

New Jersey Institute of Technology

Fraternity & Sorority Life Handbook Fall 2022



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Mission Statement	3
Vision	3
Driving Principles	3
Relationship Statement and Recognition Policy	3
Unrecognized and Banned Organizations	6
Insurance	6
Advisors for Fraternities and Sororities:	6
Organizational Policies	7
Acknowledgment of Membership in Fraternity & Sorority Life	7
Chapter Viability Policy	7
Viability Status I (First Semester)	7
Viability Status II (Second Consecutive Semester)	7
Third Consecutive Semester - still on Viability Status II	8
Chapter Reactivation Policy	8
Academics	8
Potential New Member Eligibility Requirements	8
Chapter Requirements	8
Recruitment	9
Anti-Hazing and Sexual Assault Statements	10
Hazing	10
Sexual Harassment and Discrimination	10
New Member Education	10
New Member Presentations	12
Event Policies	12
Event Logistics	14
Guest Policy	16
Chapter Events with Alcohol	16
Social Events with Alcohol	16
Risk Management Policies	17
Amnesty Policy for Alcohol and Other Drug Related Emergencies	18
Organizational Conduct and Appeals	18



Mission Statement

The Office of Fraternity and Sorority Life (OFSL) at New Jersey Institute of Technology (NJIT) serves to develop undergraduate college students in the areas of civic responsibility, cognitive development, and leadership development. In addition, OFSL is dedicated to facilitating lifelong bonds and a meaningful sense of community amongst students and alumni.

Vision

The fraternity and sorority community at NJIT will be known for its global-minded leaders making a positive impact across the greater Newark community

Driving Principles

- Care
- Equity
- Innovation
- Partnership
- Transparency

Relationship Statement and Recognition Policy

Introduction

NJIT has a positive and long-standing history with its fraternities and sororities. Involvement in a fraternity/sorority can deepen students' educational experiences by offering members opportunities for civic engagement, service, leadership, and lifelong friendships. The Office of Fraternity & Sorority Life is focused on supporting and collaborating with students, alumni/ae, and when applicable, the volunteers and staff members from international/national fraternities and sororities. A shared-governance model designed to maintain and encourage a healthy fraternity & sorority community, while focusing on student development, is foundational to FSL at NJIT.

Rights and Responsibilities of Recognized Fraternities & Sororities

All NJIT student organizations are held to similar standards; however, the unique missions, needs, and positioning of fraternities & sororities require greater clarity related to the rights, responsibilities, and privileges of each organization.

Right to Shared Governance

Each fraternity/sorority has the right to exercise responsible organizational shared governance, to participate in the appropriate governing council, and to engage other campus stakeholders as partners of the fraternity & sorority community. A shared-governance model includes NJIT governing councils, advisory boards, university staff and administrators, undergraduate chapters, and inter/national headquarters.

Right to Assistance and Advisement

Each recognized chapter has the right to assistance and advice from an assigned staff member from the Office of Fraternity & Sorority Life.

Responsibility to Maintain an Active Relationship with NJIT

Each recognized fraternity/sorority at NJIT is responsible for maintaining an active relationship with the institution. This includes, but is not limited to, responding to university communications and directives, meeting set deadlines, submitting necessary and required documents, and meeting with assisted OFSL staff regularly. Responsibility to Maintain Positive Social Environments and Activities

Each fraternity/sorority is responsible for advancing respectful and safe environments and activities that promote experiential learning, community, and accountability.

Responsibility to Maintain Healthy and Safe Environments

Each fraternity/sorority is responsible for creating, promoting, and maintaining healthy and safe environments through its operations that comply with the relevant standards and policies of the university, the relevant governing council, inter/national organization (if applicable) and appropriate government(s).

Fraternity & Sorority Recognition

The following policies and guidelines set forth formal processes in which a new or returning fraternity or sorority may seek to obtain recognition by NJIT. Recognition under this policy means that a fraternity/sorority has been given permission by the university to function on campus, to enroll members from the undergraduate body through recruitment activities, and/or to identify its organization as affiliated with the university. Similar to all registered student organizations, NJIT aims to provide privileges, benefits and resources to its fraternities/sororities that will help them flourish and contribute to the university's mission. Individuals or groups without recognition are prohibited from exercising these benefits.

