

Fraternity and Sorority Life Handbook

Fraternity & Sorority Life Mission Statement

Fraternity and Sorority Life at New Jersey Institute of Technology (NJIT) serves to develop undergraduate college students in the areas of civic responsibility, cognitive development, and leadership development which will allow for an opportunity to create lifelong bonds and a meaningful sense of community amongst one another and their fellow collegians. This will occur through the diverse offering of educational programs, leadership development opportunities, facilitating conferences and trainings, offering civic engagement opportunities, and additional learning opportunities through membership. This will support the mission and values of both NJIT and the greater Fraternity and Sorority community.

New Jersey Institute of Technology Mission Statement

NJIT is the state's technological research university, committed to the pursuit of excellence:

- in undergraduate, graduate, and continuing professional education, preparing students for productive careers and amplifying their potential for lifelong personal and professional growth;
- in the conduct of research with emphasis on applied, interdisciplinary efforts encompassing architecture, the sciences, including the health sciences, engineering, mathematics, transportation and infrastructure systems, information and communications technologies;
- in contributing to the state's economic development through the state's largest business incubator system, workforce development, joint ventures with government and the business community, and through the development of intellectual property;
- in service to both its urban environment and the broader society of the state and nation by conducting public policy studies, making educational opportunities widely available, and initiating community-building projects

Relationship Statement

Fraternities and sororities have held a significant position within the NJIT campus community since the 1920. Fraternal organizations are based on a foundation of social and moral character, good citizenship and a commitment to true fraternal values and culture and academic excellence. These organizations constitute a valuable component of the undergraduate experience and complement the curricular and co-curricular aims of the University.

It is also understood that across the board, Fraternity and Sorority alumni and undergraduates are heavily involved in University matters and are more likely to give back to the NJIT community as alumni. Fraternities and Sororities recognized by NJIT are expected to maintain this history of positive contributions by conducting themselves in accordance with the shared values and expectations of their affiliate inter/national organizations, local constitutions and University policies. The relationship among NJIT, its Fraternities and Sororities, and their respective inter/national organizations and local governing bodies formalize those shared values and expectations that are instrumental in ensuring a mutually beneficial alliance between all of the parties. Among the specific areas addressed are scholarship/academic performance, campus and community service, new member/membership intake education, leadership, programming, diversity and inclusion, advising, alumni relations, and additional requirements requested by

the Office of Student Life in order to maintain good standing with the University. Fraternal organizations exist at NJIT at the discretion of the institution and must therefore take this relationship seriously.

This relationship Statement serves as the basis for ensuring the positive presence and continued contributions of Fraternities and Sororities at NJIT, and that each party is working to enable each other to meet and exceed their individual missions and goals.

Recognition

Recognition of fraternities and sororities is solely at the discretion of New Jersey Institute of Technology. To be recognized, a fraternity or sorority must be affiliated, and be in good standing with, a national or international fraternity or sorority. The exception to this requirement have been granted to two local organizations that have been grandfathered into the NJIT community - Sigma Psi Kappa Sorority and Kappa Xi Kappa Fraternity. If one of the aforementioned local organizations loses recognition on the NJIT campus, they will be unable to return to campus as a local organization and must adhere to the requirement to be a national or internationally affiliated chapter.

All fraternities and sororities recognized by the institution must complete a report each semester that on their current standings and comply with all departmental policies and procedures as they pertain to the fraternal community.

Unrecognized Organizations

A chapter whose recognition has been removed by the University, a Fraternity or Sorority Council, or an inter/national organization, occasionally will choose to continue functioning without oversight as an organization. In these situations, a group may commonly be referred to as being a “rogue” organization. It is important for a student who is interested in joining a fraternity or sorority to fully understand the implications of joining one of these disaffiliated or “rogue” groups.

Disaffiliated organizations no longer benefit from the privileges that their previous recognition afforded them at the University. These include, but are not limited to; professional staff and alumni advising and support, proactive educational programming, leadership development, oversight of risk management efforts, service opportunities, academic support, and participation in social, intramural, and other campus and Fraternity and Sorority Life activities.

