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| New Jersey Institute of Technology |
| Shared Standards Agreement For Social Fraternities and Sororities |
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Shared Standards Agreement

The Shared Standards Agreement for Fraternities and Sororities at the New Jersey Institute of Technology is the agreement between the member chapters of the Inter Fraternity/Sorority Council and the Campus Center. These Shared Standards will be implemented and documented by the chapters and governing councils in coordination with Greek Life and the Campus Center.

The intent of the shared standards process is to provide a framework by which chapters can quantify and document their activities and successes, while creating a tool by which fraternities and sororities can be evaluated. This includes:

1. Enhancing the management and quality of fraternities and sororities at New Jersey Institute of Technology by outlining a clear, but comprehensive, set of standards that each chapter must attain to be recognized by the governing council and the Greek Life Office and thus the University;
2. Providing an annual evaluation tool in which fraternities and sororities can participate in a self-evaluation process and receive recognition for surpassing the chapter standards, and
3. Empoweringstudents to be part of the decision making process in determining how they wish to function within the greater University community.

Levels of the Shared Standards

Not accredited

* Failed to meet requirements for all sections

Accredited

* Met the requirements for all sections

Accredited with Merit

* Went above the requirements for any section. Eligible to receive awards at the Highlander Student Achievement Awards and IFSC Fraternity and Sorority Achievement Awards. See Merit section for additional awards.

Merit for Shared Standards

Gold Level

* If an organization completed all merit sections within one of the seven areas of standards, then they have achieved Gold Status within this area. In order to be considered for Gold, the chapter must have achieved Accreditation status. Chapters who are not accredited may not achieve Gold levels.
* This will be awarded at an appropriate opportunity for recognition.
* The chapter will receive a certificate to demonstrate the chapter’s achievement along with other possible rewards from the Campus Center or IFSC.

Platinum Level

* If an organization completes all merit sections within all of the seven areas of standards, then they will be considered to be a Platinum Chapter.
* This will be awarded at an appropriate opportunity for recognition.
* The chapter will receive a plaque to demonstrate the chapter’s achievement along with other rewards from the Campus Center or IFSC.

Areas for Shared Standards

Academic Achievement

As academics are one of the four pillars of Greek Life, the fraternity and sorority community believes that one of the highest priorities in each organization’s general program should be given to the development and promotion of high academic achievement.

Accreditation Requirements (Section A)

1. Chapter-wide cumulative GPA of 2.5
2. Less than 20% of chapter is on academic probation
3. Have a scholarship chair and plan
4. Have an active academic probationary plan for members below a 2.0 cumulative GPA. Within 2 weeks of the start of the semester, the academic chair must meet with the Greek Advisor and share who will be on this plan, and how it will be personalized to them. This plan must be written and submitted as part of the Shared Standards at the end of the semester.
5. Chapters must list two practices that they used in the past semester to further academic excellence for the organization and its members (ie study sessions, working with a faculty fellow, meeting with Marybeth at CAPE, attending common study sessions, etc.)

Merit Options (Section B)

1. 10% of members are on Dean’s list
2. The Fraternity exceeds the all men’s or the Sorority exceeds the all women’s average for cumulative GPA from the most current data available (depending on which is applicable)
3. The Chapter requires a higher GPA requirement for all elected officers than that of non-officer members as indicated in the chapter’s constitution. This requirement must be at least a 2.25.
4. The Chapter has an active relationship with a full time or adjunct NJIT professor, or a university lecturer. This person cannot be a staff person on the campus. This can be accomplished by inviting individuals to speak to the chapter, have discussions lead by the faculty member, or have a social interaction with that member.

New Member Education

The strength of any fraternity or sorority will be realized through a constructive new member education and total membership development program, which will provide opportunities for leadership development, general enthusiasm for the organization’s ideals and ritual, and set a sound base for lifetime membership which teaches responsibility to one’s self, the organization and the community.

