

Fraternity and Sorority Life Handbook



Center for Student Life & Leadership
Development Student Union Suite 309
516-876-6975



Table of Contents

INTRODUCTION.....	3
MISSION STATEMENTS	4
THE TRUTH ABOUT HAZING.....	5
MEMBERSHIP/CHAPTER EXPECTATIONS.....	6
NEW MEMBER RECRUITMENT AND EDUCATION	8
PROBATE POLICY	10
UNIFORMS	10
POLICY VIOLATIONS AND SANCTIONS	11
RECOGNITION AND EXPANSION.....	13
STATEMENT ON UNRECOGNIZED ORGANIZATIONS.....	18

INTRODUCTION

The State University of New York at Old Westbury acknowledges that fraternities and sororities can have a positive impact on the educational and social experiences of members and others in the campus community. For this to happen, there must be consistency between the College goals and those of individual chapters.

This handbook provides a mechanism for encouraging consonance of goals and describes the relationship between fraternities and sororities and the College.

The College has a tradition of encouraging individual development through self-government by student groups. Fraternities and sororities recognized by the College will be expected to create and maintain a governance system, which fosters individual and group growth and responsibility.

The Fraternity/Sorority Community at SUNY Old Westbury is dedicated to the ideals of scholarship, leadership development, community service/philanthropy, and lifelong brotherhood/sisterhood.

THE DIVISION OF STUDENT AFFAIRS AND THE CENTER FOR STUDENT LEADERSHIP & INVOLVEMENT

Fraternities and sororities will have support from the Division of Student Affairs via the Center for Student Leadership & Involvement. This support will include implementation of programs, advising chapters both individually and as a collective, providing leadership training, and handling administrative policy matters. The Center for Student Leadership & Involvement provides support to all students, clubs, and organizations in event and program planning assistance, educational programming, and social events.

In particular, members of fraternities and sororities can utilize the Center for Student Leadership & Involvement for guidance and support related to chapter business and governance, leadership training, community service projects, and academic success programs and recognition. The Center for Student Leadership & Involvement will serve as the liaison between the College and the National organization offices.

The Center for Student Leadership & Involvement will also promote fraternity and sorority life to new students, their families, and the campus community. CSLI has designated space on its website for each organization, recognizes the academic success of chapters and individuals via the fraternity and sorority website, and recognizes the success of individuals and chapters with the annual CSLI Awards each spring.

PERIODIC REVIEW OF POLICY

All aspects of this policy manual will be subject to review at the end of each semester and may be amended, expanded, or withdrawn as is deemed necessary and appropriate by the Center for Student Leadership & Involvement. In addition to the FSL-specific policies in this handbook, organizations are responsible for adherence to event planning policies and guidelines, including but not limited to the Food Policy, Advertising Policy, Code for Student Conduct and all event-planning guidelines. Organizations applying for funding from the Student Government Association are responsible for review and adherence to the SGA fiscal operations Standard Operating Procedures.

MISSION STATEMENTS

STATE UNIVERSITY OF NEW YORK AT OLD WESTBURY

SUNY Old Westbury is a dynamic and diverse public liberal arts college that fosters academic excellence through close interaction among students, faculty and staff. Old Westbury weaves the values of integrity, community engagement, and global citizenship into the fabric of its academic programs and campus life. In an environment that cultivates critical thinking, empathy, creativity and intercultural understanding, we endeavor to stimulate a passion for learning and a commitment to building a more just and sustainable world. The College is a community of students, teachers, staff, and alumni bound together in mutual support, respect, and dedication to the Mission.

DIVISION OF STUDENT AFFAIRS

Student Affairs exists to support and challenge students to grow to their fullest potential as leaders of tomorrow in a diverse world. Through a holistic approach, the Division of Student Affairs provides a variety of services that encourage the development of SUNY Old Westbury students. We strive to provide opportunities that enrich intellectual, academic and personal potential, as well as promote the empowerment of our students through experiences in leadership, social justice, and mentoring, and participation in enriching interactive experiences.