The University strongly discourages students from affiliating with groups that function without the recognition from Office of Student Life, governing council recognition, and/or national organization oversight.

Chapter Viability Policy

Policy

1. All recognized fraternities and sororities are required to have at least four (4) full-time, active, undergraduate, NJIT members (initiates and new members) on their chapter’s roster at all times.

Process

1. Rosters will be reviewed in December, May and August to determine Viability Policy compliance.
2. All new member paperwork must be submitted to Office of Student Life (OSL) by the date indicated on the Greek Calendar.
3. Each semester, Viability Policy reminder emails will be sent to all chapters that have 8 or fewer students on their membership roster.

- Chapters that fall below four (4) full-time, active, undergraduate, NJIT members (initiates/new members) will lose university recognition.

Appeal

- Chapters that are below the required membership number as of December 2018 will be given one year to achieve the required membership number.
- Chapters that anticipate falling below the required membership number may submit a written appeal, requesting an additional academic year to achieve the required membership number. Chapters that did not achieve a Two Star ranking AND a cumulative 2.5 chapter GPA are not eligible to submit an appeal.
- The appeals will be reviewed by the Dean of Students or designee. Guidelines for submitting appeals will be provided by OSL.

12/18

Adapted from Rutgers New Brunswick Viability Policy 7/15

NJIT Fraternities and Sororities

NJIT currently has 23 recognized Fraternities and Sororities.

Organization	Chapter Delegation	Year Established at NJIT
Alpha Sigma Phi	Alpha Rho	January 1, 1921
Alpha Sigma Tau	Beta Upsilon Chapter	April 30, 1983
Delta Epsilon Psi	Tau Chapter	April 25, 2009
Delta Phi Epsilon	Beta Eta Chapter	May, 1992
Iota Nu Delta	NJIT Colony	December 6, 2015
Kappa Phi Gamma	Sigma Colony	May 18, 2016
Kappa Xi Kappa	Local Chapter	December 1964
Lambda Sigma Upsilon	Pioneros Chapter	December 13, 1986
Lambda Tau Omega	Triology Gamma Chapter	April 3, 1989
Lambda Theta Phi	Eta Chapter	February 28, 1987
Lambda Upsilon Lambda	Beta Rho Chapter	November 16, 2013
Omega Phi Chi	Chi Chapter	April 10, 2016
Phi Beta Sigma	Xi Theta Chapter	July 27, 1982
Phi Sigma Kappa	Alpha Octaton Chapter	March 3, 2012

Pi Kappa Phi	Beta Alpha Chapter	May 29, 1948
Psi Upsilon	Alpha Omicron	October 16, 1999
Sigma Alpha Epsilon	Iota Tau Chapter	November 1, 2013
Sigma Beta Rho	Associate Chapter	November 27, 2013
Sigma Pi	Alpha Mu	November 26, 1938
Sigma Psi Kappa	Local Chapter	November 8, 1992
Tau Delta Phi	Tau Epsilon Chapter	June 1, 1947
Tau Kappa Epsilon	Kappa Eta	May 29, 1965
Theta Chi	Epsilon Psi	October 31, 1962

Membership

Eligibility for Membership

In order to join a fraternity or sorority, students must have completed at least one academic semester and 12 credits at New Jersey Institute of Technology, unless in the case of a transfer student. All transfer students will be reviewed on a case by case base. The minimum cumulative GPA for joining is a 2.5; some organizations require a higher GPA. Additionally, students may not be on any type of academic or judicial probation nor have received a loss of eligibility following a housing sanction. Organizations may not extend an invitation (bid) to a student who does not meet the eligibility criteria.

Officer Requirements

In order to be elected or maintain a leadership position in a fraternity or sorority council, an individual must have at least a 2.5 GPA and be in good academic standing with the institution.