Single sex fraternities/sororities are permitted to operate with single sex membership consistent with regulations promulgated pursuant to Title IX of the U.S. Education Amendments of 1972, the Internal Revenue Service (26 USC 501(c)), and such other laws or regulations as may apply.

A healthy fraternity & sorority community requires ongoing support and collaboration between and among all the stakeholders—the university, the FSL governing councils, affiliated national and international organizations, local chapters, their individual student members, and the local alumni/ae advisory boards—but recognition under this policy is not intended in any way to alter the legal relationship between the university and the individual FSL chapters or their affiliated inter/national organizations.

Although this policy provides a mechanism for NJIT to recognize these organizations as affiliated with the university, and to bestow upon them certain privileges and benefits as student organizations, the individual chapters are separate legal entities with responsibility for fulfilling their own legal duties and obligations according to their affiliated inter/national organization (if applicable). Despite this legal separation, it is expected that recognized fraternities/sororities will comply with all applicable policies and procedures of the institution.

Fraternity & Sorority Expansion Procedures

Aligned with NJIT's shared-governance approach to Fraternity & Sorority Life, the university will continuously work to review and assess the effectiveness of each governing council's expansion policy while making sure it is equitable and meeting the evolving needs of the fraternity & sorority community & the university. While OFSL will work to support the expansion processes outlined in the respective governing council's bylaws, there may be times in which the office may recognize a fraternity/sorority without the initial approval of a governing council. In this instance, OFSL will work with council and chapter leadership, as well as an inter/national organization affiliate, to determine a pathway of council recognition for the organization. Recognized fraternities/sororities without council recognition are still responsible for complying with university policies and expectations pertaining to FSL.

Members of previously recognized fraternities/sororities that have been temporarily removed from the institution for a specified period of time for disciplinary reasons (from the inter/national organization or the university) cannot apply for recognition as a new organization under the auspices of a different organization in an effort to return before the specified timeframe of the removal.

Required Documentation for University Recognition

Prior to an organization's approval for expansion and recognition by the university, OFSL will require the following documents to be submitted:

- *List of alumni, volunteers, and/or staff associated with the organization's expansion (including contact information).*
- *Certificate of Insurance verifying that university insurance requirements are met.*
- *Copy of the inter/national organization's constitution & bylaws (see page 6 for specifications)*
- *Risk management & harm prevention policies*

Additionally, fraternities & sororities going through the recognition process are responsible for submitting all applicable university forms and reports. OFSL staff will work with the organization to ensure that these forms are submitted prior to their respective deadlines.

Expansion of Local Fraternities/Sororities

Fraternities or sororities that do not have a inter/national affiliate organization (i.e. local organizations) are not eligible for recognition at NJIT, regardless of prior recognition by the university. This policy excludes currently recognized local organizations (Kappa Xi Kappa Fraternity and Sigma Psi Kappa Sorority) so long as they are able to meet all requirements for recognition.

Unrecognized and Banned Organizations

A chapter whose recognition has been removed by the University, a governing 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” or “underground” organization. It is important for a student who is interested in joining a fraternity or sorority to fully understand the implications of joining these types of organizations.

Disaffiliated and banned 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 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.

Banned Organizations are organizations that the University has banned from receiving recognition from the university for a period of time. This usually occurs after an organization has not complied with university directives or had multiple offenses over a short period of time. Currently, Alpha Phi Delta and Iota Kappa Phi are banned organizations. As per the Student Code of Conduct, “...no student shall join, affiliate, or accept membership with any banned organization.”

Please see [Student Code of Conduct](#) for specific information related to banned organizations.

Insurance

All NJIT fraternities and sororities are required to have current and up to date insurance on file with OFSL. All insurance policies should have a certificate of insurance evidencing liability insurance with limits of \$1 million per occurrence/ \$2 million aggregate along with confirmation that coverage extends to liability associated with hazing, sexual assault and alcohol. NJIT should also be listed as an additional insured on a primary and noncontributory basis. This policy needs to be submitted to the Office of Fraternity and Sorority Life each year. *Please note that this policy is subject to change at the discretion of the institution.*

Advisors for Fraternities and Sororities:

All 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 Inter/National organization, if applicable, as a representative of the fraternity or sorority. All advisors are encouraged to be actively involved with the chapter and available to the Office of Fraternity and Sorority Life for correspondence, regular meetings, etc.

