entrances will there be to the party? _____
It is safest to only have ONE entrance to the event.

2 // Is this event planned to exceed five hours in duration? ☐ Y ☐ N

Please explain why this event will exceed five hours. _____

3 // Will ample food, other than snacks and non-alcoholic beverages be available? ☐ Y ☐ N

Who will provide the food? _____

What food/beverages will be served? _____

4 // Are glass bottles prohibited from the event? ☐ Y ☐ N

5 // Will this event involve any physical activity? ☐ Y ☐ N

6 // Will doors to residential living be locked / secured during the event? ☐ Y ☐ N

7 // Will you stop the service of alcohol at least one hour before the event ends? ☐ Y ☐ N

8 // Will you select music that is NOT disrespectful or degrading to a particular group of people or culture? ☐ Y ☐ N

9 // Will you ensure no illegal drugs and controlled substances are at the event? ☐ Y ☐ N

10 // Will you ensure there are no tables or paraphernalia within the event that are used for drinking games? ☐ Y ☐ N

11 // Will you ensure the event does NOT involve strippers, exotic dancers, or similar, whether professional or amateur.
☐ Y ☐ N

12 // Please describe any specific prevention plans for the above areas. _____

Crisis Management Plan

1 // Do you have a crisis management plan in place for the event? ☐ Y ☐ N [see [Crisis Management Plan](#)]

If yes, please describe: _____

2 // Will emergency services be readily available at the event? ☐ Y ☐ N

3 // Who is the officer in charge to contact emergency services?

Name: _____

Phone: _____

Title: _____

Email: _____

4 // If the need for assistance arises, who will be responsible for contacting:

- ☐ Emergency personnel
- ☐ Chapter President
- ☐ Chapter Advisor
- ☐ House Corporation President
- ☐ Fraternity Headquarters
- ☐ University Officials

Name: _____

Phone: _____

Title: _____

Email: _____

Educational credit goes to FIPG, Pi Kappa Phi Fraternity and the North-American Interfraternity Conference for portions of this resource.

No portion of this resource should be used for commercial purposes.

Appendix F



NORTH AMERICAN
INTERFRATERNITY
CONFERENCE

HEALTH & SAFETY INITIATIVE: SO WHAT CAN WE DRINK? > OR < 15% ABV RESOURCE

The following is a list of alcoholic beverages and their common ABV. Please always check the label to ensure an item is at 15% ABV or lower.

COMMONLY BELOW 15% ABV:

- Beer (except craft beers, which are often above 15% ABV)
- Wine (most standard red or white wines)
- Champagne, Prosecco, Asti, Cava
- Malt Beverages (i.e. Bacardi Silver, Mike's Hard Lemonade, Zima, Smirnoff Ice, etc.)
- Cider (Angry Orchard, Stella Artois, Woodchuck, etc.)
- Hard Seltzer (White Claw, Truly, Spiked Seltzer, Barefoot Spritzer, etc.)
- Pre-Mixed items (Bud Light Ritas, Skinny Girl Margarita, ELS Iced Coffee/Iced Chocolate, etc.)
- Liqueurs (some brands of triple sec, some Schnapps such as Sour Apple, Buttershots, Island Punch, Crème de Cassis)
- Sake (low alcohol and normal versions at 5-15% ABV)

COMMONLY ABOVE 15% ABV:

Note that this is not an exhaustive list (percentages are averages)

- Some Sake (undiluted versions like Genshu) (16-20% ABV)
- Some Liqueurs (i.e. Bailey's, Kahlua, Midori, etc) (17-20% ABV)
- Some Port, Sherry and Dessert Wines (16-24% ABV)
- Brandy (40-45% ABV)
- Bourbon (51-79% ABV)
- Gin (37% ABV)
- Rum (37-57% ABV)
- Tequila (40-50% ABV)
- Vodka (35-50% ABV)
- Whiskey (40-53% ABV)
- Cognac (40% ABV)
- Grain Alcohol (75-95% ABV)

Note: Although Four Lokos often will have an ABV that is lower than 15% ABV, they also contain caffeine, and when consumed at one time can have the effects of four shots of vodka. Please discuss with your organization/campus to determine if Four Lokos are a permitted alcoholic drink.

Thank you to Delta Upsilon Fraternity for the use and recreation of this resource.