Fraternity & Sorority Life Expansion Policy

New Jersey Institute of Technology supports a vibrant fraternity and sorority community on campus and recognizes that expansion is a sign of a healthy interest in the fraternity and sorority community. The University considers current student population and resources in all expansion efforts. NJIT will only entertain expansion requests from organizations that have established national or regional executive boards and have a strong support structure for undergraduate chapters.

Inter/national fraternity and sorority headquarters or members may not solicit, recruit, or initiate NJIT students without the consent of the Office of Student Life. Failure to adhere to this requirement will result in a moratorium on the group's eligibility to expand for a time to be determined by the Director of Student Life that will be no less than five years. This rule is to ensure the safety of NJIT students and our fraternal community.

Effective January 2019, all recognized fraternities and sororities must be chartered at NJIT and membership must be exclusive to students of NJIT, with the exception of currently active organizations that are dual or multi-chartered.

Further, no additional local or multiple school chartered organizations will receive recognition. If a Chapter should close, any members currently associated with the Chapter that are still enrolled on the NJIT campus will be considered alumni on this campus but will be able to remain active members off campus.

Any organization that is found to be operating under the name of a fraternity or sorority not recognized by NJIT due to loss of recognition as a result of actions that are against NJIT, Inter/National policies, and/or state/federal laws will not be granted any form of recognition/re-recognition until all members of that group have graduated or left the university and will be subject to additional recognition sanctions.

Mission and Purpose of Expansion at NJIT

NJIT is committed to support a strong and vibrant Fraternity and Sorority Life community on campus; therefore we carefully consider any expansion request prior to moving forward with any process. We recognize the need to be realistic regarding expansion given our size, population, and resources. Campus readiness and an obvious need for expansion will be considered throughout this entire process. Organizations that are felt to most benefit the community will be considered.

The current expansion process was created by students and staff at NJIT with the best interest of our students and the existing community in mind.

Council Seeking Expansion

1. An individual council (CPH, IFC, MGC) presents a request for expansion to the Office of Student Life. Expansion decisions should be based on the council's need and current interest.
2. The individual council votes on expansion with approval from the Office of Student Life in conjunction with the Director of Fraternity and Sorority Life. This expansion must be advertised for one specific semester and not as a general call for expansion.
3. The Office of Student Life notifies the campus community and any inter/national organizations affiliated with that council of their intent to expand.
4. Any interested inter/national organizations must submit an Expansion Packet to the Office of Student Life. Expansion packets must be received by the deadline communicated by the Office of Student Life for consideration. Please refer to the complete list of required information in **Expansion Packet Materials** section.
5. The Expansion Committee will review expansion applications and invite final candidates to host on campus presentations.
6. The Expansion Committee will review feedback from the on campus presentations and make a final recommendation to the Dean of Students and Campus Life. This recommendation can be the selection of one group. A maximum of one expansion effort will be supported per council per academic year, with the exception of the Multicultural Greek Council (MGC) who will be allowed a maximum of one fraternity and one sorority expansion per year.
 - a. For National Panhellenic chapters, NJIT's College Panhellenic Council (CPC) makes a final determination to support/not support/or amend the expansion committee's recommendation to the Office of Student Life for final approval in conjunction with the Dean of Students.

Interest Groups Seeking Expansion

1. Interest groups or inter/national organizations must contact the Office of Student Life with their interest to expand. No interest groups will be allowed to continue without a letter from the inter/national organization stating that they will be in contact with the interest group regarding requirements and steps to receive inter/national recognition.
2. Interest groups or inter/national organizations shall submit an Expansion Packet to the Office of Student Life. If materials are submitted by the interest group, a support letter from the inter/national organization must be included. Expansion packets will be reviewed by the expansion committee for consideration.
3. With approval of the Office of Student Life, interest groups or inter/national organizations may complete the student organization registration process to be granted probationary status. This will grant the interest group the benefits that are received by all clubs/organizations on campus in an effort to garner interest in the organization.
 - a. All organizations will be allowed to host membership recruitment and education/intake and are expected to follow all University policies governing fraternities and sororities.
 - b. Any violation of Office of Student Life policies, NJIT policies or the Student Code of Conduct while seeking full recognition, regardless of current status, automatically disqualifies an organization from being recognized and/or established.