Accreditation Requirements (Section C)

1. A New Member Education Outline program must be submitted at the IFSC meeting prior to Pinning weekend. This must include anticipated initiation/crossing date and location. (For NIC, NPC, and Local Chapters)
2. All new members must complete a Hazing Education Seminar and sign the Anti-Hazing contract within 2 weeks of being pinned (NIC, NPC, Local) or put on line (NALFO, NPHC, NMGC).
3. All new members must complete all new member education classes hosted by the Office of Greek Life. This usually consists of 4 in class sessions and 2 out of class sessions. (NIC, NPC, Local). For chapters needing schedule private classes with the Greek Advisor, they must do this within 2 weeks of starting their line (NALFO, NPHC, NMGC).
4. A one on one meeting with the Greek Advisor and new member class is to be scheduled and completed prior to the class’s crossing/initiation date if requested by the Greek Advisor.
5. The chapter must retain and initiate/cross its new members on the following scale:
   * A class/line of 1 – must initiate/cross 1
   * A class/line of 2 – must initiate/cross 1
   * A class/line of 3 – must initiate/cross 2
   * A class/line of 4 – must initiate/cross 3
   * A class/line of 5 – must initiate/cross 4
   * A class/line of 6 – must initiate/cross 4
   * A class/line of 7– must initiate/cross 5
   * A class/line of 8 – must initiate/cross 6
   * A class/line of 9– must initiate/cross 7
   * A class/line of 10 – must initiate/cross 8
   * All classes above 10 must initiate/cross at least 80% of the new members

A chapter may appeal this to the Greek Advisor should there be an outstanding circumstance.

1. New Member Drop Forms must be completed and submitted for any new member who drops or was dropped from the process as soon as the member is no longer a new member.
2. All new members must be initiated by the deadline given by the Office of Greek Life and should not exceed a process of 8 weeks.
3. A complete initiation/crossing form should be submitted to the Greek Advisor within 4 days of the event and must be signed by each new member.
4. All new member education programs must be alcohol free. This shall be indicated by a written and signed statement by the New Member Educator and new member class.
5. All new member programs must include training on how to utilize the Campus Center (reservations, flyers, event planning, etc.)

Merit Options (Section D)

1. Have a resource for parents (examples: letter that gets set out, website with information for parents, pamphlet that is given to parents, online resource directed towards parents).
2. 50% of new members will participate in any programs developed by the IFSC. IFSC will determine whether or not it is appropriate for the new members to attend. An example would be attending a risk management workshop hosted by IFSC or social event. Programs reserved for full members would not be applicable. If there are 3 or less new members, 2 of them would be required to attend. IFSC would announce at an IFSC meeting if an event were to be eligible for this. Examples of these events are: Hero Pub Nights, Newark Area Clean Ups
3. 75% of the new member class will participate in one service project during the semester in which they are initiated. This can be planned by the chapter or the new members or it can be the IFSC service event.
4. New Member study hours must be kept track of at CAPE which will be kept track of by the IFSC Academic and Risk Management Chair.
5. Include an evaluation of how you felt your New Member Education/Intake went for your chapter this semester. Include strengths and opportunities for improvement.

Risk Management

Like all NJIT students, members of fraternities and sororities are expected to comply with University regulations and are subject to local, state, and federal law. It is important for the community to allow for opportunities to participate in or receive additional education on this topic to allow for members to make educated choices.

Accreditation Requirements (Section E)

1. Attend the mandatory Campus Center Student Organization Workshop (1 per year). Provide the names of the individuals who are trained.
2. Have at least 2 members TIPS trained (if there is a training on campus) within an academic year.
3. Have an active Judicial Board or Standards Board (submit names)
4. Have a copy of the Crisis Management Plan for the Chapter provided for you by your national office (if applicable) or a personalized version of the IFSC Crisis Management Plan
5. Maintains a positive relationship with the Campus Police (ie co-sponsoring events with Public Safety, assisting with Hero Campaign programs, avoiding receiving summons if you have received a warning for a violation of policy or law, communicating with officers with respect )
6. Have a current copy of chapter insurance and submit to Office of Greek Life by the third IFSC meeting of each semester
7. Have not violated any campus or state policy/law. Exceptions given to any laws pertaining to individuals for parking or misdemeanor charges.

Merit Options (Section F)

1. Describe how your organization attempted to lessen and manage risk through hosting or co-sponsoring a Risk Management themed event on campus this semester (Alcohol & Drugs, Hazing, Sexual Assault and Harassment, and Fire, Health & Safety, Mental Health, Personal Wellness)
2. Have a representative from the NJIT Public Safety Department or other approved speaker give a presentation for the Chapter on alcohol awareness, crime prevention, or other relevant topics. Must be a different program than the first Merit bullet point.
3. Describe how your organization worked to ensure that members and guests acted with social responsibility at events hosted by your organization. (ie following campus policy, enacting a guest policy, reviewing crisis management plans, requiring proper identification, etc.)

Leadership Training/Development

As leadership is one of the four pillars of NJIT Greek Life, we value campus involvement and leadership as central features of the fraternity and sorority experience. By being involved in student organizations and leadership roles, we will in turn develop our members into future leaders in their profession.