Organizational Conduct Process

Fraternities and sororities are expected to uphold the standards outlined in the **Stockton University Student Handbook**, the **Fraternity & Sorority Life Handbook**, applicable governing council policies, and their inter/national organization requirements.

When a concern arises regarding an organization's conduct, Stockton University follows an educational process designed to determine responsibility, address community impact, and promote accountability.

Reporting a Concern

Any member of the University community may submit a report alleging that a fraternity or sorority has violated University policy or Fraternity & Sorority Life expectations. Reports may also originate from University officials, local law enforcement, community members, or other credible sources when the reported conduct impacts the University community.

Reports should be submitted through the University's reporting system as soon as reasonably possible after the incident. While timely reporting is encouraged, the University reserves the right to investigate incidents regardless of when they occurred if the alleged conduct presents an ongoing concern for the safety or well-being of the community.

Anonymous reports may be reviewed; however, the University's ability to investigate or pursue conduct action may be limited when insufficient information is available.

Preliminary Review and Investigation

Upon receiving a report, the Office of Student Development, in consultation with the Associate Director of Fraternity and Sorority Life and other appropriate University officials, will conduct a preliminary review to determine the appropriate course of action.

Depending on the circumstances, the University may:

- Dismiss the report when insufficient information exists;
- Resolve the matter through educational or administrative action;
- Refer the matter to another University office or governing council when appropriate;
- Initiate an organizational conduct process; or
- Implement interim measures when necessary to protect the health, safety, or welfare of the University community.

The University may gather information through interviews, written statements, photographs, electronic communications, incident reports, University records, or other relevant documentation.

Notice of Alleged Violations

If the preliminary review determines that organizational conduct proceedings are warranted, the chapter president will receive written notice through their official Stockton University email via the University's conduct management system.

The notice will include:

- The alleged policy violation(s);
- A summary of the reported behavior;
- Information regarding the conduct process;
- The date, time, and location of a conduct meeting or hearing, if applicable.

Organizational Conduct Meeting

The chapter president (or designated chapter representative) will meet with the Office of Student Development to review the allegations, discuss the conduct process, and provide the organization an opportunity to respond.

Organizations may be accompanied by:

- One organizational advisor; and
- One undergraduate chapter representative.
- Student Development also reserves the right to invite a member of the National organization, especially in joint investigations.

The advisor serves in a supportive role and may consult privately with the students but may not speak on behalf of the organization unless permitted by the hearing administrator.

Failure of organizational representatives to attend a scheduled meeting after receiving proper notice may result in the matter being resolved based on the information available.

Hearing Process

When necessary, the University will conduct an organizational hearing to determine whether the fraternity or sorority is responsible for the alleged violations.

Organizational hearings are educational proceedings and are not conducted as courts of law. Formal rules of evidence do not apply.

During the hearing, the organization will have an opportunity to:

- Respond to the alleged violations;
- Present relevant information and documentation;
- Provide witness statements when appropriate;
- Answer questions from the hearing administrator.

The University may also consider information gathered during the investigation, including witness interviews, incident reports, photographs, electronic communications, and other relevant materials.

When multiple organizations are involved in the same incident, the University may conduct hearings separately or jointly.

Standard of Responsibility

Organizational responsibility is determined using the **preponderance of the evidence** standard. This means the hearing administrator determines whether it is more likely than not that the organization violated University policy.

Outcomes

Following the hearing, the hearing administrator will determine whether the organization is responsible for each alleged violation.

If an organization is found responsible, sanctions will be assigned based on the nature and severity of the violation, prior conduct history, educational value, community impact, and any aggravating or mitigating circumstances.

Possible sanctions include, but are not limited to:

- Educational requirements
- Reflection assignments
- Restitution
- Fines or cost recovery
- Social restrictions
- Recruitment or intake restrictions
- Event restrictions
- Loss of organizational privileges
- Accreditation penalties
- Probation
- Suspension of University recognition
- Revocation of University recognition

The University may assign multiple sanctions as appropriate.

Interim Measures

When necessary to protect the health, safety, or welfare of the University community or to prevent disruption to University operations, interim restrictions may be imposed before the conduct process concludes.

Interim measures are administrative actions and are not considered a determination of responsibility.

Appeals

Organizations have the opportunity to submit one appeal of a conduct decision in accordance with the procedures outlined in the **Stockton University Student Handbook**.