Steps after Selection

1. The Inter/national organization will meet with the Director of Student Life, Director of Fraternity and Sorority Life and the Coordinator of Fraternity and Sorority Life to discuss recruitment efforts.
2. When a group has been established and officers have been identified, the organization will be allowed to complete the student organization registration process.
3. The newly formed organization will be required to participate in the Standards of Excellence Program the year they receive recognition. Minimum Standards expectations may be modified if recognition is obtained in the spring semester.

Expansion Packet Materials

1. Letter of intent supporting the group from inter/national headquarters explaining the organization's benefit to campus life. This should also include a statement agreeing to all principles and guidelines outlined in the NJIT Relationship Statement and the Fraternity & Sorority Policy Handbook.
2. Sponsoring group contact information. This should include email addresses and phone numbers for the following:
 - a. Inter/national leadership
 - b. Headquarters staff who may be involved in the expansion effort and colony support
 - c. The expansion director or the individual empowered by the national organization to drive the expansion
 - d. Regional leadership
 - e. Local alumni involved in the expansion effort
3. A brief summary of organizational history.
4. If this is a re-colonization effort, please include the history of the organization at NJIT including: information regarding why the group went inactive or left campus, why there is a desire to return to campus, and how any previous issues have been addressed. This packet should include information on what has changed at the inter/national level since the organization left campus to ensure the organization's success at a re-organization

effort. Preference will be given to previously established organizations that were in good standing in the last three years.

5. Documentation of tax 501(c) 7 by the Internal Revenue Service
6. Financial support available to the chapter from the headquarters and alumni, to include a statement concerning how the headquarters will address any outstanding liabilities or other legal responsibilities incurred by the organization in the event that the expansion is not successful
7. Inter/national statistics on the current number of active chapters, average chapter size, and the number of current undergraduate members.
8. List of local chapters (within 150 miles), list of current colonies and the status of those groups, and a list of the past three to five successful expansion or colonization efforts.
9. Inter/national expectations of individual members, including grade requirements and financial commitment.
10. Outline of support to be provided for campus chapter or colony. Including the following information:
 - a. a timeline for expansion and colony/chapter support
 - b. minimum expectations of colonies/chapters
 - c. the frequency of chapter consultant visits
 - d. a list of alumni committed to serving as advisors
 - e. the inter/national plan for support for adherence to campus guidelines
 - f. additional support resources available
 - g. length of time on site staff support and functions the support staff
11. Summary of inter/national organizational governance structure and local chapter governance structure. This should indicate how the local chapter will assign responsibility for the following items: financial activities and budget, program planning (educational and service), individual member expectations, and individual accountability and compliance.
12. The constitution and bylaws of the inter/national organization. This document must reflect the purpose and goals of the organization, which must be in consonance with the mission of NJIT.
13. All Recruitment/Membership Intake policies including information regarding recruitment, selection, new member education program and length, and initiation of new members. This should include a(n) inter/national organization non-discrimination statement.
14. All inter/national policies including, but not limited to, risk management, hazing prevention, and scholarship.
15. Information about continued education and leadership development opportunities provided by the inter/national organization
16. A list of chapters who had a major policy violation (alcohol, hazing, etc.) in the past 24 months, what action the inter/national organization took with that chapter, and what safeguards are in place to assure that a violation will be prevented if granted recognition.
17. If forming with an interest group, a completed interest group officer contact form and membership roster with NJIT Student ID #'s.
18. Any additional information requested by NJIT
19. Packets should be sent with three (3) copies for review

Expansion Committee

The Expansion Committee shall manage all matters pertaining to potential expansions related to the Interfraternity Council, Multicultural Greek Council, and Panhellenic Conference. The Expansion Committee has the right to accept,

deny, or defer expansion proposals. The Expansion Committee is chaired by the IFC or MGC Advisor and shall be composed of the following:

- a. The IFC, MGC, and Panhellenic President, or their designated Executive Board Member
- b. The Director of Student Life, the Director of Fraternity and Sorority Life, and when possible, three additional staff members or campus partners.
- c. Chapter presidents (or designated members) from two current chapters/colonies as appointed by the Expansion Committee Chair.

