



Recognition Policy for Fraternities and Sororities

At Clarkson University, Greek letter organizations have been an influential factor since the first fraternity was established in 1903. Clarkson values collegiate fraternities and sororities as an important component of the undergraduate experience. Clarkson supports the intent of its Greek letter organizations to promote the personal and professional growth of their members. Fraternities and sororities provide a community where students can develop leadership and human relations skills. The University expects these organizations to complement the academic and non-academic aspects of the University's community life, not only by offering a vital residential alternative for undergraduate students, but also by serving as a source of academic and social support as their members pursue their educational goals. Therefore, in cooperation with other segments of the University community, fraternities and sororities share responsibility for strengthening the quality of student life by making a significant contribution to present and future student generations. The University also welcomes the important contributions fraternity and sorority alumni make to Clarkson and to the University community as a whole.

Because fraternity and sorority chapters are associations of students designed to enhance the collegiate experience of students, it is appropriate for the University to provide support services that will help the chapters to function effectively for their members. The Office of the Vice President for University Outreach and Student Affairs and the staff has direct responsibility for fraternities and sororities. It is within this policy that established guidelines are outlined by which the fraternity and sorority community and the University will operate, and that guide successive generations of fraternity and sorority members in maintaining the strengths of the system at Clarkson. Violations of this policy and/or the Code of Student Conduct will normally be processed by a Recognition Review Panel, hereafter referred to as the RRP. The RRP has the authority to levy disciplinary sanctions, when it deems appropriate, against any fraternity or sorority chapter. In cases where the circumstances are severe, the RRP may make recommendations to the Vice President for University Outreach and Student Affairs to rescind the chapter's official university recognition.

Clarkson University reserves the right to amend this policy. The Recognition Review Panel will be responsible for maintaining and modifying this policy by a two thirds vote of the RRP, with final approval by the Vice President for University Outreach and Student Affairs. The President of the University and/or the Board of Trustees may be consulted for modifications.

This recognition policy and the Clarkson Regulations take primacy over local or national fraternity and sorority regulations.

RECOGNITION

Definition

Recognition is the formal process by which Clarkson University agrees that a fraternity or sorority may function on the campus, enroll members from the undergraduate body through recruitment activities, and identify its chapter with the University. For the purpose of this recognition policy, the terms "fraternity" and "sorority" are used. The organizations reviewed for recognition under this policy have all the following characteristics:

- They are entitled to single-sex membership under the provisions of Section 86.14 of regulations promulgated under Title IX of the U. S. Education Act Amendments of 1972;
- they are entitled to be subjectively selective in their membership;
- they are legal corporations external to the University; and
- their chapter and alumni corporations, and international/national or local organizations are incorporated separately from the University.

Note: The University is not legally responsible or liable for the acts of those organizations.

Rationale for Recognition Policy:

The Recognition Policy enables the University to maintain a record of fraternities and sororities where many Clarkson students reside. This record facilitates communication between the University, the chapters, and their members and permits the University to identify readily those organizations, which are entitled to the benefits of recognition. The policy is further supported by the following assumptions:

- Fraternities and sororities are an integral part of the educational environment at Clarkson and are expected to support the *Vision of a Clarkson Education and the Clarkson Values*;
- the University is concerned about student welfare outside the classroom and outside the university residential units operated by these organizations;
- all national fraternities and sororities are required by their parent organizations to be recognized by the University;
- mutual responsibility is needed between the University and the fraternities and sororities; and
- fraternities and sororities, by way of recognition, are accountable to the University.

LEVELS OF RECOGNITION

A fraternity or sorority is designated in one of six stages of recognition: full, provisional, group of intent, probationary, warning status, and rescission. Changes in organizations' level of recognition typically will be implemented by the RRP. In those cases where the RRP recommends to the Vice President for University Outreach and Student Affairs that a chapter lose its official recognition, the decision to rescind recognition requires administrative review and approval by the President and may be altered, deferred, or suspended. The international or national headquarters will be notified as soon as possible of any violations that are under review in a cooperative effort between the institution and the national organizations hosted at Clarkson University.

FULL RECOGNITION

Full recognition accords the fraternity or sorority all the rights, privileges, obligations, and University resources as outlined in the section of this document titled *Recognition Requirements and Obligations of the University and Fraternities and Sororities*.

PROVISIONAL RECOGNITION

Provisional recognition describes the University's conditional approval for a specified period. Provisional recognition will be applied during the establishment of a new fraternity or sorority or the re-establishment of a former chapter at Clarkson. The group will submit a statement of compliance with full recognition criteria at the end of the provisional time period, which shall be no less than one year.

GROUP OF INTENT

A group of intent describes an organization, which is pursuing an international or national organization in order to apply for provisional recognition. This step leads to colony status and ends with the chartering by the international or national, and which may or may not coincide with full recognition status.

