Fraternity & Sorority President’s Manual

2016-2017
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THINGS TO KNOW AS PRESIDENT

1. Check and read your email regularly. Email is the most efficient way for the Fraternity and Sorority staff to communicate with you.

2. Attend President’s Meetings and the President’s Retreat in the spring. These meetings offer you additional training, an opportunity to discuss major issues, and time with your fellow presidents.

3. Meet deadlines. It is essential for your organization to turn in paperwork on time to assure your organizational success.

4. If you receive a call or email from a staff member of Student Involvement & Organizations, return it. If you are asked by a staff member to set up a meeting, please comply.

5. Familiarize yourself with the expectations and standards the University and IFSC have for fraternities and sororities, such as the Relationship Statement. Share this information with your organization members.

6. Know your organization’s policies and procedures. Remember that the stricter guideline always prevails.

7. Ask for help! Recognize you can’t do it all. This may mean delegating to other organization members, requesting assistance from your alumni or faculty/staff advisor, or asking for advice from a Student Involvement & Organizations staff member.

8. Rely on and support each other. You all are each other’s best resource. Being a fraternity or sorority president can be a challenge and you each can understand the struggles of other fraternity and sorority presidents.

9. Ask your IFSC and individual council representative to give reports at your chapter meetings. We share important information at these meetings that your organization members should know about.
10. If you have an issue with IFSC, your individual council, or another chapter- bring it up to them professionally and responsibly. It is important for us to respect each other enough to discuss issues and not spread rumors. Student Involvement & Organizations staff members are always willing to serve as mediators.

11. Be present and lead by example. If you’re excited about something your membership will follow.

12. Be honest! Don’t lie – especially to Student Involvement & Organizations staff members. It is much easier to ask for permission and talk through things than to ask for permission.

13. Keep the Student Involvement & Organizations staff members informed. If the police, fire department, or an ambulance respond to any fraternity or sorority function, notify us immediately. If you are placed on any status from your inter/national organization, notify us immediately. It’s much better to hear difficult information from YOU than for us to learn it from your inter/national organization, the police department, or the Dean of Students.

14. Remember that as President YOU are the fact of your organization. You become the direct contact between Student Involvement & Organization and your group.
IMPORTANT DATES & EVENTS

Fall 2016

Meetings

1. President’s Retreat - Tuesday, September 6, 2016. 10:00AM to 4:00PM
2. Executive Board Workshop - Tuesday, September 27, 2016. 4:00PM to 7:30PM
3. New Member Education Workshop - Thursday, November 11, 2016. 6:00PM to 9:00PM

IFSC Meetings

1. First Meeting, WEDNESDAY September 7, 2016 - SAC 303
2. Starting September 12 - Mondays, 7:00PM to 7:50PM. SAC 303

National Hazing Prevention Week

September 19 - 24, 2016

Speaker, Mr. Michael Ayalon - 9/19/16 - 12:00PM to 2:00PM, SAC Ballroom B

Academic Calendar for Undergraduate Students

Tuesday, September 13: Late Registration Ends; Undergrad Students enrolling in Grad Classes: Last day to petition to the Graduate School; Graduation Application: Last day to apply for Fall & Winter degree candidates via SOLAR.
Friday October 7: Add/Drop for selected AMS, MAT, MAP courses.
Friday, October 14: Add/Drop for selected PHY courses
Friday, October 28: Section/Credit Form/GPN/Course Withdrawal
Monday, October 31: Major/Minor Changes Begin
Monday, October 31: Advanced Registration for Winter & Spring 2017
Wednesday November 23 - Sunday November 27: Thanksgiving Break
Friday, December 9: Major/Minor Changes End
Saturday, December 10: Last Day of Classes
Monday, December 12: Reading Day(s)
Tuesday, December 13 - Wednesday, December 21: Finals
Wednesday, December 21: Semester Ends

Monday, January 23: Semester Begins
Friday February 3: Add/Drop Period Ends
March 12 - 19: Spring Break
Tuesday, May 2: Fraternity & Sorority Awards Banquet
Saturday May 6: Last Day of Classes
Monday, May 8: Reading Day
Wednesday, May 17: Semester End
PROGRAMS & OPPORTUNITIES

Required Programs

Fraternity & Sorority Officer Training
This program will be offered both semesters (tentatively) and will train all fraternity, sorority, professional Greek, and Honor Society officers on expectations, policies, and requirements for continued recognition and maintenance. This will include the New Member Orientation workshop information. In addition, we will offer skills building opportunities for different positions.