Appeals must be submitted within the timeframe established by the Student Handbook and must identify one or more of the recognized grounds for appeal, including:

- A procedural error that materially affected the outcome;
- New information that was unavailable at the time of the hearing and could substantially affect the decision; or
- A sanction that is substantially disproportionate to the violation.

The designated appellate officer may:

- Affirm the original decision;
- Modify the sanction(s);
- Return the matter for additional review or a new hearing; or
- Take any other action permitted under University policy.

The decision of the appellate officer is final.

Organizational Conduct Records

The Office of Student Development maintains records of organizational conduct proceedings in accordance with University record retention practices.

Consistent with Stockton University's commitment to transparency, organizational disciplinary outcomes may be published in accordance with University policy. The Stockton University website will publish for five (5) years any chapter found responsible for any *Fraternity & Sorority Life Handbook* and/or *Stockton University Student Handbook* violations.

Expansion

As a commitment to positive growth within the fraternity and sorority community, Stockton University chooses to carefully and intentionally manage the growth and expansion of this community. Stockton seeks organizations whose ideals are consistent with the University and that are willing to commit the resources necessary to cultivate a strong organization. Requirements for expansion vary by council.

Stockton University recognizes the value that students derive from participation in Fraternity and Sorority Life. By virtue of their unique characteristics these values-based organizations can advance the educational mission of the university by providing members with special opportunities for personal growth and through the establishment of standards that motivate members to contribute to the quality of campus life.

As Stockton University advances and adapts to the changing needs of students, so too must Fraternity and Sorority Life. In efforts to provide a fair and accurate review of new

organizations, as well as to ensure the proper support for existing organizations, the following procedures will be applied in the event of fraternity or sorority expansion. Stockton University reserves the right to implement a moratorium on expansion at any time.

Any group of students or organization that desires to establish itself as a fraternity or sorority must first contact the Associate Director for Fraternities and Sororities. During this initial meeting, the Associate Director will outline the process for establishing a fraternity or sorority at Stockton University and will facilitate contact between the student group and the appropriate governing council if applicable. During this time period, no commitment to an inter/national organization shall be made; rather this period is for learning the process for establishing or reactivating a fraternity or sorority.

The Associate Director may then grant approval for the group to begin the expansion process. The group will be instructed to follow one of two procedures:

1. The National Panhellenic Conference extension procedure for member groups; or
2. The expansion procedure for member groups through application and interest;

These procedures are designed to fit the needs of the organization wishing to expand at Stockton University and all organizations seeking to start and/or reactivate at Stockton University will be required to follow these procedures.

In order to provide maximum stability, guidance, and support for each organization seeking recognition at Stockton University, preference will be given to those inter/national fraternities and sororities belonging to national umbrella organizations. These include, but are not limited to, the following: North-American Interfraternity Conference (NIC), the National Panhellenic Conference (NPC), the National Pan-Hellenic Council (NPHC), the National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), and the National Asian Pacific American Panhellenic Association (NAPA). If an organization is not affiliated with an umbrella organization, that organization must show reasoning as to why they are not affiliated and show evidence of a working inter/national organization.

Stockton University does not support further expansion of local organizations. Preference will be given to those inter/national fraternities and sororities with an established headquarters and a minimum of 10 chapters.

Stockton University does not support organizations wishing to expand through affiliation with a city-wide charter. A city-wide fraternity or sorority is defined as a collegiate and/or graduate chapter consisting of membership that can be generated from two or more colleges and/or universities in a region.

Interest Groups

To facilitate an interest group process the national organization must reach out to the Associate Director for Fraternity and Sorority Life to request the process. The organization will be

allocated three (3) informational sessions. These sessions are essential for creating interest among the current undergraduate student body at Stockton University. It is imperative that all members meet the academic standards outlined by the Fraternity and Sorority Life office, which include earning a minimum of 12 credits and maintaining a cumulative GPA of 2.0 or higher. Should the three informational sessions not result in the attainment of the required membership threshold as defined by the national organization, the organization will be required to wait for a full calendar year before making another attempt to re-establish itself. Fraternity and Sorority Life requires 5 undergraduate non-graduating students to start the interest group to expansion process. The organization is required to submit the names of the student attendees of each interest session and must work with Fraternity and Sorority Life to reserve the space.