PROBATIONARY RECOGNITION

Probationary recognition describes the University's withdrawal of certain University service/benefits and/or it's applying certain sanctions against the chapter as determined by the Vice President for University Outreach and Student Affairs with recommendations from the RRP, and/or the Dean of Students.

Probationary recognition signifies that the chapter has failed to abide by University standards, codes or guidelines, by state, local, or federal laws and statutes, and/or has failed to comply with the procedures and criteria outlined in this recognition policy. To be restored to full recognition, the chapter must fulfill certain expectations as detailed by the Vice President for University Outreach and Student Affairs or the appropriate designee.

WARNING STATUS

Warning status describes a situation in which certain educational sanctions or conditions are levied against the chapter as determined by the RRP, the Dean of Students, the Assistant Dean, the Greek Judicial Board, or Vice President for University Outreach and Student Affairs without the need for a disciplinary process. Warning status may lead to probationary recognition as determined by the RRP and the Vice President for University Outreach and Student Affairs. Certain minor issues may be dealt with by the Dean of Students or the Assistant Dean in cooperation with the national headquarters, alumni corporation, and undergraduate chapter(s) as approved by the Vice President for University Outreach and Student Affairs. (i.e., a chapter, which has had a minor policy violation or fails to meet certain minimum recognition requirements, may be placed on warning status in order to allow for internal corrective measures to take place through guidance by the appropriate officials.)

RESCISSION OF RECOGNITION

Should a chapter fail to meet the recognition criteria or the expectations set forth by the Vice President for University Outreach and Student Affairs or designee for its period of probationary or provisional recognition; or when there has been a history of multiple disciplinary actions, behavior problems, and/or non compliance with policies; or for any other significant reason that has been deemed to be seriously detrimental to the safety and well being of Clarkson students; the mission and goals of the University and its relationship to the

community; and/or the integrity of Clarkson's fraternity and sorority system, recognition of the organization can be rescinded with a recommendation made to the Vice President for University Outreach and Student Affairs after a hearing by the RRP. Pending action on the charges, the recognition status of the organization will not be changed unless the Vice President for University Outreach and Student Affairs makes the determination that for reasons relating to the safety and the well-being of students, faculty or University property, the organization will have recognition rescinded or denied pending final action.

CRITERIA & PROCEDURES FOR PROVISIONAL RECOGNITION

Newly established chapters (not previously recognized by the University, either as a national or local chapter) must provide a statement and pledge of sponsorship by an international or national organization. The organization must be in good standing and be acceptable to the University.

National chapters seeking re-recognition by the University must provide a statement and pledge of sponsorship by an international or national organization.

Local chapters covered under the grandfather clause¹ seeking re-recognition may not be required to provide a statement and pledge of sponsorship by an international or national organization. Pending a review of the chapter's history related to disciplinary actions, behavior problems, and/or non-compliance with policies, an international or national sponsorship may be required.

Regardless of a chapter's affiliation (local or national), all fraternal organizations seeking provisional recognition by the University must fulfill the following criteria:

ELIGIBILITY

- Identification of an active alumni corporation board which maintains relations (including ownership of the chapter house) with the undergraduate chapter.
- At least one advisor who is a full-time Clarkson faculty or staff member (the proposed advisor will send a letter of intent to the Assistant Dean of Students or Student Affairs or designee).
- Women's groups will be a member of the NPC (National Panhellenic Conference) Extension Policy or NPHC (National Pan-Hellenic Council) expansion policy.
- Organizations are prohibited from forming or maintaining a community chapter and/or recruiting from any body other than the Clarkson student body.

GOALS AND STANDARDS

- A statement of purposes and goals of the fraternal organization.
- The national body and alumni corporation's constitutions and by-laws, and governance structure.
- The Clarkson University chapter's chartering document, constitution, and by-laws.

¹ Lambda Phi Epsilon fraternity, Omicron Pi Omicron fraternity, Sigma Delta fraternity, Tau Delta Kappa fraternity, and Zeta Nu fraternity.

- Policies and standards for the selection and education of new members (must contain relevant information as it pertains to anti-hazing policies).
- Acknowledgment in writing from the local chapter, and from the international or national office upon recognition, that they have read this recognition policy and are aware of the responsibilities they have as a fully recognized organization.
- A governance structure for the group, indicating assignment of responsibility for financial activities, program planning, selection of new members, communication with the Vice President for University Outreach and Student Affairs or designee, and participation in the appropriate governing council.
- Financial and Housing Plan which addresses income and cost expectations, appropriate property insurance coverage as required by the University, a detailed housing plan including contract assignments, and verification that the residential facility conforms to Village of Potsdam housing standards regarding the facilities, safety and security measures, and accounts set up for appropriate and timely maintenance (including a certificate of occupancy for the Village Code Enforcement Officer).
- Schedule of projected services and activities for members, as well as a plan for the educational, social, charitable, community service, and athletic programs to be offered to members.
- Acceptance of the appropriate council's rules and regulations and acceptance into one of these groups.