Fraternity & Sorority Leadership Series
These keynote speakers are designed to educate, inspire, and motivate our entire fraternal community. Topics will vary by semester and will be relevant to the fraternal movement.

New Member Education & Orientation
This program is designed for new initiates to discuss expectations of membership, opportunities for involvement and growth, and includes Red Watch Band training. The material covered builds upon the discussion that is started with F&S PREP, which is designed for potential new members and covers expectations of membership, the core values of the fraternal movement, the purpose of new member orientation, and their individual rights and responsibilities as a member of the organization.

F&S President’s Retreat
All fraternities and sorority president’s attend a retreat in the spring semester (tentative). The purpose of the retreat is to build upon individual leadership skills and provide an opportunity for community building.

Five Star Accrediation Program
This program is designed to establish minimum performance standards that fraternities and sororities must meet to maintain campus recognition while serving as an opportunity for organizations to be recognized for exemplary performance. The intent of the Five Star Standards Program is to help fraternities and sororities document their activities and successes while providing the University with information to continue and enhance the support provided for fraternities and sororities. This is a year long process and is to be submitted in the spring semester.
Opportunities for Continued Development

**Tri-State Greek Leadership Summit**
This program is a one day leadership summit for fraternity and sorority leaders from Long Island, NYC, southern Connecticut, and northern New Jersey.

**Northeast Greek Leadership Association Conference**
This program is a weekend long leadership development conference for fraternity and sorority leaders throughout the Northeast region.

**Order of Omega**
The Chi Kappa chapter of the Order of Omega recognized the top 3% of fraternal membership on the basis of academic achievement and leadership success. Individuals must have earned 60 credits, achieved a 3.0 GPA, and have been a fully initiated member of their respective organization for a full semester in order to apply.
RELATIONSHIP STATEMENT BETWEEN STONY BROOK UNIVERSITY & ITS AFFILIATED FRATERNITIES & SORORITIES

Philosophy

Stony Brook University acknowledges that fraternities and sororities can have a positive impact on the educational and social experiences of members and others in the campus community. For this to happen, there must be consistency between University goals and those of individual fraternal organizations. This relationship statement provides a mechanism for encouraging consonance of goals and describes the relationship between fraternities and sororities and the University.

The University has a tradition of encouraging individual development through self-government by student groups. Fraternities and sororities recognized by the University will be expected to create and maintain a governance system, which fosters individual and group growth and responsibility.

Definition

In the application of this relationship statement, the University remains committed to the letter and spirit of the Board of Trustees’ Policy on “Affiliation of Campus Student Organizations with National Social Organizations.” These same principles will be applied to fraternities and sororities without (inter)national affiliation.

For the purpose of this relationship statement, a fraternity/sorority is defined as a student group which has as its primary concern the bond of friendship among its student members, possesses an academic, social, and community service function, is selective in its membership recruitment, and whose membership is not limited to specific majors, academic or professional pursuits.

Recognition Policies & Procedures

Recognition is the formal process by which the University agrees that a fraternity or sorority chapter may function on campus, enroll members, and identify with the University. As is the case with University affiliation with any externally incorporated organization, chapters are expected to maintain consonance of goals and standards with those of the University, disclose principles of the organization, and provide mechanisms for accountability.

It is expected that each fraternity and sorority will have a sponsoring body which is a legal corporation external to the University. Any changes in the status of recognition from sponsoring agency must be reported to the Department of Student Activities immediately. Membership is to be determined locally within the University’s nondiscrimination and affirmative action policies, although chapters may be single sex under Title IX.

The University will communicate with the national and local sponsoring board and provide guidance to officers of the chapters as they fulfill their leadership roles and to assist in the mediating conflicts among fraternities and sororities.
OBLIGATIONS & MAINTENANCE OF RECOGNITION

A fraternity or sorority is assumed to be in good standing as long as the organization meets the following expectations:

- Complete the University’s club and organization recognition process
- Complete required paperwork (registration, roster updates, new member education, event planning, etc.) in a timely manner
- Maintain a minimum organizational semester grade point average of 2.5 and an active roster of at least 5 members and 10 for organizations at Petitioning or Applicant Recognition
- Participate in the Fraternity & Sorority Five Star Accreditation Program and maintain a minimum three star rating
- Participate in the fraternity and sorority governance system
- Abide by all University rules and regulations and all local, state, and federal laws
- Practice sound financial management

PROCEDURES FOR CHANGE IN RECOGNITION STATUS

Recognition Status Promotion
An organization will move from Provisional to Full Recognition status if it continues to meet the criteria for recognition and is approved for full recognition by the Department of Student Activities and the Inter-Fraternity and Sorority Council. Promotion within the tiered recognition process is outlined in the Expansion Policy Packet.