Organizational Policies

It is expected that all fraternities and sororities are knowledgeable of all policies as set forth by the chapter’s Inter/National organization and that they assume responsibility and accountability for adherence to these policies. In the event of conflict between Organizational and University policy,

the stricter of the two policies and/or interpretations is to be enforced, unless the University judges that National policy is in conflict with University policy or values. In that situation, University policy will supersede the organizational policy.

Acknowledgment of Membership in Fraternity & Sorority Life

As private membership organizations, fraternities/sororities have the ability to define “active” membership. NJIT supports this ability through its recognition process. Chapters are reminded to seek guidance from their inter/national organization (if applicable) and should utilize their FSL Liaison as a resource in these conversations.

For the purpose of reporting, data collection, and education, the Office of Fraternity & Sorority Life acknowledges individuals meeting any of the following criteria as “active” within Fraternity & Sorority Life:

- Individuals enrolled in face-to-face, in person, or online learning courses at NJIT who are affiliated with a NJIT recognized chapter
- Individuals affiliated with a chapter who are participating in Co-Op, Study Abroad, or any other NJIT enrollment status that removes the individual from in-classroom learning.
- Any affiliated student who has a financial obligation to the inter/national organization and/or local chapter but has limited participation within the organization.

Individuals meeting any of the above criteria must be reported on the chapter’s roster. Community and chapter statistic reports will reflect this information.

Chapter Viability Policy

All recognized fraternities and sororities are required to have at least four (4) active, undergraduate, NJIT members during the respective semester on their chapter’s roster at all times. Chapters roster will be assessed with chapter’s registration within Highlander Hub at the beginning of each semester. Chapters that fall below the four members required as defined above will be placed on viability status I. Chapter presidents, Chapter Advisors, and regional/national advisors will be notified in writing.

Viability Status I (First Semester)

1. Chapter president, person in charge of recruiting, and person in charge of educating members through a process must meet with their assigned FSL Advisor weekly for the first four weeks of the semester.
2. Prepare and submit a recruitment plan signed off on by the advisor and chapter president. Recruitment plans should include planned events, incentives for active members, support system, and other possible resources from NJIT/HQ.
3. Schedule meeting to review the current semester's intake program with Chapter Advisor, Regional/HQ Rep and officer in charge of intake/new member program.

Viability Status II (Second Consecutive Semester)

1. Chapter president, person in charge of recruiting, and person in charge of educating members through a process must meet with their assigned FSL Advisor weekly to discuss previous semesters action plan.
2. Chapter president, person in charge of recruiting, and person in charge of educating members through a process must meet with their assigned FSL Advisor weekly for the first four weeks of the semester.
3. Prepare and submit a recruitment plan signed off on by the advisor and chapter president. Recruitment plans should include planned events, incentives for active members, support system, and other possible resources from NJIT/HQ.

4. Schedule meeting to review the current semester's intake program with Chapter Advisor, Regional/HQ Rep and officer in charge of intake/new member program.

Third Consecutive Semester - still on Viability Status II

Chapters that do not meet membership requirements within 3 consecutive semesters will no longer be recognized by the university. In this case, organizations seeking recognition must go through the outlined expansion procedure.

Chapter Reactivation Policy

Fraternity/sorority chapters including city-wide chapters that no longer have undergraduate members enrolled at New Jersey Institute of Technology will become inactive. Chapters that have members enrolled at NJIT but are considered inactive with their regional or national office will also become inactive. FSL staff will work with the respective organization's regional and/or national leadership to provide a pathway of reactivation for the organization within a window of 3 consecutive semesters following deactivation.

Inactive chapters will not be expected to:

- Submit dues to their governing council
- Participate in community wide programming

Inactive chapters will not be able to:

- Be viewable on Highlander Hub
- Reserve space of any kind on campus
- Host events on campus
- Be promoted on any form of social media associated with NJIT FSL.
- Participate in some community wide or governing council events.

Chapters that are actively working with the Office of Fraternity and Sorority Life to develop a reactivation plan may have some abilities above reinstated in accordance with the agreed upon plan from both the university and organization.