If denied recognition twice by the appropriate governing council, the organization may petition the RRP for University recognition with final determination made by the Vice President for University Outreach and Student Affairs.

Given that all criteria have been met, the Vice President for University Outreach and Student Affairs and designees, in collaboration with the appropriate governing council, will review all materials and recommendations, and will send a report to the University President. The President will have the final decision for recognition and will send a recognition status letter to the chapter and its international or national office.

All items will be kept confidential between the University and the organization.

RECOGNITION REVIEW PANEL

DEFINITION

The Recognition Review Panel (RRP) is an established group of University and Greek constituents that will oversee the modifications and maintenance of the recognition policy and process of recognizing fraternities and sororities. In addition, the RRP will act as a disciplinary hearing committee on issues sent forth by the Dean of Students or designee. The RRP will also perform reviews of each chapter's recognition compliance. The RRP has the authority to levy disciplinary sanctions against any Greek chapter upon the completion of a review or as a result of a hearing. In cases where the circumstances are severe, the RRP may make a recommendation to the Vice President for University Outreach and Student Affairs to rescind the chapter's official recognition. A decision to rescind recognition requires administrative review and approval by the President and may be altered, deferred, or suspended.

RESPONSIBILITIES

- Review the recognition policy annually and consider requests for modifications submitted by any University or fraternity/sorority constituency group. A 2/3 vote of this panel will constitute a request for change in policy. The final decisions will rest with the Vice President for University Outreach and Student Affairs.
- Perform a review of each chapter's recognition compliance and supporting documentation and maintain the recognition files. This review will take place the spring semester of each year, following the fall evaluation process administered by the Assistant Dean. The RRP will work in conjunction with the Assistant Dean to assess the performance of each chapter based on the criteria outlined by the Office of Student Organizations and any additional factors deemed necessary by the Panel and the Vice President for University Outreach and Student Affairs. This is not to be confused with assessments coordinated through the Office of Student Organizations.
- Review the documents of all petitioning groups seeking recognition and offer a recommendation to the Vice President for University Outreach and Student Affairs regarding approval.
- Act as the hearing committee on disciplinary issues sent forth by the Dean of Students following a Dean's inquiry. This committee will hear cases based on due process.
- Levy appropriate educational sanctions that will guide the chapter toward a compliant relationship with the University and fraternity and sorority community standards. The Dean of Students, Vice President for University Outreach and Student Affairs, or designee will be responsible for monitoring the completion of any sanctions and follow up contact.

COMPOSITION OF THE RECOGNITION REVIEW PANEL

This will be a standing committee for a period of at least one-year. Appointments will be made each April or as needed, except for council presidents or others, changing by election date. Quorum will be 2/3 of the voting committee membership and the chair will vote in the event of a tie. The RRP has the authority to levy any disciplinary action it deems necessary that would support the *Vision of a Clarkson University Education and Clarkson Values*, and the principles espoused by the Recognition Policy for Fraternities and Sororities. The Assistant Dean will serve as a liaison to the RRP.

The RRP is compiled of the following:

- Chair appointed by the Vice President for University Outreach and Student Affairs
- Member of the Hearing Committee on Discipline and Disorders
- Representative of Administrative Council
- Representative of Faculty Senate
- Staff member from Student Affairs
- A Chapter Faculty/Staff Advisor
- The Student Senate President or Designee
- A non-affiliated Student Designee from Student Senate
- The IFC President or Designee
- Panhellenic President or Designee
- Co-educational Council President or Designee (if formed)

- NPHC Council (if formed)
- The Greek Alumni Council President or Designee
- An Undergraduate Fraternity/Sorority Member-at-Large

HEARING PROCEDURES

The RRP hearing is an administrative and not a criminal proceeding. Therefore, there is no need to define prohibited conduct or the hearing procedures, with the specificity required in criminal law. In general, a chapter shall be entitled to a proceeding that is fundamentally fair and that shall comply generally with the following guidelines. Strict adherence to these guidelines is not required.