Minimum Membership Number
A review of membership numbers will be conducted each semester and should an organization not meet requirements, the organization will be placed on “Membership Probation” until minimum membership numbers are achieved for a maximum of two semesters. The first semester an organization is on “Membership Probation” they will be required to meet with the Assistant Director for Fraternity & Sorority Life within the first three weeks of the term to create a Recruitment and Marketing Plan that details their plans to increase membership.

If an inter/national organization places a hold on New Member Orientation during an organization’s “Membership Probation” arrangements can be made with the Assistant Director for Fraternity & Sorority Life to maintain University recognition.

If an organization has not achieved the minimum requirement at the conclusion of their probationary period they will lose campus recognition for a minimum of two semesters. Organizations wishing to be reinstated will need to follow the steps outlined in the Fraternity & Sorority Expansion Policies for “Organization Seeking Re-Recognition”.

Academic Status - Organizations
Each organization is expected to maintain a minimum organizational cumulative 2.5 GPA. At the end of each semester a Fraternity & Sorority Grade Report will be completed to ascertain the cumulative GPA for each organization. After the grade report has been completed, should an organization not meet the minimum
requirement, the organization will be placed on “Academic Warning” for the next semester. During this “Academic Warning” semester the leadership of the organization must meet with the Assistant Director for Fraternity and Sorority Life in the first three weeks of the term to create an Academic Improvement Plan that details their internal efforts to improve their organizational grade point average.

If the organization achieves the minimum 2.5 grade point average at the completion of their “Academic Warning” semester they will maintain full recognition and be encouraged to continue their Academic Improvement Plan to ensure their continued success.

If the organization fails to achieve the minimum 2.5 grade point average at the completion of their “Academic Warning” semester they will be moved to an “Academic Probation” status. During this “Academic Probation” semester the organization will need to meet with the Assistant Director for Fraternity and Sorority Life to discuss and make changes to their Academic Improvement Plan. In addition, the organization will be limited in their programming in order for the organization to focus on their scholarship. The following types of programs will be allowed at the discretion of the Assistant Director for Fraternity and Sorority Life in cooperation with the inter/national organization: academic activities, sisterhood/brotherhood activities, hands on community service efforts, and tabling to raise money for philanthropic causes.

At the completion of their “Academic Probation” status if an organization achieves the minimum grade point average they will have their programming privileges restored and will remain at an “Academic Warning” status for the next semester. If an organization fails to achieve the minimum grade point average at the completion of their “Academic Probation” semester, the University reserves the right to remove campus recognition in partnership with the inter/national organization.

Academic Status - Individual Members
Each individual member is expected to maintain a minimum 2.5 GPA (semester and cumulative). Individual member GPAs will be reviewed at the end of each semester as part of the Fraternity & Sorority Grade Report process, and any member who does not meet the 2.5 minimum requirement will be placed on “Academic Warning” for the following semester. During the “Academic Warning” semester, the individual will receive a letter from the Assistant Director for Fraternity and Sorority Life informing them of their status, and will be required to complete an academic plan by the end of the second week of the semester. This plan must be detailed and specific to the areas of academic concern, and the Assistant Director may follow up with the individual at any point during the semester as to their progress.

At the end of the “Academic Warning” semester, the individual will return to full recognition if their grades meet the 2.5 requirement. Those members who do not meet the 2.5 GPA requirement at the end of the “Academic Warning” semester will meet with the Assistant Director for Fraternity and Sorority Life, where they will be placed on “Academic Probation”. During this meeting an academic plan will be created, which must be specific to the areas of academic concern. During the “Academic Probation” period the member will be inactive and will not be able to participate in chapter activities including, but not limited to, social events, recruitment events, community service programs, etc. Members on Academic Probation may be permitted to take part in academic based events, but only with the permission of the Assistant Director for Fraternity and Sorority Life.