CENTER FOR STUDENT LEADERSHIP & INVOLVEMENT (CSLI)

Through student-led organizations, programming and outreach, the Center for Student Leadership & Involvement works to identify and create experiences that enhance co-curricular education, intercultural understanding, connectedness to Old Westbury, personal responsibility and the identity development of the individual, unique student. In partnership with the Student Government Association, CSLI provides a welcoming and resourceful environment for all students.

THE TRUTH ABOUT HAZING

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm or discomfort, regardless of the person’s willingness to participate.

New York State Law on Hazing:

A person is guilty of hazing in the 1st degree, when in the course of another person’s initiation into or affiliation with any organization, s/he intentionally or recklessly engages in conduct which creates a substantial risk of physical or mental injury to such other person or a 3rd person and thereby causes such injury. **Hazing in the first degree is a class A MISDEMEANOR.**

A person is guilty of hazing in the 2nd degree when, in the course of another person’s initiation into or affiliation with any organization, s/he is aware of and does not attempt to prevent intentional or reckless conduct which creates a substantial risk of physical or mental injury to such person or a 3rd person. **Hazing in the second degree is a VIOLATION.**

SUNY Old Westbury Statement on Hazing:

The Code for Student Conduct defines hazing as “Any action which endangers the mental, emotional, or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in an organization or team whose members are or include students at the State University of New York at Old Westbury.”

Note: A person commits a hazing offense if the person engages in hazing; solicits, encourages, directs, aides or attempts to aid another engaging in hazing; or intentionally, knowingly, or recklessly permits hazing to occur. **Examples of Hazing include, but are not limited to:** beating, branding, whipping, forced calisthenics, marching, walking on line, wearing uniforms, exposure to hard elements, forced consumption of alcohol or non-alcoholic beverages, drugs, or other forced activities which adversely affect the mental health or dignity of the person.

Hazing and/or harassment conduct may result in charges under the rules for “Maintenance of Public Order” (Education Law, Section 6450), withdrawal of chapter recognition as described in this document, campus judicial charges against individual students, and/or the arrest of individuals.

Additional information can be found at: www.hazingprevention.org and www.stophazing.org. Students who may have been subjected to hazing activities are encouraged to call the Assistant Director of CSLI at 516-876-3939.

**REPORT HAZING TOLL FREE ANYTIME:
1-888-NOT-HAZE/1-888-668-4293**

Fraternities and sororities at SUNY Old Westbury are members of well-established and respected regional or national organizations. Chapters and their members are mandated to adhere to their respective organizations’ policies regarding anti-hazing precautions as well as local, state and federal laws. The College’s Code for Student Conduct explicitly prohibits hazing in any form. It is critical, necessary, and imperative that all new members are treated with respect by their peers and enjoy an educational experience when joining a fraternity or sorority. Hazing is unacceptable, unnecessary, and antithetical to the purpose of brotherhood and sisterhood.

MEMBERSHIP/CHAPTER EXPECTATIONS

To be an active member of a fraternity or sorority, a student must meet some preliminary expectations. Consistent with the mission of SUNY Old Westbury, the Division of Student Affairs, and the Center for Student Leadership & Involvement, a student's first priority should be academic success. While a co-curricular experience is a rich and essential component of one's educational experience at college, it is a privilege to participate in a fraternity or sorority.

Potential Members

Prior to being eligible for membership a student must sign an information release form that remains in effect for the duration of membership in their organization. This form allows the College to check your grade point average and judicial status at any time and to provide your grade point average to the overseeing national/regional office (if applicable). After a potential new member is cleared by CSLI and is approved by the overseeing national/regional office (if applicable), the potential new member must complete the online Anti-Hazing Training before a new member/intake process can begin. This program is offered through AliveTek. Participants will be provided a letter which includes the web site and log in code from CSLI to complete the training.

Active Chapters

Each semester, chapters must submit an updated registration form, updated Certificate of General Liability naming SUNY and SUNY College at Old Westbury as additionally insured and an active member roster to remain in good standing as well as completing the programmatic requirements as determined by CSLI. A Requirement Memo will be provided to the organizations each semester.