The following procedures shall be used when the RRP convenes:

- The chapter will be informed in writing of the reasons for the proposed disciplinary action at least 7 calendar days in advance of the hearing. The written notice shall include:
 1. a statement of the charges, reason/rationale to convene
 2. a list of all known witnesses and a description of the known evidence
 3. a statement of the time and place of the hearing
 4. a copy of these hearing procedures
- A chapter that fails to have a representative appear or participate in the hearing after proper notice has been given, will be deemed to have pled guilty to the charge(s) pending against the chapter and will be subject to disciplinary action.
- The chapter has the right to be assisted in their defense by an advisor of their choice. The advisor may be present but may not participate as an advocate in the proceedings.
- Only the chapter's executive officers and those persons having a direct role in the hearing shall be permitted to attend.
- Technical rules of evidence applicable to civil and criminal courts and law are not applicable. All matters upon which the decision may be based must be introduced as evidence at the proceeding before the RRP.
- The burden of proof shall rest upon the person(s) bringing the charge.
- The chapter charged will have the opportunity to have chapter representatives testify and present evidence and witnesses upon their behalf. The chapter shall have the opportunity to hear and question adverse witnesses, as will the RRP. In no instance will the RRP consider statements against a chapter unless the chapter has been advised of their content and the names of those who made them.
- There will be an audio tape recording of all hearings.

APPEALS OF THE RRP RECOMMENDATIONS/SANCTIONS

In cases in which the RRP decides to levy sanctions other than rescission of recognition against a chapter, a written appeal may be made within 10 calendar days to the Vice President for University Outreach and Student Affairs, whose decision will be final.

RECOGNITION REQUIREMENTS & OBLIGATIONS OF THE UNIVERSITY, FRATERNTIES, & SOROROTIES

CHAPTER OBLIGATIONS

In order for the organization to maintain its recognition by the University, the organization assumes the following obligations to the University community:

- I. Interaction and Evaluation of Recognition
 - A. Interact with the University and build a cooperative relationship with the University administration.
 - B. Submit each year a signed document agreeing to follow the recognition policy.
 - C. Update undergraduate, new member, officer, and alumni corporation and faculty advisor records as necessary.
 - D. Submit the CORE report regarding chapter operations and goals (due dates to be established by the Office of Student Organizations).
 - E. Maintain an active full-time Clarkson faculty or staff member as an advisor.
 - F. Submit other documents referred to in this policy.

- II. Assessment and Consultation
 - A. Each chapter will participate in an evaluation process performed by the Assistant Dean each year as a measurement of performance and tool for consultation for chapter officers.
 - B. Chapter Presidents will meet with the Assistant Dean once per month, or as needed, to discuss chapter issues.
 - C. Each chapter's recognition submissions will be reviewed by the RRP as required by the guidelines.

- III. Grade Requirements, Academic Programming, and Faculty Relations
 - A. Each chapter will maintain a semester grade point average above the all men's/women's average. Three consecutive semesters below will result in review of the chapter by the RRP.
 - B. Provide affiliation/scholarship release information for preparation of academic reports.
 - C. Create an environment conducive to academic achievement among chapter members and pledges/associate members.
 - D. Each chapter will designate a Scholarship Chair and a Faculty Relations Chairperson (these may be combined and/or be part of the Membership Development Coordinator position) to direct the academic and faculty relations efforts of the chapter.

- IV. Alumni Relations, Events, Corporations, and Inter/National Headquarters
 - A. Maintain communication and identity with national/international organization.
 - B. Maintain communication with chapter alumni and alumni board.
 - C. All organizations are expected to form an alumni house corporation for the purposes of property ownership and a management partnership with the undergraduate chapter. Newly recognized groups must form these relationships within five years of university recognition. This body or alumni body will assign a designated alumnus advisor to guide the chapter.

- V. Financial, Residential Management, and Fire Safety
 - A. Chapters occupying on-campus fraternity and sorority housing are required to adhere to housing policies (Attachment A).
 - B. Follow the Clarkson Risk Management Policy, based on the FIPG Risk Management Policy, as interpreted by the University (Attachments B-E).
 - C. Provide an annual certificate of insurance with a minimum of \$2 million in general liability coverage listing Clarkson as "additional insured". Chapters must meet all other insurance requirements as determined by the University.
 - B. Submit a semester budget by November 15 (for spring semester) and April 15 (for fall semester). Each chapter will provide a sample housing and membership dues contract with their fall budget.
 - C. Submit housing and dining rosters each semester as requested by the Office of Student Organizations and Residence Life.
 - D. Maintain chapter house in accordance with Village of Potsdam housing ordinances and regulations.
 - E. Sophomore, junior, or seniors will be eligible to live off campus based on the Residence Life housing policies and only if the student has a 2.5 cumulative grade point average or better and is in good standing. All chapters will comply with the housing policies listed in the Clarkson Rules and Regulations.
 - 1. Exceptions will be made for freshmen students who have compiled a 3.0 grade point average for that semester.
 - 2. Eligibility for exemptions will be reviewed each semester.
 - F. The president will be responsible for ensuring that one fire drill per month and will ensure that proper fire emergency precautions are in place.
- VI. Membership Recruitment
 - A. Recruit membership only from the Clarkson student body and among students in good academic standing with a cumulative grade point average at or above 2.5. These students must meet all membership recruitment standards as required by the university to affiliate.
 - B. Recruit members through non-alcoholic recruitment programs (i.e., dry recruitment).
 - C. Provide the University with an outline and schedule of the recruitment program (due dates to be established by the Office of Student Organizations).
 - D. Provide a pre-bid list for academic verification prior to giving bids.
 - E. Each governing council shall provide on-going continuous recruitment activities in which their member groups may participate.
 - F. Members of The Clarkson School are not eligible to participate in recruitment activities or accept bids for membership.
- VII. New, Provisional, or Associate Member Education
 - A. Provide the University with an outline of the new member education program and content, within the University guidelines, and timeline prior to fall and spring bid dates.
 - B. Submit a Statement of Positive New Membership.
 - C. Provide positive developmental experiences for new/associate members.