Unauthorized Expansion or Recruitment/Intake Activity

Violation of these policies will prompt the following action to be enacted against the organization:

1. Inability to seek recognition as an organization and a recognized student organization at Stockton University until, at least, two calendar years after there is clear and definite evidence that no Stockton University student has been initiated into the fraternity or sorority.
2. Inability to host or coordinate any events at Stockton University that are affiliated, in any way, with the organization.
3. Inability to participate as a co-sponsor of any student event hosted at Stockton University.
4. Without formal recognition at Stockton University, the organization is not given permission to list Stockton University as a chapter/auxiliary on any materials, including, but not limited to, websites, chapter rosters, etc.

The National Panhellenic Conference Extension Procedure

The National Panhellenic Conference (NPC) of 26 member organizations represents over 4 million women at 650+ campuses in the United States and Canada, has a very structured extension process for new sororities. Extension is outlined in detail in the NPC Manual of Information. Stockton University College Panhellenic follows this extension process for new sororities.

The NPC Panhellenic Extension Committee acts as the clearing house for both institutions and organizations by monitoring the extension of Panhellenic communities according to NPC Extension protocol. This protocol is based on Unanimous Agreements followed by all 26 NPC member organizations. It is critical to note that NPC organizations will establish a new chapter only at appropriately accredited, bachelor's degree-granting colleges and universities if permission has been granted by what we term the "proper authority." The identity of the proper authority depends on the particular situation and is described more fully in the extension resource material provided below. The NPC Panhellenic Extension Committee serves to verify that the proper authority has granted permission and is also available to advise and assist in the various approaches of establishing chapters of NPC member organizations.

Expansion procedure for member groups through application & interest

All fraternities and sororities not affiliated with the National Panhellenic Conference seeking to charter and/or reactivate at Stockton will be required to follow the standards and practices set forth. The organization can either choose to apply prior to forming interest, or after.

1. Stockton University reserves the right to accept, approve, or reject any fraternity or sorority seeking recognition and/or pre-charter status at Stockton University.
2. For any organization that has not been previously recognized and is not currently recognized as an active chapter at Stockton, the full application process from interest group to active membership must be followed. After three consecutive academic years without reaching provisional chapter membership status, the interest group will lose recognition and must restart the interest group process.
3. Formation of interest group requirements
 - a. A minimum of 5 members in the interest group must be enrolled as undergraduate students at Stockton University who are not graduating in the semester of establishment.
 - b. All members must maintain academic standards set forth by the Fraternity and Sorority Life including earning a minimum of 12 credits, and maintaining a 2.5 cumulative GPA.
 - c. Must follow all policies required by Student Development including being in good standing with the Student Code of Conduct.
4. The Expansion Committee will be charged by, and report to, the Stockton Greek Council Advisor and Greek Council President. The Expansion Committee may be composed of students, faculty, staff, and/or alumni members
5. The Expansion Committee will be responsible for reviewing all applications submitted by inter/national organizations and alumni corporations.
6. The expansion process and timeframe fall solely under the discretion of the Expansion Committee for the best interest of the existing fraternal community and the university.
7. The Expansion Committee will work with National Organizations and Councils to contact organizations interested in expansion. These include, but are not limited to the North American Interfraternity Conference (NIC), National Pan-Hellenic Council (NPHC), National Association for Latino Fraternal Organizations (NALFO), National APIDA Panhellenic Association (NAPA), and National Multicultural Greek Council (NMGC). This communication will request specific information:
 - a. Number of active and engaged alumni in the area (50 mile radius of Galloway).
 - b. Verification that the inter/national organization is affiliated with any of the following:
 - i. National Association of Latino Fraternal Organizations (NALFO)
 - ii. North American Interfraternity Conference (NIC)
 - iii. National Pan-Hellenic Conference (NPHC)
 - iv. National Multicultural Greek Council (NMGC)
 - v. National Asian Pacific American Panhellenic Association (NAPA)