Academic Standards

All individual members must achieve a cumulative GPA of 2.0 every semester. If the national/regional organization has a higher GPA requirement, CSLI will follow the higher standard. *For instance if a student's cumulative GPA is a 2.4 and the organization requires a 2.5, although you've met the schools GPA, you will be considered inactive as you have not met your national's requirements.* Students who fail to meet the GPA requirement and are inactive via their national/regional office will be placed on inactive status through CSLI and may not participate in chapter events or hold leadership positions until their GPA has risen.

Chapter Membership Requirements

Each fraternity and sorority must maintain a minimum of four (4) active members (currently enrolled, matriculated SUNY Old Westbury students) which has been in effect since December 1, 2015. If national requires, you must also be a full time student meeting either the school's cumulative GPA requirement or your national's GPA requirement, whichever is higher. In the case that an organization dips below the four active membership minimum, they will be in their first semester of dormancy and will need to recruit up to chapter minimum. After the second consecutive semester of dormancy (below four people), the organization will lose college recognition.

Risk Management

Risk Management is a guideline in establishing and developing policies and practices for responsible behavior within the Fraternity & Sorority community. The policy of Risk Management reduces and limits liability by educating fraternal members of their responsibility to their fraternity/sorority, their campus and their community.

All fraternities and sororities are expected to practice sound risk management. Organizations should follow their national organizations' guidelines for risk management and must observe all campus policies, and local, state, and federal laws.

Advisors

Each fraternity and sorority is **required** to have graduate advisors, alumni advisors, and/or regional/national advisors who work closely with the chapter to ensure its progress and success. The names and contact information of any chapter advisors should be reported to the Center for Student Leadership & Involvement and the alumni/grad advisor will be required to complete the Advisor Agreement Form each semester.

In addition, chapters are not required to have a SUNY Old Westbury faculty or staff advisor, but it is highly recommended. The advisor should be selected by the organization membership. The advisor will work with the group and provide support when appropriate. The Registration Form will ask for the name, department and contact information for your campus adviser.

While the Center for Student Leadership & Involvement will keep the campus and alumni advisor informed of business related to the chapter, its status, and its new member education programs, it is the responsibility of the chapter to communicate with the advisors on a regular basis.

Financial Management & Integrity

Organizations are expected to abide by College policies and procedures and exercise integrity for their own financial, legal, and contractual obligations. SUNY Old Westbury does not oversee any of the financial operations of recognized fraternities and sororities. They are independent corporations. We assume no financial control, liability or responsibility.

NEW MEMBER RECRUITMENT AND EDUCATION

As of Fall 2015, SUNY Old Westbury will allow first semester freshman to join organizations as long as their national policy allows the intake of those without earned college credits. In addition, the GPA requirement has been lowered by CSLI. If an organization's national GPA requirement is higher, that will be enforced for membership. **Please check with the specific organization for GPA information and additional criteria for membership.** In order to be eligible for membership in a Fraternity or Sorority you must have the following:

- First Semester Freshman: High School grade point average of at least 75.
- First Semester Freshman: Must provide the name and contact information for someone who can attest to their ability to succeed and multitask. Examples of appropriate parties are an employer, community service supervisor, high school teacher, coach, etc.
- Second Semester Freshman or Upper-class Student: Cumulative Grade Point Average of at least 2.0. Transfer students must provide a transcript from their previous institution to CSLI with their Information Release form.
- Be a matriculated, undergraduate student at SUNY Old Westbury. *Please note, most organizations require you to be a full-time student. If the organization allows graduate students to become members, CSLI will also allow.*
- No active judicial sanctions.

Accepting membership into a fraternity or sorority entails an agreement to abide by the policies and procedures set forth by the chapter, the national organization, and the College.

RECRUITMENT GUIDELINES AND EXPECTATIONS

The College recognizes as legitimate purposes of new member education/ intake the following:

- To inculcate the new members with the ideology, history, and ceremonies of the fraternity or sorority;
- To instruct new members on their purpose and responsibility to the fraternity or sorority, to the College and to the community;
- To broaden the understanding between active members and the new members, and to promote a sense of unity between active members and new members;
- To carry out activities of campus and civic value; and
- 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 college policies, or place the prospective member in physical or emotional jeopardy.