Duties of the Expansion Committee in conjunction with the Office of Student Life

- Obtain expansion proposals and review materials from Inter/National Headquarters
- Determine a timeline for reviewing expansion proposals
- Coordinate campus presentations for invited Inter/National Headquarters
- Provide the Dean of Students with the committee's recommendation on what organization(s) to invite to colonize on campus

Expansion Committee Procedures

The Expansion Committee will convene at a minimum of once per academic year to vet expansion materials as well as determine whether the community will be open to expansion based on the following:

- no previous decision had been made, either by Fraternity and Sorority Life or by a previous expansion committee, as to whether NJIT is open/closed to expansion proposals

Or

- the Expansion Committee is due, as determined by a previous Expansion Committee decision, to reconsider whether NJIT should be open/closed to expansion

The committee will consider the following factors when determining whether it is an appropriate time for expansion:

- Recent recruitment trends for at least the past 3 years
- Health of current colonies and/or chapters. Health will be defined as membership size relative to the average chapter size
- Current conduct trends within the community
- Current invitations to colonize (if any)

If the committee determines it **is not an appropriate time** for expansion, the following procedures will occur:

1. NJIT will be considered closed to expansion proposals
2. The committee will provide a written statement explaining their decision
 - a. The statement will be provided to current fraternity and sorority presidents
 - b. The statement will be provided to any Inter/National Headquarters staff members that inquire about expanding to NJIT's campus.
3. The committee will reconvene at the beginning of the following academic year to re-evaluate the need for expansion
4. The committee chair will continue to maintain Letters of Interest from Inter/National Headquarters

If the committee determines it **is an appropriate time** for expansion in coordination with the Office of the Dean of Students and Campus Life, the following procedures will occur:

1. NJIT will be considered open to expansion proposals
2. The Expansion Committee will convene and determine deadlines for receiving, and reviewing proposals
3. The Expansion Committee will contact Inter/National Headquarters with current Letters of Interest on file and invite them to submit expansion proposals
4. The Expansion Committee will review expansion proposals and invite up to three national organizations for campus visits.
 - a. The committee may decide not to invite any Inter/National organizations to campus based on their expansion proposals. The committee may then choose to either solicit other Inter/National organizations for submissions, or may end their search with no planned expansion made. If the committee ends their search NJIT's campus will be considered closed for expansion proposals.
5. The Expansion Committee coordinates and hosts on campus visits
 - a. On campus visits may consist of the following:
 - i. Meeting between the Expansion Committee and Inter/National Headquarters representatives
 - ii. Meeting between available IFC/MGC Executive Board, and Inter/National Headquarters representatives
 - iii. Meeting between FSL Staff and Inter/National Headquarters representatives
 - iv. Meeting between FSL Advisory Board members and Inter/National Headquarters representatives
 - v. A presentation open to any NJIT students, staff, and faculty
 - vi. A tour of campus
 - b. The Expansion Committee will solicit feedback from attendees of each campus visit meeting/presentation to be used during deliberations
 - c. The Expansion Committee reserves the right to add and remove meetings to campus visits as they see fit
6. After campus meetings/presentations are complete the Expansion Committee will make a recommendation on which Inter/National organization(s) should be invited to campus
 - a. The committee may recommend up to two organizations to be invited to colonize at future dates determined by the committee
7. After recommendations are made NJIT will be considered closed for expansion. The Expansion Committee will determine a future date where the committee will reconsider if it is an appropriate time for expansion.