Accreditation Requirements (Section G)

1. Co-sponsor one event per semester with a recognized on campus student organization or athletic team (not IFSC)(1 semester in an academic year must be a non-Greek organization)
2. Attend the appropriate leadership retreat hosted by the IFSC each semester. (Fall is typically the Greek Experience and Spring is typically the Greek Summit
3. Must host the Assistant Director for Leadership and Diversity or approved alternate (ie Campus Center Staff Member, CAPE staff person, etc) for a chapter-wide leadership seminar in which 75% of the active members attend and participate. Attending one i-lead leadership workshop, NGLA or LGLC would also meet this requirement (Must provide proof of attendance from the facilitator of the workshop. Members do not have to all attend the same one). (1 per semester)
4. Have good standing with IFSC attendance for the trained IFSC representative
5. Briefly describe a cultural or diversity themed program that 50% of members attended in which they learned something different about another entity (organization or office sponsored). Members do not have to attend the same event. A list of members who attended is required.
6. In your own words discuss how your chapter utilized its values to operate as a chapter (ie when making decisions, planning programs, holding members accountable, etc.)

Merit Options (Section H)

1. Have 50% of the membership involved in at least 1 campus organization other than the chapter. IFSC Executive members and NJIT Athletes are included.(provide list)
2. Report attendance at any regional or local leadership conferences related to Greek Life
3. Have at least 1 member in the Order of Omega (if an active chapter exists)
4. Have the organization participate in any campus wide events
   * Fall: NJIT Day, the Club and Organization Fair, Move In Day,
   * Spring: Light Up the Heights/Gingerbread Building, Greek Week (must be present for hosting event plus 2 other events to count).
5. Report any awards received locally, regionally, or nationally (for Fall Report include the previous summer and for Spring report, include previous winter) (ie NJIT Highlander Awards, NGLA, Conferences)

Community Engagement

One of the most important pillars of the NJIT Greek population is community engagement as it is important that the membership recognizes the responsibility of being an engaged member of the University, local, and national communities.

Accreditation Requirements (Section I)

1. Must have a Chair or designated point person for the chapter to handle the organization of these
2. Must fill out a community service and philanthropy form and submit by the end of the semester
3. Must host or co-sponsor 1 philanthropy event in which proof of a donation to a charity is provided. This can be a letter from the organization, or a copy of the check.
4. Explain an opportunity for community service that your organization provided and that 75% of the active members participated in for at least 3 hours. Please give a description of what the members learned by participating in this project. (If the event was tabling in the campus center, it must be 75% of the active members for at least 4 hours per chapter to count).
5. Attend and participate in the 1mandatory philanthropy and the 1 mandatory community service events per Greek Life and IFSC each semester. These events historically have been:
   * Fall – Breast Cancer Walk ($100 per chapter) and PB&J Making (based on requirement given by IFSC for the service)
   * Spring – Newark Conservancy or Celebrity Read (at least 5 members per chapter) and the Global Philanthropy Fair or other service event(50% attendance per chapter)

Note, the IFSC Community Service Chair reserves the right to amend the traditional events as long as this information is shared within the first 2 IFSC meetings of the semester. Events cannot exceed more than 50% required of the active membership or raising more than $100 per chapter.

Merit Options (Section J)

1. Must donate to or participate in at least 2 philanthropy or community service events hosted by another Greek organization each semester
2. The organization hosts or co-sponsors 2 or more philanthropy events per semester in which proof of a donation is provided within the Shared Standards report.
3. The organization hosts or co-sponsors 2 or more community service events per semester of which a reflection of what was learned by members is provided.

Membership Recruitment/Intake

The purpose of recruitment/intake is to present the opportunity for non affiliated undergraduate, fully matriculated students at NJIT to become a member of the community. Recruitment/intake efforts of fraternities and sororities should include as many students as reasonably possible who desire membership within these organizations. This process should be open and honest, and introduce prospective members to all phases of a chapter’s activities and to the personal and financial responsibilities that membership entails.

Accreditation Requirements (Section K)

1. Completed Intake packet submitted to the Greek Advisor by the first IFSC meeting. This must include the letter for permission for Intake from National Headquarters or the Graduate Chapter (NPHC, NALFO, NMGC)
2. Participation in the Fraternity/Sorority Orientation program hosted by the IFSC
3. Completed Grade Release form for any potential new member
4. All recruitment programs must be alcohol free
5. Potential Bid lists must be submitted by the date provided by the Greek Life Advisor on the Greek Life calendar
6. A chapter will only extend invitations of membership to those potential members who meet the minimum grade point average of 2.5, and will not extend bids prior to a grade check by the Greek Advisor. Each chapter has the opportunity to establish a higher grade point average standard for membership.