Chapters that are not reactivated within 3 consecutive semesters will no longer be recognized by the university. In this case, organizations seeking recognition must go through the outlined expansion procedure.

Academics

Potential New Member Eligibility Requirements

Unaffiliated students interested in joining a fraternity or sorority, must have earned a 2.5 cumulative grade point average, completed at least 12 credits at New Jersey Institute of Technology (or 12 transfer credits), and be in good-standing with the University. Students also cannot be listed as First-Time Freshman in their pipeline account.

Chapter Requirements

Chapters and new member classes are required to maintain a minimum of a 2.7 average semester GPA. Chapters will be evaluated at the end of the fall and spring semesters. Chapters who fail to meet the 2.7 average semester chapter or new member GPA requirement will be placed on Academic Probation I.

Academic Probation I (First Semester):

1. Chapter president and/or academic officer must meet with assigned FSL Advisor.

2. Prepare and submit a written academic action plan. This action plan should include grade requirements for members, incentive and accountability plans, and resources you will utilize to support scholarship.
3. The chapter and new member class must attend a minimum of two academic workshops hosted by The Learning Center during the probation semester with at least 80% attendance.

Academic Probation II (Second Consecutive Semester):

1. Chapter president and/or academic officer must meet with assigned FSL Advisor.
2. Prepare and submit a written academic action plan. This action plan should include grade requirements for active members, new members, and leadership roles; incentive and accountability plans, and resources you will utilize to support scholarship.
3. The chapter must host or attend a minimum of two academic workshops hosted by The Learning Center during probation semester. 80% attendance of membership must attend this includes new members.
4. The chapter will be limited to 5 social events during the semester (these include events with alcohol such as mixers, date parties, etc. - they may also include events like Greek Week, brotherhood/sisterhood events, etc.)
5. If the chapter and new member class achieve a 2.7 or higher at the end of the semester the chapter will move back up to Probation I.

Academic Probation III (Third Consecutive Semester):

1. Chapter president and/or academic officer must meet with assigned FSL Advisor.
2. Prepare and submit a written academic action plan. This action plan should include grade requirements for active members, new members, and leadership roles; incentive and accountability plans, and resources you will utilize to support scholarship.
3. The chapter must host or attend a minimum of three academic workshops hosted by The Learning Center during probation semester. 80% attendance of membership must attend this includes new members.
4. Suspension of ALL chapter social privileges (these include events with alcohol such as mixers, date parties, etc. - they may also include events like Greek Week, brotherhood/sisterhood events, etc.)
5. If the chapter and new member class achieve a 2.7 or higher at the end of the semester the chapter will move back up to Probation I.

Adapted from Stockton University Academics Policy 2017

Recruitment

In accordance with NJIT's policy:

1. All recruitment/intake activities must be substance and alcohol free.
2. All flyers, paraphernalia and themes for events must be in conjunction with the values of both the organization and NJIT. *Paraphernalia may not include any disrespectful or distasteful images, this includes, but is not limited to, social media posts and t-shirts.*
3. All chapter presidents must submit the acknowledgement of the terms and conditions of membership for the chapter as a part of their re-registration in Highlander Hub by designated date.
4. All interested students must have their eligibility confirmed by OFSL.
5. A bid/interest list with the potential new members/interests full name, Student ID, and NJIT Email must be submitted via Highlander Hub by date listed in the OFSL calendar.
6. Once the list is received and reviewed a member of the OFSL Staff will respond to the member that submitted the form with the eligible and ineligible students.

7. Upon receiving approval to join a fraternity or sorority, all potential new members/interests must fill out the [New Member Registration Form](#) in Highlander Hub.
8. In cases where the National or Regional team conducts the intake/new member education process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Office of Fraternity and Sorority Life.
9. Recruitment may only be conducted while classes are in session during the fall and spring semesters. **Summer recruitment is not allowed by the institution.**
10. Failure to comply with any of these policies may result in loss of privileges.

Anti-Hazing and Sexual Assault Statements

Hazing

No chapter, colony, student or alumnus should conduct, participate in nor condone hazing activities. Permission or approval by a person being hazed is not a defense. The Code of Student Conduct restricts Hazing as follows:

“No student shall take action, or create, or participate in any situation that recklessly endangers another person’s psychological, mental, or physical health for the purpose of initiation to and/or affiliation with any organization, group, team, club, or cohort. Examples of hazing include but are not limited to forced consumption of alcohol, drugs, food, liquids, or undesirable substance; branding; paddling; beating; sexual rituals; and forced participation in criminal activity or activity that violates the code.”