Therefore, to establish a recruitment and new member education process that is sensitive to the traditions of current chapters; does not interfere with the scholastic pursuits of students; does not interfere with the lives of students not wishing to affiliate with fraternities and sororities; does not interfere with the normal day to day operation of the College; allows students to make educated choices; promotes objective, non-discriminatory selection; promotes inter fraternity/sorority cooperation and a positive fraternity/sorority image; and is a positive experience for the recruitment member and intake member, the following guidelines must be adhered to:

1. All new member education/intake processes and activities can begin when:
 - All potential new members have submitted an Information Release form.
 - All potential new members have successfully completed the Anti-Hazing workshop.
 - The chapter has received written notification of approval from the Assistant Director for the Center for Student Leadership & Involvement.

2. The Center for Student Leadership & Involvement will annually determine the earliest date that bids can be issued and the date that all new member education activities must be completed by.
Note: No new member orientation process or activities may take place for a period longer than six weeks.
3. Organized new member education activities may begin after 8:00am and must end by 11:00pm each day.
4. New member education activities shall not interfere with classes, academic activities or requirements, and/or a prospective member's work schedules.
Note: Those prospective members whose class and work schedules conflict with scheduled new member education activities must be excused from those activities and/or those activities must be rescheduled for such a time when they do not interfere with a prospective member's work and/or class schedule.
5. Alcohol or drugs should not be in any way a part of the recruitment or new member orientation process.
6. Prospective members must be informed of financial and other obligations of membership prior to beginning the new member education process.
7. Prospective members may withdraw from the new member education process at any time without fear of harassment or ridicule.
8. Students may only join one fraternity or sorority (excluding honor societies).
9. The practice of influencing and/or harassing prospective members from a fraternity or sorority, by a member of another fraternity or sorority, commonly referred to as cross-intake, is prohibited.
10. The practice of conducting new member education processes for individuals who are not registered students at SUNY Old Westbury, commonly known as "cross-campus intake", is prohibited.
Note: Cross-campus intake can be defined in one of two ways:
 - A. "a fraternity or sorority conducting intake processes for individuals who are not registered students at the host college/university", or
 - B. "Students desiring to found a chapter of a national fraternity or sorority on a college/university campus undergoing the intake process conducted by persons from outside the immediate boundaries of the respective campus."

Requests for exceptions to the outlined new member education process shall be made in writing to the Center for Student Leadership & Involvement. The Assistant Director for the Center for Student Leadership & Involvement will initiate a meeting with the organization president and new member educator to determine if an exception will be granted and will document in writing any accommodations made for that particular process. Special requests need to be made for each new member education process and organization plans and accommodations made will only be valid in the semester they are approved.

NEW MEMBER EDUCATION GUIDELINES

New Member Education is a pre-scheduled and pre-approved program through which students become active members of a fraternity or sorority. The process of choosing to join a particular organization is that of mutual selection. Eligible students are encouraged to learn as much as they can about each organization before they chose one to join.

All fraternity and sorority New Member Education programs must occur under the guidance of and with approval from the Center for Student Leadership & Involvement. The Center for Student Leadership & Involvement will schedule the start and end dates for New Member Education, during which each organization's activities and initiation have to take place. New Member Education occurs once in the fall semester and once in the spring semester in a pre-determined window of time not to exceed 42 days (6 calendar weeks).

Note: Organizations cannot educate or initiate new members at any other time during the calendar year.

If an organization is interested in having new members that semester, the chapter will work closely with the Assistant Director of CSLI to plan their process.

