TO: All Presidents of Recognized Social Greek Letter Fraternities and Sororities on the NJIT Campus

FROM: Thea Schoenberg, Assistant Director for Greek Life and Wellness
       Donna Minnich-Spuhler, Director of the Campus Center

CC: All National Headquarters Representatives
    All NJIT Campus Center Professional Staff Members
    All Chapter Alumni Board Representatives
    All NJIT affiliated Chapter Advisors

DATE: September 20, 2010
RE: Advisor Policy for all Registered and recognized NJIT Organizations

This is official correspondence from the Office of Greek Life and Campus Center stating the advisor policy for all Greek Letter Social Fraternity and Sorority Chapters.

All student organizations, including Greek letter social fraternities and sororities, are required to have an on campus advisor in order to be registered as a student organization within NJIT. This person can be any full-time member of the faculty or staff of NJIT. Advisors are encouraged to meet regularly with their organization, help them establish goals, assist the organization in navigating the university and attend organization events. Faculty and staff advisors are also responsible for fulfilling certain NJIT and Campus Center roles, including ITMS reservations, staffing student events, etc.

In addition, all social fraternities and sororities are required to have a minimum of one alumni advisor or designated alumni contact for the chapter. This individual must be recognized by the National organization, if applicable, as a representative of the fraternity or sorority. All advisors are expected to be actively involved with the chapter and available to the Office of Greek Life for correspondence, regular meetings, etc.

While the University realizes that advisors are often volunteers who have many other demands on their time, there are some expectations about times when advisors must be present at events that involve the following activities or characteristics. Advisors, or a substitute approved by the Director of the Campus Center or designee, should plan to be present for the entirety of any event which involves:
- alcohol present at the event
- travel out of town (some exceptions can be made, but need to be discussed with the Director of the Campus Center)
- over 100 attendees/participants
- the community at large (outside of NJIT) is invited
- high risk or hazardous activities are planned
- minor children are involved or invited
- the event occurs outdoors after dusk
- whenever rituals or rights of passage are involved

Of course, there may be other times when an advisor recognizes the need for their oversight of an event that is not included in this list. When in doubt, it is advisable to call the Director of Campus Center to discuss what would be adequate supervision for an event. Events that involve high risk on the risk management chart must be discussed with the Director of Campus Center or designee.

Advisors’ other responsibilities include, but are not limited to:
- reading this manual, the student activities manual, the organization constitution and the NJIT student handbook
- managing compliance with campus policies and procedures when it comes to your group’s activities
- managing compliance with the guidelines in this manual and the student activities manual being aware of and abiding by campus guidelines regarding use of the NJIT logo or name, letterhead stationary, etc