Sexual Harassment and Discrimination

NJIT is committed to protecting the university community, the rights of its members, and to cultivating and sustaining a positive living and learning environment free from discrimination and harassment for all students. Thus, NJIT does not discriminate on the basis of sex, gender, gender identity or expression, or sexual orientation in its educational programs and activities.

No recognized organization shall tolerate or condone any form of discrimination or harassment on the basis of sex, gender, gender identity or expression, or sexual orientation. This includes sexual assault, dating and domestic violence, stalking, sexual misconduct, various acts that could be perceived as sexual harassment, and retaliation against reports made in good faith. Any actions, activities or events, whether on chapter premises or an off-site location, that occur within the activities of an NJIT recognized chapter may be found in violation of NJIT’s [Title IX & Sexual Harassment Policy](#) or the Code of Student Conduct.

New Member Education

All educational processes must support the academic pursuits of all students and must refrain from interfering with the lives of the students not wishing to affiliate with fraternities and sororities. In addition it cannot interfere with the normal day-to-day operations of the University. Programs must encourage students to make educated choices, promote objective, non-discriminatory selection, promote inter fraternity/sorority cooperation and a positive fraternity/sorority image, and maintain a positive experience for the new member. Alcohol and drugs may not be in any way part of the new member education/intake process.

NJIT recognizes the following legitimate purposes of new member education/intake:

- To educate the new members on the ideology, history and ritual of the organization.
- To instruct new members on their purpose and responsibility to the organization, to the University and to the community.
- To broaden the understanding between the active membership (brothers and sisters) and the new members, and to promote a sense of unity between all.

- To carry out the daily 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 jeopardy.

The maximum length of the New Member Education Period/Intake Period is **seven (7) weeks**. New member activities must begin and end within the time frame determined by the Office of Fraternity and Sorority Life. Those dates will be listed in the OFSL Calendar. Winter and summer session new member education is not permitted.

Steps:

1. Any organization interested in having a new member/intake process must submit the following information regarding their process in Highlander Hub by designated date:
 - a. Name of Event
 - b. Location of Event
 - c. Date of Event
 - d. Start and End Time
 - e. Purpose/Material covered
 - f. Description of Event
2. Any national program that the chapter follows must be included in this educational plan.
3. New Member/Intake Coordinator Training is required for all chapters each semester to attend. Each new member/intake coordinator should bring their process submission to this training for final review and approval.
4. Once step three is completed the organization will then be able to extend bids/invitations of membership.
5. The chapter will then need to complete the Start of Process Form on Highlander Hub by designated date.
6. All students joining a chapter must attend all workshops hosted by the Office of Fraternity and Sorority Life as part of their New Member Education.

Process Rules:

1. All process activities are restricted to the NJIT campus and surrounding area.
2. Events may only take place
 - a. Sunday through Thursday from 9:00am -12 midnight
 - b. Friday & Saturday from 9:00am -1:00am.
3. However, in the interest of promoting and maintaining a highly positive, well-rounded educational experience, off-campus activities involving cultural events, community service projects and other educational opportunities are allowed with prior approval. New member education may only be conducted during the timeframe that is set by the Office of Fraternity and Sorority Life.
4. During the new member education/intake period, all activities must involve only students who are registered students at the institution.
 - a. Depending on the organization there may be times in which collaborative programs, approved by the national organization, will take place with affiliates of the same organization from another chapter or university, or with local alumni members.

However, each organization is responsible for the actions of any of its members, alumni members, or their affiliates from other schools, in any activity relating to the organization in general and new member activities.

New Member Presentations

All organizations advised through the Office of Fraternity and Sorority Life at New Jersey Institute of Technology must adhere to the following requirements when presenting new members (hereafter “presentation(s)”) to the campus community.

The university recognizes the historic and cultural traditions inherent in such presentations, and supports their adherence to university policy in ways that are safe, respectful, and educational. The university also recognizes national organizations’ policies and guidelines and expects all chapters to be in accordance with their national new member presentation policy.