- D. The new member education process will be no longer than six weeks and there will be no events, of any type, at which these new members will be present in which alcohol will be allowed.
- E. New member education will end before mid-semester in the fall and before spring break in the spring setting a maximum recruitment and new member education time line of eight weeks including any breaks.
- F. Each semester all new members (pledges, associate members) will be required to attend an educational workshop focusing on university policies provided by the university.

VIII. Social Responsibility and Risk Management

- A. Accept responsibility for the actions of active and inactive members, pledges, alumni, and their guests when these actions are related to organizational affairs, both in and out of the house, or when the actions of members within the community reflect upon the organization and fraternity and sorority community.
- B. Abide by University Code of Conduct, University Regulations, respective governing council regulations and village, town, state, and federal laws.
- C. Follow the Clarkson Risk Management Policy, based on the FIPG Risk Management Policy, as interpreted by the University. (Attachments B-E)
- D. Submit event notification forms to the appropriate University office.
- E. Chapters will assist in developing programs during National Collegiate Alcohol Awareness Week (NCAAW) and Safe Spring Break Week.
- F. No fraternity or sorority chapter will sponsor/ co-sponsor an activity with alcohol at their chapter facility, another chapter facility, an off campus apartment or third-party facility, beginning one week (7 days) prior to the first day of classes each semester and until the Monday night following bid day activities.
- G. Each chapter will create a judicial board separate from their executive committee consisting of a minimum of three members and establish written guidelines and bylaws for its operation including possible sanctions and an appeals process to be heard by the executive committee.
- H. Members of The Clarkson School are not eligible to participate in social activities where alcohol is present and/or served.

IX. Leadership Development and Campus Involvement

- A. The fraternity and sorority system will maintain the Order of Omega National Honor Society for outstanding fraternity and sorority members and all chapters will support the activities of this organization.

X. Council Involvement and Participation

- A. Participate in the appropriate governing council and abide by its policies.
- B. Each chapter will participate in some way in each of the councils' activities.
- C. At least one member of each chapter shall assist in the programming of the councils' activities either as an officer or as part of a sub-committee.

XI. Community Service and Philanthropic Charitable Contribution

- A. Maintain positive relations with neighbors.

- B. The fraternity and sorority system will sponsor various community and charitable services to the Potsdam community each year. Chapters should participate in these events and/or sponsor events of their own.
- C. Each chapter will participate in charitable and hands-on community events.

UNIVERSITY OBLIGATIONS

- I. Interaction and Evaluation of Recognition
 - A. Provide professional support to administer the Recognition Policy and have primary responsibilities for fraternities and sororities under the Office of Student Organizations.
 - B. Permit use of the Clarkson name along with, but not in place of, identification of sponsoring body (e.g., XYZ Fraternity/Sorority at Clarkson University).
 - C. Allow access to and use of University facilities for official chapter functions as approved by appropriate offices.
 - D. Maintain new member, officer, alumni corporation, and faculty advisor records.
 - E. Maintain annual reports and other relevant information on each fraternity/sorority.
 - F. Keep the University (both administration and faculty) informed of events in the fraternity and sorority system.
 - G. Approve recognition status annually in cooperation with the RRP.

- II. Assessment and Consultation
 - A. Provide professional support and maintain on-going dialogue with fraternity/sorority.
 - B. Provide format for goal statements. Review goals with respective chapter officers.
 - C. Survey faculty and staff on an annual basis for interest in faculty advisor positions. Provide information and resource material to faculty advisors each semester.

- III. Academic Programming and Grade Requirements
 - A. Compile grade rankings each semester.
 - B. Provide grade release forms and individual grades to the chapter scholarship chair, president, and advisor in accordance with FERPA requirements.