The University reserves the right to remove members from organizations if they repeatedly fail to achieve the minimum academic standards expected for active membership, and the Office of Fraternity and Sorority Life reserves the right to meet with individual members at any time during this process.
*Five Star Accreditation Program*

Organizations that do not achieve the minimum expectation within the Five Star Accreditation program at the completion of the academic year will be required to meet with the Assistant Director for Fraternity and Sorority Life, or their designee, to create an “Action Plan” to improve their performance. Organizations on “Action Plan” will be required to meet with a Fraternity and Sorority Life staff member monthly to check in on their progress.

At the completion of the “Action Plan” year if the organization achieves the three star minimum requirement it will remain in good standing. If the organization fails to achieve the minimum for a second year, they will be placed on a second “Action Plan” and will have bi-weekly meetings with a Fraternity and Sorority Life Staff member.

At the completion of the second “Action Plan” if an organization achieves the three star minimum requirement, it will remain in good standing and will be encouraged to continue with their intentional planning. If an organization fails to achieve the minimum three star requirement at the completion of their second “Action Plan”, the University reserves the right to remove campus recognition in partnership with the inter/national organization.

*All Other Recognition Status Changes*

At any time when it appears that a fraternity or sorority has failed to meet criteria for recognition status and/or has violated university policies and procedures, the Assistant Director for Fraternity and Sorority Life will issue a temporary suspension letter until a determination to proceed is made by the Department of Student Activities. The proceeding may result in an investigation and/or hearing conducted by University Community Standards and/or the Inter-Fraternity and Sorority Council.

Alleged violations of the Student Conduct Code and/or local, state, or federal laws may be referred to University Community Standards for an investigation. Should University Community Standards make the determination that there is sufficient evidence to proceed, a hearing notice will be generated, including information on the nature of the alleged violations/policies and will conduct the hearing in a matter which permits the organization to review evidence, ask questions of those presenting information, bring forward witnesses, and make a statement on its behalf. The organization may be assisted by an advisor of its choice. For additional information regarding the University hearing/appeals procedures, please refer to the Student Conduct Code.

In the instance where a recognized fraternity or sorority has allegedly violated a departmental or Inter-Fraternity and Sorority Council policy/procedure, the Assistant Director for Fraternity and Sorority Life will issue a charge letter regarding the alleged deviation from recognition criteria and/or policy/procedure, along with written notification of a hearing. The matter will be heard by the Inter-Fraternity and Sorority Council judicial board and the organization will be entitled to review evidence, ask questions of those presenting information, bring forward witnesses, and make a statement on its behalf. The organization may be assisted by an advisor of its choice.

When it is determined that a fraternity or sorority has failed to meet expectations, then alterations in the organization’s recognition status will be implemented through a Judicial Board hearing.

*Fraternity & Sorority Life Judicial Board*

The Inter-Fraternity & Sorority Judicial Board shall consist of:
The current IFSC Executive Board
- One representative from each council
- One faculty/staff member

All Judicial Board members will be trained to hear cases by a University official. All hearings must have at least six members of the judicial board in attendance with a minimum of four council representatives.

In the event that a judiciary board member is also a member of the fraternity or sorority filing a grievance, or a member of the fraternal organization against whom a grievance is being made, the judiciary board member shall excuse himself/herself from the hearing to ensure a fair hearing.

The Faculty/Staff member shall serve in an administrative capacity only. They will review all charges and determine if a hearing involving the judicial board is necessary, oversee the management of the board, and be a nonvoting member of the board during the hearing.

The Inter-Fraternity and Sorority Council Judicial Board will make a determination of responsibility regarding the alleged violations based on the evidence and testimony presented at the time of the hearing. The board will also make sanction recommendations to the Assistant Director for Fraternity and Sorority Life if an organization is found to be responsible. The Assistant Director for Fraternity and Sorority Life will notify the organization in writing (and the inter/national headquarters when applicable) of the board’s findings along with any sanction imposed on the group.

Sanctions and Appeals
Failure to meet the criteria for recognition may result in the imposition of any of the following sanctions:

Full Recognition with Administrative Warning
The warning will indicate required corrective action and/or educational sanctions and a schedule for completion. If the required action is not taken, or if the schedule is not followed, Probationary Recognition or an extension of the Administrative Warning may be imposed.

Probationary Recognition
Organizational probation is for a determined period of time and may or may not involve suspension of specific privileges and the imposition of a schedule of corrective action and/or educational sanctions. In the event that further infractions occur or if the schedule of required action is not met, Suspension or Withdrawal of recognition may be imposed.