- vi. If an organization is not affiliated with an umbrella organization, that organization must show reasoning as to why they are not affiliated.
- c. Letter of confirmation of support for a chapter by area alumni.
- d. Written request and support for a chapter by the inter/national office.
- e. Number of collegiate chapters and average chapter size.
- f. Number of chapters in the State of New Jersey
- g. Average chapter size nation-wide.
- h. National health and safety and alcohol policies.
- i. Copy of the new member education program.
- j. Any membership leadership development programs.
- k. List of other institutions where the organization recently expanded and their success rate.
- l. Most recent (last 5 years), of closures and reason for closure
- m. Submit a plan of action or timeline for expansion. This will include support for the organization; length of time national staff will be on hand to support the chapter, and the degree of support and plan of consultations and supervision for establishing a petitioning chapter.
- n. Financial support available to the petitioning chapter from the inter/national fraternity and alumni and cost of membership for interested students
- o. Statement(s) from a local alumnus, or alumni, willing to serve as an advisor or advisors.
- p. Signed agreement that staff will meet with the Office of Student Development prior to the expansion.
- q. Signed agreement to abide by all requirements of the Office of Student Development and the university.
- r. Proof of a one million dollar insurance policy, minimum
- s. Any additional information, or indication of support, it wishes.
- 8. A formal request to create a pre-charter group must be submitted by the inter/national organization to FSL, which will forward it to the Expansion Committee.
- 9. Each organization that expresses interest must receive the approval of the Expansion Committee before being allowed to make an on-campus presentation.
- 10. Presentations are organized and scheduled by the Expansion Committee. Invitations to view the presentations will go out to members of the fraternity and sorority community, faculty, staff, students, and alumni.
- 11. The presentations made by the inter/national organization must include the following information. It is an expectation of the Expansion Committee that all criteria meet the standards and policies set by Stockton University, the Office of Student Development and Greek Council listed below:
 - a. Member Development and Belonging
 - b. Intellectual Development and Academic Achievement
 - c. Leadership Development
 - d. Community Engagement
 - e. Health & Safety

- f. Global Engagement
 - g. Alumni/Advisor Engagement and Support
 - h. Expansion Planning and Staffing
12. After the presentation(s) the chapters shall meet and discuss the merits of those organizations applying. The Greek Council will then vote using all information collected. A majority vote from all chapters must occur for a recommendation to be submitted to the Expansion Committee.
 13. After reviewing all applications for recognition, the Expansion Committee can recommend to the Associate Director of Fraternity and Sorority Life that a particular applicant group(s) be granted recognition, suggest adjustments to the applicant's proposal, or recommend that no current applicant group warrants an offer of recognition. The Associate Director of Fraternity and Sorority Life makes the final decision.
 14. Upon acceptance by the Associate Director of Fraternity and Sorority Life of a recommendation to grant recognition, the national organizations participating in the presentations are notified of the outcome. An invitation and preferred timeline for expansion is sent to the organizations selected.
 15. Upon arrival at Stockton University the potential pre-charter group(s) must follow the procedures set forth for chartering and full integration into the Stockton Fraternity and Sorority Community. The new organization will automatically join both Greek Council and one of the governing councils.
 16. At the end of two years from the date of University approval for expansion, any group, which fails to be (i) a fully chartered chapter by its inter/national organization; or (ii) a chapter in good standing by its inter/national organization; shall lose their status and recognition as a petitioning chapter at Stockton University.

Rights and Responsibilities of a Petitioning Chapter:

An approved petitioning fraternity or sorority chapter will be privy to the following rights:

1. Receive the status of a registered student organization. Official recognition by the university provides several advantages, as well as responsibilities, for the organization.
2. The opportunity to use designated university facilities for regularly scheduled meetings, usually at no cost.
3. The opportunity to place signs on campus with the proper registration.
4. Be able to participate in all Council, fraternity/sorority, and related university activities. Have a vote on all business matters of the Greek Council.
5. Have support from the Office of Student Development and all related supplies, equipment, services.
6. Meet with staff from the Office of Student Development on a regular basis for the purpose of chapter development.

An approved petitioning organization will be expected to abide during year one of operation:

1. Elect a President and delegate to serve and attend council meetings.
2. Host and plan at least one (1) service/philanthropic event each semester.
3. Attend at least two (2) service/philanthropic events sponsored by another fraternity or sorority each semester as a petitioning chapter.
4. Complete 15 hours of service per petitioning chapter member per year.
5. Maintain a petitioning chapter average GPA which is at least a 3.0
6. Pay all Council dues as invoiced.
7. Participate in all community wide events sponsored by the Office of Student Development.
8. Abide by all university and inter/national organization policies.