- IV. Alumni Relations, Events, Corporations, and Inter/National Headquarters
 - A. Maintain communication with each national/international office.
 - B. Meet with field representatives/chapter consultants.
 - C. Provide assistance with alumni publications and alumni relations programs.
 - D. Provide alumni mailing labels and lists at a nominal fee.
 - E. The University will work closely with alumni in the development of the Greek Alumni Council (GAC) as a method by which the fiscal health and viability of Clarkson's fraternity and sorority system may be maintained.

- V. Financial and Residential Management and Fire Safety
 - A. Provide financial advising and information as requested.
 - B. Grant housing and dining exemptions consistent with Residence Life Housing/Dining Policy to chapters holding special use permits as issued by Village.

- C. Facilitate fire safety inspections each academic year. Advise on fire safety. Serve as liaison with Village Code Enforcement Officer.
- D. Provide information on property availability and purchases through the University.
- E. If a chapter chooses, they may submit names of members who have outstanding debts for flagging in the University system to withhold transcripts and registration to help collect money owed.
- F. Assist the organizations in public relations through web page information, admissions brochures, and student life information.

VI. Membership Recruitment

- A. Recruit membership only from the Clarkson student body and among students in good academic standing with a cumulative grade point average at or above 2.5. These students must meet all standards as required by the university to affiliate.
- B. Female students are eligible to join any Clarkson recognized chapter during their second semester and afterwards, provided they meet all grade point average requirements;
- C. Male students may be allowed to join after they have achieved sophomore standing, provided they meet all grade point average requirements. Exceptions will be made for those students that:
 - 1. are not under any disciplinary sanctioning. If a student is involved in an appeal process which is resolved prior to the end of the new member period, the chapter may opt to allow him to join by the deadlines established under university policy; and
 - 2. want to join an organization that has received an exception to recruit and affiliate second-semester freshman students.
- D. To be eligible for an exception to recruit and affiliate second semester students, fraternity chapters must score a 4 or 5 on the Chapter Operations and Recognition for Excellence (CORE) report for the most recent yearly reporting period.
- E. Chapters not achieving adequate progress on the CORE report are subject to review by the RRP.
- F. Recruit members through non-alcoholic recruitment programs (i.e. dry recruitment).
- G. Provide the University with an outline and schedule of recruitment program with due dates to be established by the Office of Student Organizations.
- H. Provide a pre-bid list for academic verifications prior to any bids being distributed.
- I. No recruitment activities for first year students shall take place by individual chapters, except for those that have been granted an exception through the CORE report.
- J. Women's groups may set additional recruitment guidelines according with the NPC Extension Policy or NPHC expansion policy. These policies are enforced by the governing council.
- K. Members of The Clarkson School are not eligible to participate in recruitment activities or accept bids for membership.

VII. Pledge/New, Provisional, or Associate Member Education

- A. Maintain resources for new member education for implementation.
- B. Modifications in the pledging process will be developed in collaboration with the Assistant Dean of Students.

- VIII. Social Responsibility and Risk Management
 - A. The University will monitor "walk-throughs" during alcohol-related social events and on a random basis to encourage compliance with the Clarkson Risk Management Policy based on the FIPG Policy. (Attachments B-E)

- IX. Council Involvement and Participation
 - A. Provide professional support to develop the fraternity and sorority community.
 - B. Provide ongoing advisement to the governing councils.

- X. Community Service and Philanthropic Charitable Contribution
 - A. Provide outlets for chapters to get involved with the community and campus.

- XI. Judicial Processing and Investigation
 - A. Administer a fair and impartial discipline process involving Interfraternity and Panhellenic Councils and respective inter/national offices.
 - B. Violations of the Clarkson Risk Management Policy based on the FIPG Risk Management Policy will be subject to a Dean's inquiry. If evidence warrants a hearing, the matter will be referred to the Recognition Review Panel (RRP) for their review. A determination of a change of level of recognition will be made by this group, including the possibility of a recommendation for recession of recognition.

Clarkson Housing Policies for On-Campus Fraternity and Sorority Housing (Attachment A)

This policy applies to members of the chapter, individually and collectively, including current, inactive, alumni, and new or joining members. This policy also pertains to the action of the guests of the organization at events.

- I. Students residing in on-campus fraternity and sorority housing must adhere to all university policies and regulations.
 - A. Loss of chapter recognition will result in loss of on-campus chapter house.
 1. Students residing in the on-campus chapter house will be placed back into other residential housing at the beginning of the semester following the chapter's loss of recognition.
- II. Chapters must maintain the annual occupancy rate set by the university.
 - A. Chapters not able to maintain minimum occupancy will be required to supplement housing charges to the university.
- III. The university is responsible for the facility management of on-campus fraternity and sorority housing.
 - A. The university will conduct monthly health and safety inspections of on-campus chapter houses.
 - B. The university will provide regular schedule (cleaning)
 - C. The chapter must maintain an annual certificate of insurance with a minimum of \$2 million in general liability coverage listing Clarkson as "additional insured". Chapters must meet all other insurance requirements as determined by the university.
 - C. Chapters may purchase additional furnishings and make aesthetic changes that positively illustrate the chapter.
 1. The chapter will work with the Office of Student Organizations to make aesthetic changes.
 2. Should a chapter lose recognition, furnishings and aesthetic changes will be removed and returned to their original condition.