Suspension of Recognition
Suspension is for a set period of time during which all organizational activities are suspended and all privileges are revoked. Any violation of the suspension may result in Withdrawal of recognition.

Withdrawal of Recognition
Upon withdrawal of recognition, all organizational operations must cease. All campus privileges and University permission for the organization to function are revoked. Upon withdrawal of recognition, the fraternity or sorority shall be ineligible to re-apply for recognition for five years unless the Dean of Students waives this requirement. Current individual members registered at the University could face campus disciplinary action for failure to comply in accordance with any suspension or withdrawal of recognition.

Organizations may appeal the decision and/or sanctions of the Inter-Fraternity and Sorority Council Judicial Board to the Director of Student Activities. An appeal must be submitted in writing within 7 calendar days.
from the date the sanction was received and may be based on significant procedural violations, substantive new evidence, and/or arbitrary and capricious penalty or sanction, as outlined by the Student Conduct Code.

Decisions and/or sanctions delivered by University Community Standards should be appealed according to the University Community Standards appeal process.

**EXPANSION**

Stony Brook University recognizes that expansion is a sign of healthy interest in the fraternity and sorority community. The University considers current student population and resources in all expansion efforts. When a need for expansion is identified and voted upon by the Inter-Fraternity and Sorority Council and approved by the Department of Student Activities the following steps should be taken to assure equality in expansion and support in current resources for an expanding organization.

**Steps to Expansion**

1. The Inter-Fraternity & Sorority Council or Professional Greek Council votes on expansion with approval from the Department of Student Activities. This must be by individual council only (NPC, NALFO, etc.) and should be based on the council’s need and current interest. This expansion must be advertised for one specific semester and not as a general call for expansion.

2. The Inter-Fraternity & Sorority Council, Professional Greek Council or individual council notifies the campus community and any inter/national organizations affiliated with that council of their intent to expand.

3. Any interested inter/national organizations submit expansion application packets to the Assistant Director for Fraternity & Sorority Life.

4. The Inter-Fraternity and Sorority Council or Professional Greek Council expansion committee(s) will review expansion applications and invite final candidates to host on campus presentations. The expansion committee should consist of one representative from each organization in the expanding council, two members of the Inter-Fraternity and Sorority Council not affiliated with the expanding council, and the Assistant Director for Fraternity & Sorority Life.

5. All inter/national organizations selected as final candidates will make on campus presentations. The entire campus community is invited to these presentations. The expansion committee must attend these presentations.

6. The expansion committee reviews feedback from the on campus presentations and makes a final recommendation to the Inter-Fraternity & Sorority Council or Professional Greek Council. This recommendation can be the selection of one group or the selection of two groups for two different years (only one expansion effort will be allowed per council per academic year).

7. The Inter-Fraternity & Sorority Council makes a final vote to support/not support/amend the expansion committee’s recommendation.
Steps after Selection
1. The Inter/national organization will meet with the Assistant Director for Fraternity & Sorority Life to discuss recruitment efforts. These efforts may begin on the first day of classes in the semester of expansion.
2. When a group has been established and officers have been identified, the organization will be allowed to complete the campus club and organization registration process.
3. The newly formed organization will be required to participate in the Five Star Accreditation Program the year they receive recognition. This may be modified if recognition is obtained in the spring semester.
4. Newly formed organizations will remain on Provisional Recognition for a minimum of one year.

Inter/national organizations wishing to affiliate with Stony Brook University during a time in which the Inter-Fraternity and Sorority Council is not open for expansion must follow all guidelines and participate in the “Tiered Recognition Structure” detailed in the Expansion Policies Packet.

Stony Brook University will not recognize any new local fraternities or sororities. Inter/national fraternity and sorority headquarters or members may not solicit, recruit, or initiate Stony Brook University students without consent of the Department of Student Activities. Failure to follow this basic rule will result in a moratorium on the group’s eligibility to expand for a time to be determined by the Assistant Director of Fraternity and Sorority Life that will be no less than two years.
**Membership Recruitment Policies & Procedures**

The way in which fraternities and sororities recruit new members clearly differs from other student groups. New member recruitment and education / intake, often referred to as rushing and pledging, is a process that can be fun, exciting, and a tremendous learning experience for students.