Accreditation Program

The purpose of the Osprey Excellence Accreditation Program is to provide a comprehensive quality assessment of the fraternities and sororities at Stockton University, while giving each organization an opportunity to demonstrate the value they bring to campus. This process is designed to ensure that fraternities and sororities are committed to providing a high-quality experience for their members. An important part of this process includes reflection, where chapters showcase their unique contributions and share what makes them a valuable part of the Stockton community.

Chapter Presentations

Each chapter will participate in a **30-minute presentation** to a panel of evaluators with a vested interest in Fraternity and Sorority Life. Presentations should be delivered by up to **five chapter representatives**, including the **chapter president**. Other presenters may include officers responsible for the specific areas being assessed (e.g., scholarship, risk management, etc.). **Chapter advisors**, both Stockton-affiliated and local, are encouraged to attend to support and observe the chapter's work. Presentations account for **20 points** of the overall Osprey Excellence Accreditation Score.

An additional **5 points** will be determined by Fraternity and Sorority Life based on the chapter's engagement in required leadership and educational programming, including President Roundtables, EmpowerED Greeks, Greek Summit, officer trainings, chapter 1:1s, and Council meetings.

The panel of evaluators will consist of staff, faculty, council executive members, and alumni. They will be trained by Student Development and provided with the submitted materials to aid their evaluation.

Presentation Content

Chapters are encouraged to answer these guiding questions:

- *How is your organization relevant to the Stockton University community?*
- *What has your chapter learned this year?*

The presentation should reflect on submitted materials, highlight accomplishments, and provide context or testimonials where helpful. This is a chance to think creatively and present the chapter's story through data, narratives, and reflection. Chapters should also outline areas for future improvement.

After each presentation, evaluators will have **15 minutes** for Q&A with any chapter representative present.

Presentation Logistics

Presentations will occur **November 3–28**, excluding weekends. A schedule will be released in **October**, with time slot priority given in the following order:

1. Chapters that earned **4 Stars** the previous year
2. Then **3 Stars**
3. Then all others

Failure to sign up for a time slot or attend the scheduled presentation will result in **zero stars and loss of recognition**. Any scheduling concerns should be directed to Fraternity and Sorority Life as soon as possible.

Evaluation and Feedback

Chapters will receive a **zero to four star rating** based on their submitted materials and presentation. Evaluators will provide constructive feedback in each growth area and offer general comments on presentation quality and preparedness. Feedback will be shared by **January 5** annually. Chapters are expected to review this feedback with advisors and incorporate suggestions into planning for the next academic year.

Based on chapter performance the chapter will be assessed areas of growth. Osprey Excellence is a program that evaluates chapters in eleven areas of growth and development: **Academic Achievement, Advisor Engagement, Brother/Sisterhood Development, Chapter Operations, Community Service and Philanthropy, Community Involvement, Health and Safety, Leadership Development, Membership Recruitment/Intake, New Member Education, and Standards and Accountability**.

Each fraternity and sorority will be provided feedback from Osprey Excellence to ensure the continual growth of the community. This program will evaluate the social Greek organizations on their work for the year, from **January – December**.

What Makes a Strong Presentation?

A standout presentation will:

- Demonstrate personal accountability and group cohesion
- Highlight creative thinking and ethical decision-making
- Reflect a chapter's ability to resolve conflict and build partnerships
- Use data and reflection to inform decisions

- Emphasize leadership development and coaching
Show transparency around challenges and areas for growth
- Highlight contributions to the campus and surrounding community
- Demonstrate teamwork, adaptability, and care for members

Star Ratings & Definitions

<u>Stars</u>	<u>Meaning</u>	<u>Description</u>
Zero 0%-49%	Unaccredited or unrecognized organization.	If an organization fails to participate in Osprey Excellence Accreditation Program, they will receive zero star and immediately lose recognition on campus.
50%-69% 	Poor Standing	An organization receiving one star will be enrolled in a Chapter Improvement Program that is overseen by Student Development. Participating in the Chapter Improvement Program is necessary to remain a recognized chapter on campus. If an organization receives a one star score for two consecutive years, they will immediately lose campus recognition.
70%-79% 	Accredited	The organization is recognized and maintains the basic benefits of a student organization.
80%-89% 	Performing	The organization is meeting most expectations and exceeding in some. There are added benefits for organization earning three stars.
90%-100% 	Excelling	The organization is excelling and exceeding expectations overall. There are added benefits for an organization earning four stars.