PROBATE/New Member Presentation POLICY

In order to encourage the continued growth and positive traditions of the Fraternity and Sorority community on the SUNY Old Westbury Campus, it is required that members of the organizations adhere to the following guidelines:

1. Probates/Presentations may take place between the hours of 7:00 p.m.-10:00 p.m. All activities must end no later than 10:00 p.m. If activities (which include chanting, strolling, etc.) do not end by 10:00 p.m., the organization may be subject to sanctions/suspension of activities as deemed appropriate by the Center for Student Leadership & Involvement.
2. Commuter students must leave campus by 12:00 a.m. Sunday through Thursday, and by 2:00 a.m. Friday and Saturday nights.
3. All off-campus guests must leave the SUNY Old Westbury campus no later than 12:00 a.m. in accordance with campus policies and regulations.
4. A formal written request for a probate/presentation must be submitted to the Assistant Director of the Center for Student Leadership & Involvement no later than five (5) business days prior to the date you have requested to hold your probate/presentation. You will be notified within two (2) business days of receipt if your request has been approved. This information will be forwarded to University Police, the Dean of Students, the Director of the Center for Student Leadership & Involvement and the Office of Residential Life. Any organization who hosts a probate/presentation without approval will be subject to sanctions which may include revocation of program approval for a period of no less than six weeks.
5. Only new members who have registered with the Center for Student Leadership & Involvement as new members of the chapter at SUNY Old Westbury are permitted to participate in the presentations. New members who are not SUNY Old Westbury students may not participate. Brothers/sisters who are alumni or members of outside collegiate chapters may attend. However, an appropriate level of decorum and respect for your peers/campus and administrators is expected at all time from your guests.
6. There is to be no use of foul or degrading language toward new members or any activity that may be construed as forced calisthenics. Strolling, chanting and recitation of history/letters, introductions, and respectful acknowledgements of other Fraternities and Sororities are permitted.

UNIFORMS

As of September 2007, the Center of Student Leadership & Involvement (CSLI) will allow Fraternities and Sororities to wear approved culturally relevant attire for their New Member Intake, only if approved by the Assistant Director of CSLI. An organization must submit a formal letter from a National representative detailing what apparel each new member will be wearing and confirming that the national organization deems this attire to be culturally and historically relevant to the organization. Attire may not cause discomfort, embarrassment or cause a concern for the well-being of the participant.

If a new member is seen wearing clothing or carrying objects not approved by the Assistant Director, the fraternity/sorority will be suspended and must cease all activity until cleared by CSLI, after an investigation by the University Police if there is a potential hazing concern.

POLICY VIOLATIONS AND SANCTIONS

If the Center for Student Leadership & Involvement and/or the College is presented with information where a chapter's perceived non-compliance with college policies may be questioned, it is the requirement of the College to investigate all reports. The Center for Student Leadership & Involvement and/or the College may respond to this information in a number of ways, including, but not limited to, an informal inquiry process, a conduct hearing, and/or legal action.

Informal Inquiry Process

An informal inquiry process allows the College to determine the authenticity of the information received and whether a situation warrants further investigation. This process also allows the College to evaluate and dismiss erroneous complaints or accusations.

During an informal inquiry, a representative from the Division of Student Affairs may ask to speak with various members of the campus community, including, but not limited to, former, current and/or prospective members of the fraternity/sorority community. The purpose of this meeting shall be to seek information relevant to the subject matter of the inquiry. Students are required to cooperate with the inquiry. Appropriate documentation of the inquiry will be kept in the chapter's file in the Center for Student Leadership & Involvement. The College reserves the right to proceed with a formal investigation of the matter at any time.

Disciplinary Sanctions

In the event that the chapter of a fraternity or sorority, a recognized interest group, or individual student members of either are suspected as being potentially involved with the violation of one or more campus policies or the policies of this handbook, an Administrative Hearing or Conduct Board Hearing may take place involving the individuals, the chapter, and/or the organization. The Hearing Administrator may also elect to refer the incident to the Director of Student Leadership & Involvement. This could be the result of violations of rules and policies set by the Center for Student Leadership & Involvement, poor academic performance, membership concerns, behavioral concerns, and/or failure to adhere to policies set by the chapter or College, or local, state or federal laws.

For more information about potential violations of campus policies and the policies of this manual, please see the SUNY Old Westbury Code for Student Conduct available at <http://www.oldwestbury.edu/policies/code-student-conduct>.

Disciplinary sanctions may entail temporary withdrawal of certain college services, benefits, and/or privileges for a specified period of time. Also, the College may assign sanctions such as specific tasks, service projects, educational programming, trainings, etc., to the organization with a predetermined due date. In the event that further infractions occur or the sanctions are not fulfilled, the College may suspend or withdraw recognition of the organization.