- 1) All chapters that would like to hold a New Member Presentation must include the projected date in the submitted New Member Education Plan. The date must be finalized two (2) weeks prior to initiation
- 2) Presentations may begin no later than 10:00 p.m. and last no longer than 2 hours.
- 3) A faculty or staff member from NJIT MUST be in attendance at all new member presentations/probates. It is the responsibility of the presenting organization to coordinate with the Office of Fraternity and Sorority Life to ensure a staff member is present.
- 4) Alcoholic beverages are not permitted at the event.
- 5) Participation in the show must be truly optional for neophytes/new members. Any pressure or coercion to participate in the show will not be permitted.
- 6) Hazing, as defined by the group’s national organization, the University, and the State of New Jersey, may not occur prior to, during, or after the show.
- 7) Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual.
- 8) Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc. Groups or individuals who cause a disruption will be asked to leave the performance and may face judicial or conduct charges.
- 9) All shows must respect new members, members, alumni, other organizations, and the University.
- 10) Under no circumstances will degrading or negative sentiments towards another chapter or another chapter’s members be permitted. This type of behavior includes mocking signature steps or calls in order to cause laughter or poke fun. Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, or identity be permitted.

Event Policies

ALL EVENTS & PROGRAMS HOSTED BY A RECOGNIZED FRATERNITY/SORORITY MUST BE SUBMITTED AND APPROVED VIA HIGHLANDER HUB REGARDLESS OF LOCATION

**Please note that event policies can change at any time. If any changes occur, student organizations will be notified via email from OSL.*

Event Dates & Hours

Events may be held when classes are in session during the academic year. Events and Programs outside of this period (including Summer Sessions) must gain pre-approval from OFSL. . Student organizations may not hold events during reading days and finals, with the exception of study sessions at the discretion of either OSL or OFSL.

Deadlines for Submitting Events

1. All student organizations, including fraternities & sororities, events must be submitted via Highlander Hub in accordance with the below timeline requirements.
 - o **One month:**
 - Large scale events that have an excess of 200 people
 - Events with contracted vendors
 - Special Events
 - o **Two Weeks:**
 - Events with food/drink requiring Gourmet Dining or Waiver,
 - Events requiring a set-up (tables, chairs, etc.) or mtss (laptop, microphone, screens, etc.)
 - Events with non-njit guests
 - o **Four business days:**
 - Weekly Organization Meetings
 - Tabling Events
 - Small events not requiring food, setup, mtss, or contracts
2. In order to submit an event in Highlander Hub you will need to have secured the space through 25live or via department approval. In your event request you will be required to enter the 25live confirmation code (2022-ABXPTL). If you are using a space that is not in 25live and by department approval, please enter NA and attach an email stating approval for the date, time, and location as listed in the event request.
3. ***All On-Campus and Off-Campus events must then be registered and approved in Highlander Hub in your organization's site prior to marketing and advertising.***

25live and Space Reservation Guidelines

1. All spaces and types of requests must be submitted at least 3 days in advance. It is suggested to request spaces as early as possible; this includes tabling.
2. All academic classrooms are not available for reservation until after the add/drop date, please keep this in mind in scheduling organization meetings in the first couple of weeks.
3. You will need to submit a resource, the most common things to select are none, furniture (if you need a setup), catering (from GD).
4. Once space is approved you will receive an email confirmation with attachment and confirmation code. This confirmation code will be required for Highlander Hub event request.
5. Any large scale programs will need a layout submitted at least a week in advance to reservations@njit.edu.
6. Please see the operations manual held by Conferencing and Events Services for more facilities rules and regulations.

Chalking

Chalking on campus is prohibited unless written approval is received from the Office of Student Life. A list of approved locations will be provided to your organization. Any chalking done on non-approved areas will be removed.

Cancellations

You must give at least 48 business hours notice for canceling any events or tabling.

- 1) All cancellations for 25Live events must be emailed to Reservations@njit.edu. Include event title, date, organization, location, and confirmation code to assist the cancellation be made quickly and easily.
- 2) Make sure to cancel your event within Highlander Hub.
- 3) Remove all forms of marketing, including on your social media.
- 4) On the day of the event, we also recommend placing a cancellation notice at the location.

If you have more than two short notice cancellations in the semester, your location reservation privileges may be revoked.