The University recognizes as legitimate purposes of new member education / intake the following:

- To inculcate the new members / intake members with the ideology, history, and ceremonies of the fraternity or sorority.
- To instruct new members / intake members on their purpose and responsibility to the fraternity or sorority, to the University and to the community.
- To broaden the understanding between active members and the new members / intake members, and to promote a sense of unity between active members and new members / intake members.
- To carry out activities of campus and civic value.
- To continue the tradition of fraternity and sorority membership as a matter of special pride and achievement as long as these traditions do not violate these or other university policies, or place the prospective member in physical or emotional jeopardy.

Therefore, to establish a recruitment and new member education / intake process that is sensitive to the traditions of current chapters; does not interfere with the scholastic pursuits of students; does not interfere with the lives of students not wishing to affiliate with fraternities and sororities; does not interfere with the normal day to day operation of the University; allows students to make educated choices; promotes objective, non-discriminatory selection; promotes inter fraternity/sorority cooperation and a positive fraternity/sorority image; and is a positive experience for the recruitment member and intake member, the following guidelines must be adhered to:

1. All students participating in the new member orientation process must be full-time, regularly enrolled students, have at least a 2.5 cumulative grade-point average, and have earned a minimum of 12 credit hours. Credit hours must be accrued during matriculation at a college campus. Advance placement credits or other credit acquired prior to high school graduation cannot be included. Transfer students are eligible provided proper verification from previous college or university attended is presented to the Assistant Director for Fraternity and Sorority Life indicating the completion of at least 12 credits with a minimum 2.5 GPA.

2. All new member education / intake processes and activities can begin when:
   - All prospective members have submitted a Membership Acceptance, Grade Release, and Emergency Contact Card.
   - New Member Educator has attended the educational session on how to conduct a positive and effective membership recruitment and training program.
   - A roster of prospective members and a new member orientation plan has been submitted. Plans must include goals, learning outcomes, and a calendar of activities.
   - The chapter has received written notification of approval from the Assistant Director for Fraternity and Sorority Life.

3. The Assistant Director for Fraternity and Sorority Life will annually determine the earliest date that bids can be issued and the date that all new member orientation activities must be completed by. This will be no longer than an eight week period.

4. Organized new member orientation activities may begin after 10:00am and must end by 12:00am, Sunday through Thursday, and may begin after 10:00am and must end by 2:00am on Friday and Saturday.

5. All new member orientation activities are restricted to the Stony Brook University campus unless written approval is received by the Assistant Director for Fraternity and Sorority Life.
6. New member orientation activities shall not interfere with classes, academic activities or requirements, and/or a prospective member’s work schedules. Those prospective members whose class and work schedules conflict with scheduled new member orientation activities must be excused from those activities and/or those activities must be rescheduled for such a time when they do not interfere with a prospective member’s work and/or class schedule.

7. Alcohol or drugs should not be in any way a part of the recruitment or new member orientation process.

8. Prospective members must be informed of financial and other obligations of membership prior to beginning the new member orientation process.

9. Prospective members may withdraw from the new member orientation process at any time without fear of harassment or ridicule.

10. Students may only join one fraternity or sorority at a time.

11. The practice of influencing and/or harassing prospective members from a fraternity or sorority, by a member of another fraternity or sorority, commonly referred to as cross-intake, is prohibited.

12. The practice of conducting new member orientation processes for individuals who are not registered students at Stony Brook University, commonly known as “cross-campus intake”, is prohibited.

13. All prospective members are expected to complete F&S PREP by the end of the first week of their new member orientation program and attend Fraternal Futures during the semester of their initiation.

14. Requests for exceptions to the outlined new member orientation process (i.e. off campus activities, etc.) shall be made in writing to the Assistant Director for Fraternity and Sorority Life. The Assistant Director for Fraternity and Sorority Life will initiate a meeting with the organization president and new member educator to determine if an exception will be granted and will document in writing any accommodations made for that particular process. Special requests need to be made for each new member orientation process and organization plans and accommodations made will only be valid in the semester they are approved.
HAZING

Hazing and/or harassment of prospective members and members is strictly prohibited as stipulated by New York State Law and the University Student Conduct Code. Fraternities and sororities are expected to create new member education / intake programs that promote scholarship, aid career goals, develop leadership, build awareness of chapter history and the fraternity and sorority community, develop chapter unity, and develop problem solving abilities.

Hazing may be perpetrated by individual(s) against individual(s), individual against group, group against individual, or group against group.