National Organization Sanctions

The Center for Student Leadership & Involvement will communicate changes in a chapter's disciplinary status with fraternity and sorority national governing boards via documentation copied to the chapter's president. Additionally, it is typical and encouraged that a member's or chapter's change in status with the national governing council be shared with the Center for Student Leadership & Involvement.

If the chapter has disciplinary sanctions required or applied by the national board due to their own Student Conduct sanctioning or charges, the Center for Student Leadership & Involvement will assist in enforcing such sanctions on campus. This is to ensure the chapter will receive the consistent and necessary support to ensure their growth and progress.

Hazing/Risk Management Cases

In the event that allegations of hazing have presented themselves to the Center for Student Leadership & Involvement, all information will be turned over immediately to University Police. CSLI staff will meet with University Police as well as the Dean of Students, Director of Student Conduct and other campus administrators as needed. Organizations will immediately receive an interim suspension until University Police is able to conduct a full investigation.

Appeals of a Student Conduct Outcome

Your organization will have 5 calendar days from the date the outcome letter was issued in order to submit a request to appeal. Appeal requests must be submitted in writing and must contain adequate grounds to be reviewed. The grounds for appeal are new evidence, procedural error, or disproportionate sanction, all of which are outlined in the Code for Student Conduct. All requests to appeal will be sent to the Director of Student Conduct.

RECOGNITION AND EXPANSION

Recognition is the formal process by which the College agrees that a fraternity or sorority chapter may function on campus, enroll members, and identify with the College. As is the case with College affiliation with any externally incorporated organization, chapters are expected to maintain consonance of goals and standards with those of the College, disclose principles of the organization and provide mechanisms for accountability. Fraternities and sororities may not operate without receiving formal recognition from the Center for Student Leadership & Involvement.

Withdrawal of recognition or other changes in recognition status may result should standards decline as measured by failure to meet the minimum standards criteria for recognition, hazing conduct, or violation of federal, state, or local law.

Commitments made by the College and the collective responsibilities assumed by each chapter are defined in this Recognition Policy. As in other instances, the University will provide support services for fraternities and sororities as they enhance the educational experience of students.

It is expected that each fraternity and sorority will have a sponsoring body which is a legal corporation external to the College. Any changes in the status of recognition from sponsoring agency must be reported to the Center for Student Leadership & Involvement immediately. Membership is to be determined locally within the College's nondiscrimination and affirmative action policies, although chapters may be single sex under Title IX.

Recognition of a student organization does not imply the University's sponsorship of, control over, or responsibility for the activities of the organization; nor does recognition authorize the organization to act on behalf of the University.

If a chapter requests University recognition upon completing a disciplinary suspension term, the chapter must develop a Chapter Improvement Plan (CIP) which outlines all corrective actions that the chapter has taken since the group was suspended. Additional requirements may apply depending on the terms of the suspension at the discretion of the Center for Student Leadership & Involvement.

Rock Policy

- 1) Organization must be recognized by the Center for Student Leadership & Involvement to receive a rock.
- 2) If an organization becomes dormant for one year (2 semesters), the organization may lose their rock. If an organization does not have a rock, they can request a rock in writing to the Assistant Director of CSLI.
- 3) No organization can paint any trees surrounding their rock.
- 4) All paint used must be non-toxic and environmentally friendly.
- 5) Each organization may bring their own items to decorate their rock.
- 6) No explicit images or words may be placed on the organization rock.
- 7) CSLI reserves the right to cover an organizations rock if it is deemed inappropriate and does not align with the College's mission.
- 8) If, at any time, you violate the Rock Policy, you will immediately lose your rock.

4 PHASES OF RECOGNITION

SUNY Old Westbury reserves the right to close or open for expansion at any time.

Phase I: Criteria

If you are interested in starting a fraternity or sorority:

- National headquarters may request to hold interest meetings on campus by submitting an official letter requesting such as well as an active insurance policy that covers SUNY Old Westbury.
- Interested non-affiliated students must research potential organizations and bring their findings to the Greek Advisor on a chosen organization. Their chosen organization can then follow bullet point 1.