Event Logistics

Layouts

1. If you are using any of the large spaces on campus you will need to complete a layout diagram that you will need to scan and email to reservations@njit.edu or you may bring into LaTosha Wilson behind the information desk on the first floor of the campus center. You will need to submit layouts **at least one week in advance**.
 - o [Atrium](#)
 - o [Ballroom A and B](#)
 - o [Campus Center Terrace](#)
 - o [Campus Center 2nd Floor Gallery](#)
 - o [West Plaza/Lower Green](#)
 - o [Summit Street/CKB Green](#)
 - o [Kupfrian Theatre Lobby](#)
 - o [Campus Center 1st Floor Lounge and Lobby](#)

MTSS - Media & Technology Support Services

When requiring any type of electronic equipment (such as speakers, microphones, laptops, etc), please request items through MTSS by following the steps below.

1. Go to <https://mtss-request.njit.edu>
2. Login and Select Request right below "Please check below for the type of equipment available"
3. You can choose to have equipment either signed out, delivered, or both. (Please note that delivery and setups may incur a fee)
4. Once you have selected one of those options, for the request type select "meeting."
5. Fill out associated information below and select proceed (Please note that all requests for MTSS must be in at least 48 hours in advance)
6. Select the equipment you will need for your event.
7. Rented equipment must be returned to MTSS in a timely fashion. Failure to do so will result in a suspension of rental privileges by MTSS.
8. If you have further questions please contact MTSS directly (973-596-3005, MTSS@njit.edu, Office located in GITC 0300)

Catering/Food

Catering through Gourmet Dining (GD) may be requested by student organizations at least **7 days prior to an event** by using one of the following methods:

1. For FSL Councils with an institutional index number, completing a **Catering Request Form** in Highlander Hub to be reviewed and processed by OSL

In all instances, a GD Waiver Form is required to order or bring catering external to NJIT.

GD Cancellations must be communicated to gourmet dining at least 48 hours prior to the event; student organizations will be charged if cancellations are not communicated.

Parking

If you need to request parking for your event, please complete a [Parking Request Form](#) in Highlander Hub at least 3 days prior to your event date.

Marketing

Student organizations must adhere to university [branding guidelines](#) regarding the usage of NJIT logos. To request services provided by the Office of Strategic Communications and Marketing, including designs, publications, and photography, please complete a [Media Request Form](#).

Flyers

Prior to posting flyers, **all events must be registered and approved in Highlander Hub.**

- 1) All event flyers must be stamped by OSL.
- 2) Once the event is over all posted flyers must be removed.
- 3) If you have a last minute move or cancellation of an event you **MUST** post a sign on the original location so that students are informed of the change.
- 4) Large posters (36"x 48") are available for printing at a charge of \$25 per poster.
 - a. To request a poster of this size we will need a digital copy of the flier designed for that size at least 5 business days in advance.

Social Media

Events must be approved in Highlander Hub before promoted on social media. All organization posts should be inclusive, respectful, align with NJIT's [Code of Student Conduct](#), and be a positive representation of NJIT. If you would like OSL or OFSL to help promote your event, you can connect with us @NJITStudentLife or @njitgreeklife on Instagram, Twitter, and Facebook.

Student organization social media should be passed to the next elected E-board members each year, so duplicate accounts are not created and to avoid inactive accounts. Inactive accounts on social media can be searched by students or prospective students and do not positively represent the organization as the organization can also be viewed as inactive.

Guest Policy

In the event that student organizations want to invite non-NJIT guests to events on campus, the organization will need to inform the OFSL staff. At the discretion of OFSL and Strategic Events & Conference Services, Public Safety coverage may need to be coordinated to ensure adequate support and security of the event. This may require funding to be supplied by the student organization.

Vendors on Campus

If vendors are present at any event or program they must pay a \$75 vendor fee regardless if they are tabling with a student organization.

Chapter Events with Alcohol

At any chapter function, a safe environment must be created for members and guests. Appropriate on and off campus event registration must be completed prior to the event. All functions should comply with NJIT event planning policies as well as all campus, local, state, and national laws.

These events may only occur between the first and last day of classes during the fall and spring semesters. These events may be temporarily suspended by the Offices of the Dean of Students, Student Life or Fraternity and Sorority Life during specific times in the semester, for example, Homecoming Weekend, Accepted Students Day, and city wide festivals such as St. Patrick's Day.