Merit Options (Section L)

1. The chapter holds a recruitment/intake training program or retreat for members to communicate expectations in regard to recruitment/intake/promotion of the chapter. (One per academic year = Summer – Spring)
2. A chapter increases their chapter size by 30% or more over the course of the academic year (Spring submission only)
3. The chapter hosts an Interest or Informational Meeting (\*if your national does not allow for this you must show another way that your organization sought out membership)
4. Perfect attendance at all IFSC female or male recruitment meetings for the appropriate semester

Chapter Management

The fraternity and sorority community expects all of its chapters to reflect basic chapter management functions ranging from financial management to meeting and constitution requirements**.**

Accreditation Requirements (Section M)

1. Have a current copy of the local constitution and local by-laws on file in the Greek Life Office (any time a constitution or by-laws have been updated, a new copy should be submitted). If your constitution contains ritual, this may be removed and the rest of the information should be submitted.
2. Submit rosters by the date provided by the Greek Life Advisor and IFSC President on the Greek Life calendar
3. Payment of the IFSC dues must be made on time by the date given to the membership by the IFSC Treasurer
4. Payment of IFSC fines must be made by the deadline given by the IFSC Vice President or applicable Executive Board member
5. Must notify the Greek Advisor of any official visits from a national representative or regional advisor prior to their arrival so that the Advisor has the opportunity to set up a meeting with this individual
6. Describe the financial system and procedure of how your budget is calculated for the semester and how you share your budget with your members each semester. Also describe your method for collecting dues and what the procedure is if a member fails to pay their dues. Include any payment plan options. It is optional to provide a copy of your budget within this report.
7. Maintain a membership of 10 NJIT enrolled members
8. Have an on-campus full time faculty or staff advisor who is active in the chapter operations and events
9. The chapter must us the executive board change form to report to the Greek Life Office when an election is to occur and then submit the new leadership to the Advisor (if applicable to that semester)
10. Conduct at SWOT (Strength, Weakness, Opportunity, Threat) of your chapter for each semester and list at least one thing for each part of the SWOT.
11. List your current leadership structure and who is in what role for the semester that this report is reviewing.

Merit Options (Section N)

1. The chapter develops at least 3 SMART goals for the upcoming semester which will be communicated to the chapter advisor, Inter/national staff and volunteers, and the Greek Advisor on campus
2. Submit a rough draft of a programming calendar by the second IFSC meeting of each semester
3. The chapter seeks and applies for opportunities for funding outside of the Campus Center (ie grants, outside sponsorship, chapter benefiting fundraisers, alumni corporations)Failure to Achieve Accreditation Action Plan

If an organization fails to be accredited the following steps must occur:

1. The President must meet with the Greek Advisor within 2 weeks of receiving the report from the following semester
2. During the meeting with the advisor, a plan of action to rectify the cause of the failure of accreditation must be constructed
3. A follow up meeting with the appropriate Executive Board or Committee Head members responsible for executing the action plan must be scheduled within 2 weeks of the initial Presidential meeting. These meetings are to occur twice a month for the entirety of the semester
4. The President must maintain an active written evaluation of the action plan throughout the semester which will be submitted with the following semesters Shared Standards Agreement
5. If a chapter fails to achieve accreditation in the same category for 4 consecutive semesters, their membership will be under review and a presentation will be made by the Chapters full executive board for members of the IFSC Executive Board and Campus Center staff to report on the organizations failure to meet the standards

Amendments and Approvals

In order to amend or review this document there needs to be a committee comprised of the IFSC President, IFSC Vice President, Greek Advisor and Campus Center Director.

This document shall be reviewed bi-annually by this committee. Should a time period of 4 years pass without a review of this document, it shall be considered null and void.

Any amendment submitted to this committee upon review of this document shall be reviewed by this committee and must pass by a ¾th vote.

This document shall be distributed at the first IFSC meeting of each academic year. All IFSC representatives will be required to sign a document acknowledging the receipt of this document and responsibility to adhere to it for the following academic year. Please note that the IFSC Representative is responsible to share this document, even if there is a change in representation midway during the year. This document should be a part of all transition materials for your chapter.

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