Accreditation Sanctions and Benefits

<u>Zero Star</u>
· Recognition lost
<u>One Star</u>
· Eligible to request a meeting or event space on campus.
· Social and Programming Restriction to one social event a month
· Required to meet with FSL Liaison twice a month
· Required to have 25% at all EmpowerED Greek Programs

<u>Two Star</u> · No Positive Incentives or Negative repercussions
<u>Three Star</u> · Chapter can receive 5 tickets to WoodStockton · Chapter can apply for up to \$250 worth of programming support
<u>Four Star</u> · Congratulatory letter sent to Headquarters recognizing the organization as a 4 Star Chapter · Chapter can apply for up to \$500 worth of programming support · Chapter may have a representative during late night orientation event · 4 Star Award Presented at Fraternity and Sorority Life Awards

Chapter Improvement Program

A chapter who receives a one star accreditation score will be enrolled in a Chapter Improvement Program that is overseen by Student Development. Participating in the Chapter Improvement Program is necessary to remain a recognized chapter on campus. This program is being implemented to guarantee transparent communication and targeted support to chapters who are performing below the minimum standards of recognition, in an effort to ensure the future success of these chapters. The Chapter Improvement Program addresses the essential areas of success for fraternities and sororities.

The Chapter Improvement Program Requirements are as follows:

- Create and submit a chapter development plan.
 The chapter should compile a development plan that addresses the following items:
 - Provide a current snapshot of chapter health and explain your rationale for how you categorized the health of your organization. The options are listed below:
 - Viable Chapter- *Doing well on campus. The chapter is aware of areas of improvement and is making noticeable strides to grow. Officers are functioning in their individual roles but not necessarily excelling.*
 - Vulnerable Chapter - *The chapter is functioning but has significant areas of weakness (communication, motivation, brotherhood/sisterhood, strength of leadership, retention, etc.). Officers are not able to completely function on their own and are often questioning their roles.*
 - Threatened Chapter- *The chapter is in trouble and there are numerous areas of concern. Leadership is weak, accountability is low and apathy may be present. Officers are either uncommitted or lack the confidence, commitment or skill set to lead the chapter well.*
 - Identify three chapter goals for the next academic year. Make sure these goals are attainable and measurable. Record these goals by using the following method:
 - *Identify the goal*
 - *List steps to achieve this goal.*

- Identify the assistance required to help the chapter obtain these goals.
This can be assistance from the university for more direct programming, national support regarding finances, assistance with the membership intake process, better advisor communication etc.
- The chapter development plan should be completed by the members of the chapter executive board and reviewed with Fraternity and Sorority Life Advisor in the beginning of the Spring semester following the chapter's one Star score.
- Engage in one on one meetings with Fraternity and Sorority Life. Chapter presidents must meet twice a month with Fraternity and Sorority Life to discuss chapter progress and to review the chapter development plan.
- Connect with the chapter (Inter)national Headquarters regarding chapter performance.
- Once the chapter receives a one star score, Student Development will reach out to the (Inter)national Headquarters regarding chapter performance. This is meant to alert the national organization of the challenges and ensure that the national organization is providing the support that is necessary for success and good chapter health.
- Communicate with the chapter advisor(s) to develop a collaborative plan to better support the organization. Once the chapter receives a one star accreditation score, Student Development will reach out to the chapter advisor(s) to develop a plan of action for chapter support in the next year. We will work collaboratively with, assess the strengths and areas of growth for the chapter, and create strategy around how to best support and help the organization be successful.

With support from the chapter members, Student Development, the (Inter) national organization and the chapter advisors, it is our hope that the Chapter Improvement Program will help the organizations through challenges and boost the chapter's health within the Fraternity and Sorority community. The Chapter Improvement Program is only for chapters who are receiving a one star score for the first time. If an organization receives a one star score for two consecutive years, they are not eligible for the Chapter Improvement Program and will immediately be suspended and lose campus recognition.

Additionally, chapters may receive areas of focus for the next year that the committee wants the chapter to focus on for the following year. These include: **Academic Achievement, Advisor Engagement, Brother/Sisterhood Development, Chapter Operations, Community Service and Philanthropy, Community Involvement, Health and Safety, Leadership Development, Membership Recruitment/Intake, New Member Education, and Standards and Accountability.**