Social Events with Alcohol

The following types of social events require an **Event Submission form** to be completed by sponsoring organizations via HighlanderHub **a minimum of seven (7) days in advance of the event, except for events using a third party venue which require thirty (30) days**. The Event Submission form must be completed for these events regardless of event location.

- **Third Party Venue:** A social event with a guest list that includes only members of the host Chapter and one (1) guest per member hosted at a 3rd party venue. Examples may include formals and date parties.
- **Chapter Mixer:** A social event with a guest list of members from two or more host chapters.
- **Invite Only Event:** A social event with a guest list of three (3) guests per member of the host chapter, OR 150 guests (whichever is smaller).
- **Special Event:** A social event with Alumni, Parents, or special circumstance. Special events are subject to all NJIT policies regarding events.

All event hosts must assign sober members to ID Check at the door, bounce and bartend the event, prior to submitting the event request via HighlanderHub. Public Safety will have a list of parties and a primary contact person for each social event. Public Safety will also report any social event not registered.

Organizations planning to host a Social Event with Alcohol must:

- Submit an Event Submission form to host an event with alcohol through HighlanderHub a **minimum of seven (7) days in advance of the intended event. Events planned at a third party venue must be submitted via HighlanderHub no less than 30 days prior to the event.**
- Submit a guest list at least 24 hours prior to the event via email to your FSL Liaison.
- Check government-issued ID prior to entry and wristband accordingly.
- Not charge for entry in any way (e.g. cover charge, cup purchase, etc.).
- End by 1:00 am. Past 1:00am there should be no noise heard from the sidewalk in front of your house.

Risk Management Policies

Any activity or event sponsored or endorsed by the chapter/organization, including those that occur on or off organizational/chapter premises should abide by the following:

1. The chapter/organization, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must not be purchased with chapter/organizational funds or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
6. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.
7. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.
8. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities and any ritual or ceremony.
9. The chapter/organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
10. The presence of alcohol products above 15% ABV in chapter facilities will be strictly prohibited.

Please refer to the NJIT Student Code of Conduct for additional guidelines expected of all students. Failure to adhere to NJIT's policies regarding hosting events with alcohol may result in disciplinary action.

Amnesty Policy for Alcohol and Other Drug Related Emergencies

NJIT recognizes that a student may be deterred from requesting assistance for themselves or others in the event of an alcohol or other drug-related medical or safety emergency out of concern that the student may become subject to disciplinary action under the Code of Student Conduct. As NJIT considers the safety and well-being of its student body to be a priority, this [Amnesty Policy](#) is designed to support students to obtain professional medical treatment for themselves or others when dangerously intoxicated or impaired without the threat of disciplinary action in certain circumstances.

Organizational Conduct and Appeals

Similar to student organizations, fraternities & sororities are expected to adhere to policies and procedures listed in the Student Code of Conduct, as well as policies overseen by the Office of Student Life (this includes The Fraternity and Sorority Life Handbook). Given the unique positioning of OFSL as a support office for recognized fraternities and sororities, OFSL works with the Office of Dean of Students to investigate and adjudicate some matters related to policy violation.

If an organization wishes to appeal a decision for a violation under Fraternity and Sorority Life, the organization may request an appeals hearing with the Director of Student Life or their designee. A request for an appeal must be made in writing within five (5) business days of receipt of the decision. Requests may be granted only if certain criteria are met, including but not limited to:

- A procedural error so significant that it deprived the student of a fair disciplinary process.
- To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing only if such information or facts were not known to the person appealing at the time of the hearing.
- The decision reached regarding the respondent lacked substantive information, that is, whether there were facts sufficient to establish that a violation occurred.
- The sanction(s) imposed is/are substantially disproportionate to the violation.

If any of the above criteria has been met, the Director will grant an appeal hearing to the parties involved. At that time a meeting will be scheduled and all material used to make the original decision will be reviewed. Once the meeting has occurred and all material reviewed the Director will issue a decision to the organization in a timely manner. The Director's decision for Fraternity and Sorority Life matters will be final, no further appeals will be permitted.

The Office of Dean of Students has a similar appeal process for matters handled within their scope.