Clarkson Risk Management Policy on Alcohol (Attachment B)
(Based on the attached FIPG Risk Management Policy)

This policy pertains to all levels of organizational membership, individually and collectively, including current, inactive, alumni, and new or joining members. This policy also pertains to the actions of guests of the organization at events.

- I. The possession, sale, use or consumption of alcoholic beverages, while on or off premises, during a social event, or any situation (co-)sponsored or endorsed by the organization, or in any event an observer would associate with the organization, must be in compliance with any applicable laws of the state, province, county, city and University, and must comply with either the "BYOB Guidelines" (attachment A) or the "Third Party Vendor Guidelines" (attachment B) included.
 - A. The organization may be held responsible for any activity, which it holds on or off organization premises if these policies are not enforced.
 - B. Sponsorship and endorsement may include the contribution of funds, supplies, food, or management of the event or significant portion of membership in attendance.
 - C. There is increased potential for responsibility where alcohol is present at an event.
 - D. BYOB (Bring Your Own Beverages) is the purchase of individual quantities of a beverage for personal consumption by members, alumni, guests, and the same for any co-sponsors. BYOB is not the use of a common source of alcohol provided by any members, alumni, guests, or co-sponsors such as cases of beer, bottles of alcohol, kegs, party balls, etc.
 - E. Third Party Vendor use applies to situations in which the organization contracts a licensed purveyor of alcohol in a bar, dance hall, drinking establishment, hotel, restaurant, etc., or by inviting a catering company to the organization's or co-sponsor's location.
 1. The organization may pay for vendor employee salaries.
 2. Set up costs excluding alcohol.
 3. Facility rental;
 4. Maintaining that individuals of age will pay for their own drinks on a "cash per drink" basis only.
 5. There may not be "all you can drink" or "discount" rates by way of chapter subsidy or by gift of the vendor.
- II. No alcoholic beverages may be purchased through organizational funds, nor may the purchase of same for any event attendee be undertaken or coordinated by any member, alumnus, or guest in the name of, or on behalf of the organization or co-sponsor. The purchase or use of a bulk quantity or common source of such alcoholic beverages (i.e., kegs, cases, wine, champagne, or hard alcohol) is prohibited. There shall not be any collection by "pass the hat" nor through organizational treasury in order to purchase alcohol for members or guests.
- III. Open parties, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, shall be prohibited. All events must have a guest list including date parties, charitable events, and band events and be determined prior to the event.

The guest list must be used to restrict the event to access by only those on it. No event will exceed 250 people without University authorization.

- IV. No members, collectively or individually, shall purchase for, or serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age). This means that under-age members do not have the right to drink alcoholic beverages.
- V. The possession, sale or use of any illegal drugs, controlled substances, or over the counter intoxicants while on organizational premises, during any organizational event, or at any event that an observer would associate with the organization, is strictly forbidden. No such substances shall be in the possession of any member at any time.
- VI. No organization may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (defined as generating more than 50% of gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. Sponsorship may include advertisement or financial compensation to the vendor as this is considered implied sale by the organization.
 - A. An organization may have events with a bar or drinking establishment, but without the use of advertisement, and only within a controlled setting regarding guests and Third Party Vendor guidelines.
 - B. The sale of tickets to an event such as a band, may not be coordinated at the event, may not be used to pay the vendor, and must be paid to the entertainment prior to the event and separate from any situation where alcohol is present. Such events must still remain restricted and careful sale of tickets may only be to those determined by the guest list. It is recommended that any organization hosting such an event will seek the advice of the appropriate University advisors.
 - C. The organization may not advertise for an event using the name of an alcohol vendor or information about the presence of any alcohol whether it is BYOB or using a Third Party Vendor.
 - D. All financial transactions with the vendor must take place prior to the event and not involve alcohol purchase or subsidy.
- VII. No organization may co-sponsor or co-finance an event where alcohol is purchased by any of the host groups or organizations. This may include attending an event or providing any item or service to an event.
- VIII. No recruitment activities, individually or collectively shall involve the presence of alcohol. This includes prospective members in the form of current students and prospective students. An organization should recruit based on valuable benefits and not rely on focusing on alcohol.
- IX. No members shall permit, tolerate, or encourage "drinking games." These games present the most serious levels of injurious intoxication and include funneling, birthday salutes, drinking contests, drinking card games, drinking table sports or any other activity involving challenge, competition, or forced drinking.