Hazing conduct may result in charges under the rules for “Maintenance of Public Order” (Education Law, Section 6450), withdrawal of chapter recognition as described in this document, campus judicial charges against individual students, and/or the arrest of individuals.

New York State Law (as of 4/24/2010)

Section 120.16: Hazing in the first degree
A person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he/she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes injury.
*Hazing in the first degree is a Class A Misdemeanor.*

Section 120.17: Hazing in the second degree
A person is guilty of hazing in the second degree when, in the course of another person’s initiation or affiliation with any organization, he/she intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.
*Hazing in the second degree is a violation.*

Stony Brook University Student Conduct Code Section II.A.1.g - Hazing
Whether by omission or commission, no student shall take any action, or create, or participate in the creation of any situation that recklessly or intentionally endangers another person's psychological, mental, or physical health or that involves the forced or expected consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. Examples of hazing activities include, but are not limited to: paddling, branding, tattooing, shaving of hair, or other physical abuse or brutality; activities that involve excessive fatigue and/or stress; verbal and/or psychological abuse that compromises the dignity of any individual. Hazing conduct may result in charges and arrest under the New York State Penal Law, and charges under this CODE, which can lead to suspension or expulsion from the University.
Financial Management & Integrity

Student groups are expected to abide by University policies and procedures and exercise integrity for their own financial, legal, and contractual obligations. Stony Brook University does not oversee any of the financial operations of recognized fraternities and sororities. They are independent corporations. We assume no financial control or responsibility.

As is the case with any University affiliated organizations, chapters are expected to provide mechanisms for financial accountability and follow SUNY Board of Trustee guidelines. Towards this end, fraternities and sororities expecting to engage in any kind of monetary transactions (including but not limited to programming and fundraising) are required to establish a University approved financial account. Accounts will be limited to Faculty Student Association Trust and Agency accounts, and accounts must be available for periodic review by appropriate University officials and provide a mechanism for verification of financial transactions.
ADDITIONAL POLICIES

Step Show / Coming Out Show Policy

A “Coming Out Show” is a public performance, dance, or display by members of an organization to introduce themselves to the larger community. In order to ensure success of these shows, the following guidelines must be adhered to.

1. Any organization wishing to host a “coming out show” shall complete the Coming Out Show Registration and submit it to the Assistant Director for Fraternity and Sorority Life at least one week (5 business days) in advance. Shows cannot take place unless approved by the Assistant Director for Fraternity and Sorority Life.
2. Only currently enrolled members, graduated alumni, and advisor(s) on record with Stony Brook University may participate in the performance.
3. The show must be scheduled for after the conclusion of the new member education / intake process. All individuals participating in the show must be already initiated members of the organization.
4. Performances must be in good taste and may not include anything that can be interpreted as blatant disrespect for another chapter.
5. Shows may not take place in locations that will interrupt or disturb classes that are in session and must conclude by 11:30pm.
6. Individuals performing in the show may not greet organizations listed on the University’s Unrecognized Organizations Flyer.

Unrecognized Organizations’ Involvement in On-Campus Events

Any recognized fraternity or sorority at Stony Brook University that holds an on campus program and invites fraternities and sororities from another campus to perform that are not currently recognized at Stony Brook will need to follow the following guidelines starting in the Spring 2010 semester.

1. All Fraternities and Sororities recognized at Stony Brook will submit a form listing the following information:
   a. Name of Individual Performer
   b. Name of Fraternity or Sorority and the chapter
   c. Name of College/University they attend
   d. Contact information for their Fraternity/Sorority Advisor
   This form must be submitted to the Assistant Director for Fraternity and Sorority Life two weeks prior to the event.
2. If a performance group is made up of members from a variety of local chapters, all chapters must be recognized and in good standing by their respective host campuses. The Assistant Director for Fraternity and Sorority Life will contact the various Colleges and Universities for verification of recognition.
3. Any off-campus organization that is invited to perform that is not recognized and in good standing on their host campus will not be allowed to perform at Stony Brook University.
4. No off-campus fraternity or sorority that is invited to perform at an event at Stony Brook University shall in any way use this performance to individually promote their organization in attempt to recruit members of the Stony Brook University community. This means the following:
   a. They cannot recruit Stony Brook students to join their chapter
   b. They cannot recruit Stony Brook students to start a chapter here at Stony Brook
5. If an organization appears on the Stony Brook University Unrecognized Organizations flyer they will NOT be able to perform at any on campus event.

**Liability Insurance**

All fraternity and sorority chapters recognized by Stony Brook University must submit a Certificate of Insurance as proof of current liability insurance with a minimum of $1,000,000 incident and $2,000,000 general aggregate. The insurance certificate must name The State of New York, The State University of New York, and SUNY – Stony Brook as additional insured. Failure to have a current policy on file with the Office of Student Activities will result in temporary suspension until the requirement is met.

**Auxiliary Groups**

Fraternities and sororities are expected to refrain from affiliation with any type of auxiliary organization. An auxiliary organization is defined as one which does not have an independent existence and for which the primary purpose is to promote and support another, dominant organization.

**Risk Management**

All fraternities and sororities are expected to practice sound risk management. Organizations should follow their inter/national organizations’ guidelines for risk management and observe all campus policies, and local, state, and federal laws. The Fraternal Information and Programming Group (FIPG) offers great guidelines for risk management. Twelve of our currently recognized fraternities and sororities are members of FIPG and are required to follow these policies. FIPG policy can be found online at [www.fipg.org](http://www.fipg.org).
STEPS TO FOLLOW IN AN EMERGENCY

Below are suggested guidelines that should be followed in the event of an emergency in your fraternity or sorority. A crisis may be a death or serious injury to a member of your group or an event that involves an emergency.

1. **Take command and remain calm.** Be certain that every person in your chapter knows that the *president* is in command of the situation. If the president is absent, have a ranking order of officers established and be sure they know where to find this brochure. Please review your arrangements from handling emergencies with the executive board, chapter advisors, and the chapter’s risk manager when appropriate. The spokesperson for the chapter should make all necessary contacts in the situation.

2. **Call 911 or University Police** at 631-632-3333. Your first phone call is to the emergency service for assistance. Do not hesitate to call UPD regardless of the situation.

3. If an emergency or crisis has occurred in a residence facility, **close the area at once, and permit only appropriate officials to enter** (Police, Fire, Res Life Staff, etc.). If a crisis occurs in a residence hall, notify the RA on duty immediately. No witnesses should leave the area until the police or appropriate University officials arrive.

4. Immediately **notify the Associate Director of Student Involvement & Leadership of the emergency**, regardless of the time. If you cannot reach the Associate Director, notify the Director of Student Engagement & Activities or Interim Associate Dean of Students.

   **Associate Director for Student Involvement & Leadership**  
   Melissa Scuccimarri  
   Email: melissa.scuccimarri@stonybrook.edu  
   Office Phone: 631-632-9392

   **Director of Student Engagement & Activities**  
   Christine Noonan  
   Email: christine.noonan@stonybrook.edu  
   Office Phone: 631-632-7320

   **Interim Associate Dean of Students**  
   Jeffrey A, Barnett  
   Email: jeffrey.barnett@stonybrook.edu  
   Office Phone: 631-632-7320

   **Interim Dean of Students**  
   Jerrold Stein  
   Email: jerrold.stein@stonybrook.edu  
   Office Phone: 631-632-7320

5. **Contact your chapter advisor** and inform him/her of the situation. Either the president or advisor should call the Inter/National Headquarters or Regional Representative.
6. Depending on the situation, it may be a good idea to **assemble your members in a group**. Explain to them the nature of the crisis at hand. Ask them to halt all outgoing phone calls until the situation has been resolved. Instruct your members to make no statements to anyone other than University or law enforcement officials.

7. Make sure to **keep records of those people involved in the situation**. Write down your members that were present, all guests present, and names of all officials (Police, Fire, Ambulance, etc.) that assisted. The times, dates and places are also important information to record. This information will be an important reference for you later.

8. When an emergency situation occurs during a joint activity with another organization, it is extremely important that both **chapters work together** when notifying people and handling the situation. Work with the leadership of all organizations present to handle the situation both promptly and correctly.

**Adapted from Emergency Steps from Valparaiso University**
IMPORTANT CONTACT INFORMATION

Fraternity & Sorority Life Staff

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Jeffrey A. Barnett  
Interim Associate Dean of Students  
631-632-7320 (office)

Jerrold Stein  
Interim Dean of Students  
631-632-7320 (office)

Campus Services

University Police  631-632-3333 or 911  
Counseling & Psychological Services  631-632-6720  
Center for Prevention & Outreach  631-632-2748  
Student Health Services  631-632-6740  
Residential Safety Program  631-632-WALK  
Dean of Students  631-632-7320