- X. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.
- XI. Of age invited guests are permitted to bring up to a 6-pack of 12 oz. beer cans or a 4 pack of wine coolers. Hard liquor, mixed drinks, wine, and products such as Smirnoff Ice, Twisted Tea, and the like are NOT permitted.
- XII. No fraternity or sorority chapter will sponsor/co-sponsor an activity with alcohol at their chapter facility, another chapter facility, an off campus apartment or third-party facility, beginning the weekend prior to the start of each semester and until the Monday night following bid day activities.

FIPG, INC. RISK MANAGEMENT POLICY (Attachment C)

The Risk Management Policy of FIPG, Inc., includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

ALCOHOL AND DRUGS

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any members in the name of, or on behalf of the chapter. The purchase or use of a bulk quantity or common source of such alcoholic beverage, i.e. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly forbidden.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
8. All rush activities associated with any chapter will be a DRY rush function.
9. No member shall permit, tolerate, encourage, or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.

HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts of buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or regulations and policies of the educational institution, or applicable state law."

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment.

FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind in the confines and premises of the chapter house are expressly forbidden.

EDUCATION

Each fraternity shall annually instruct its students and alumni on the Risk Management Policy of FIPG, Inc. Additionally, all student and alumni members shall receive a copy of said Risk Management Policy.

A BRING YOUR OWN BEVERAGE EVENT (Attachment D)

1 WEEK PRIOR TO THE EVENT:

- Create a list of guests which does not exceed the maximum capacity of the Event site and is less than 250 total guests and members.
- Obtain wristbands or special hand stamp to mark guests over/under 21.
- Create a sign-up for risk management duties for the event.
- Contract security officers if used.
- Plan activities aside from drinking to reduce drinking levels.

TWO DAYS PRIOR TO THE EVENT:

- Complete an event notification form for the event.
- Finalize the guest list for the event notification.
- Create punch cards for beverage control using a hole-punch at the event.
- Confirm membership risk management duty assignments.
- Post emergency information.
- Establish a beverage control center.
- Assemble and set up any activity materials.
- Confirm security officers.
- Pay any entertainers before the event.

DAY OF THE EVENT:

- Purchase of ice for the centralized beverage control center.
- Prepare beverage-holding tanks.
- Prepare centralized food and beverage center.
- Purchase non-alcoholic beverages for all under-age attendees.
- Purchase foods (preferably non-salty) for all attendees.
- Label recycling bins and garbage receptacles clearly.

AT THE EVENT:

- Monitors check ID and guest list. Only those who are 21 may bring in and drink their own beverages. Those not listed on the guest list, may not be allowed entry.
- Monitors will provide a marked punch card for beverages. They will send the guest to the holding tank to drop off their beverages.
- Beverage center monitors will accept and control the distribution of beverages.
- Only one beverage will be returned at a time.
- Roaming monitors should wear specialized or colored clothing.
- No beverages will be allowed to leave once they arrive. Leftover beverages may be retrieved the following day as coordinated between the host location and the guest.

THE DAY AFTER:

- Clean up is completed by 10 a.m.
- Return of leftover beverages will take place from 10 a.m. to 11 a.m.

THIRD PARTY VENDOR GUIDELINES (Attachment E)

(For use with hotels, drinking establishments, dance halls, and on-site caterers)

This reference must be used to meet recommendations/requirements of your inter/national or parent organization and the University.

1. Make sure that the bar/vendor/caterer you are working with is licensed.
Are they licensed? Yes
No

2. Make sure that the bar/vendor/caterer has liability insurance.
You should ask them to list your organization, the alumni corporation, and your inter/national organization, and the University on a certificate of insurance for each particular event, which you do with them as an "additional insured." This will provide another 1 million in coverage.

Note: This may come with a fee from the insurance carrier.

Are they insured? Yes
No

Will the group "additionally insure" you? Yes
No

3. Finalize a contract 12 days in advance; per state beverage control guidelines; which lists the responsibilities that you want the vendor to meet. The responsibilities that the vendor must meet include but are not limited to:

- a. Cash bar, tear-tab bracelets, or tickets for a cash-per-drink only
 - 1. "All-you-can-drink" services are not an option
 - 2. Subsidizing alcohol within the service fee or through admission charges is not an option (i.e. discounted drinks)
- b. ID check and no service to minors
- c. Control and removal of all sold and unsold alcoholic beverages
- d. Security (or by contract of another security company)
- e. You pay 50% of up front, the balance after service is provided
- f. Other items which you deem necessary

Is the contract written by your organization? Yes
No