In order to be granted approval to hold interest meetings, an official letter from the national organization must be sent to the Assistant Director of CSLI stating they are supportive of expanding to SUNY Old Westbury as well as their insurance policy. The Assistant Director will then decide whether or not the affiliated or interested students can hold interest meetings for the campus community. No more than two interest meetings will be granted per organization per semester. The Assistant Director reserves the right to grant additional interest meetings as necessary.

If College administration has opened for expansion/extension and reached out to the national headquarters of a certain fraternity/sorority, the phases below will not apply to gain temporary recognition. A letter from the College will be sent to the organization in support of them colonizing and the organization will send a letter to the University stating their interest along with a copy of their insurance policy.

The following information is also typically requested and appreciated:

1. Information about the organization:
 - National history and organizational development
 - Goals and purpose
 - Standards, constitution, and bylaws
 - National and local criteria for membership/recruitment/intake/education
 - National and local financial responsibilities
 - Current list of national/regional/local officers (as applicable) containing full name, address, phone number, email address and title within organization. Administrative and volunteer support structure, including advisory support.
 - National programs and philanthropic activities/community service and the expectation by national headquarters of each chapter and/or individual member
 - Membership/intake guidelines/education program and philosophy of process
 - Statistics on past expansion/extension projects and retention rate of chapter after 5 years
 - Statistics regarding the number of alumnae/alumni within a 30-mile radius and 60-mile radius
 - List of chapters/schools with active chapters within 2 hours driving distance
 - Policy/statement on hazing
 - Policy/statement of discrimination/sexual harassment/academic expectations, etc.
 - Any additional pertinent information
2. Letter of support from a local alumni as a potential advisor with contact information (full

- name, address, phone number, email)
3. Statement explaining how the organization will contribute to the College's mission as well as plans and goals for the following areas:
 - Growth as an organization
 - Scholarship
 - Leadership
 - Community Service
 - Brotherhood/Sisterhood

A site visit will be conducted from someone in the Expansion Office of the national headquarters or from the local graduate chapter. The students and administration that attended sessions during the site visit will fill out a questionnaire about the organization and their visit. At this point if both parties agree to the expansion, the organization's expansion team will be welcomed to campus in order to recruit and build a colony/chapter.

Phase II: Interest Meetings

Interest meetings will be scheduled through the Assistant Director of CSLI who will also assist with marketing the event. Interested students should obtain an Information Release form from the Assistant Director. Once at least 4 eligible students have filled out the Information Release form, the organization can move forward with their next step (i.e. interviews, applications, etc.).

Phase III: Intake/New Member Education

If, after interviews and applications (depending on the organizations structure), there are four eligible candidates who have all completed the Anti-Hazing workshop, the organization can begin new member education. The Assistant Director will help secure rooms on campus, if there is availability.

Phase IV: Recognition

If, after new member education, there are at least four students initiated, the organization will become an active member of the Old Westbury Fraternity & Sorority community. If, after new member education, there are less than four initiated, the organization is immediately considered dormant and must make every effort to hold intake again to become active.

Privileges of Recognition:

- Assistance from the Assistant Director on all organizational matters
- Ability to wear letters – if allowed by the respective national organization
- Ability to attend All Fraternity/Sorority meetings and attend council-sponsored events
- Ability to reserve college facilities on campus
- Ability to post approved advertisements and notices on designated posting areas
- Ability to sponsor and co-sponsor events with other groups and participate in campus-sponsored activities as an organization
- Participation in the programs and activities of the College which are provided for fraternities and sororities
- Eligibility to receive any awards and honors presented to student organizations and their members
- Listing in all College literature (where applicable) concerning Fraternities & Sororities
- Ability to conduct membership/new member intake
- Use of the College name along with, but not in place of identification of the sponsoring body in accordance with College policy as approved by the Assistant Director of Center for Student Leadership & Involvement

Responsibilities of Recognition:

Members are expected to take the time to familiarize themselves with all the College rules and guidelines governing student groups and organizations. Organizations/members are expected to be familiar with them and to abide by them. It is also expected that the organization will do the following:

- Hold a minimum of 4 programs on campus per semester and 1 information sessions per semester: see programming requirement for more information on the categories of programming
- Abide by all regulations and meet their requirements for good standing
- Maintain constant communication with the Assistant Director of the Center for Student Leadership & Involvement and Campus Advisor (if applicable)
- Update all paperwork with the Center for Student Leadership & Involvement
- Required attendance at All F&S meetings
- Completion of Registration by date designated at the start of each semester

Procedures for Maintenance of Recognition

To maintain recognition, each chapter must fulfill the responsibilities listed for Recognition. The Assistant Director will conduct an annual review during the summer of each year to include compliance with College goals and standards, issues of collective responsibility, successful completion of required programming and adherence to all regulations and expectations. A fraternity or sorority is assumed to be in good standing as long as the organization meets the expectations articulated in this recognition policy.

All organizations must agree to comply with all local, state, and federal laws as well as all College policies including, but not limited to, hazing, alcohol, drugs, discrimination, and harassment. The organization must also be willing to meet all expectations for Greek organizations as set forth by SUNY Old Westbury.

Procedure for Change in Recognition Status

If it is determined that a chapter has failed to meet expectations, alterations in the chapter's recognition status may be implemented through the procedures that follow:

Annual Review:

Following the annual review, in accordance with the Procedures for Maintenance of Recognition, or at any other time when it appears that a chapter has failed to meet criteria for recognition status and/or has violated College policies and procedures, the Assistant Director of CSLI will issue a charge letter regarding alleged deviation from recognition criteria. The letter will be presented to the chapter president (and to the national headquarters, where appropriate).

Note: *Instances involving organization misconduct (including, but not limited to, hazing, misappropriation of funds, etc.) will be reviewed by the Director of Student Conduct. If 33% of the chapter is present or participating in behavior unfitting a Fraternity or Sorority member, the incident may be deemed a chapter activity and be sanctioned as such. Please refer to the Code for Student Conduct (Section 10) for further details regarding student conduct procedures as related to student organizations.*

Sanctions:

Failure to meet the criteria for recognition may result in the imposition of any of the following sanctions:

- **Full Recognition with Administrative Warning:**
 - The warning will indicate required corrective action and/or educational sanctions and a schedule for completion. If the required action is not taken, or if the schedule is not followed, the Assistant Director will invoke Probationary Recognition or modify and extend the Administrative Warning.
- **Probationary Recognition:**
 - Chapter probation is for a determined period of time and may or may not involve suspension of specific privileges and the imposition of a schedule of corrective action and/or educational sanctions. In the event that further infractions occur or if the schedule of required action is not met, the Assistant Director may invoke Suspension or Withdrawal of Recognition.
- **Suspension of Recognition:**
 - Suspension is for a set period of time during which all chapter activities are suspended and chapter privileges are revoked.
- **Withdrawal of Recognition:**
 - Upon withdrawal of recognition, all chapter operations must cease. All campus privileges and College permission for the chapter to function are revoked.
 - Current individual members registered at the College could face campus disciplinary action for failure to comply in accordance with any suspension or withdrawal of recognition.
 - Should recognition be restored after Suspension or Withdrawal of Recognition, the chapter will initially be granted Probationary Recognition for two years or a time determined by the Assistant Director.

Phases of a Dormant Organization

Phase 1: First 2 Semesters

An organization is considered dormant if it is below the chapter membership minimum of four active members.

- A dormant organization will be granted all the rights and privileges of a fully recognized organization during the first semester of dormant status. Furthermore, organizations must fulfill and comply with all requirements of a fully recognized organization.
- Change of Status:
 - An organization must initiate up to no less than the membership chapter minimum number as stated above. The aforementioned student must meet all the requirements of eligibility.

Phase 2: Last 2 Semesters

- In the event that an organization does not meet all the necessary requirements and/or standards of a phase 1 dormant organization, the organizations status will change to phase 2. A phase 2 dormant organization will be granted all the rights and privileges of a recognized organization. Furthermore, organizations must fulfill and comply with all requirements of a provisional recognized organization.
- Change of Status

- An organization must initiate up to no less than the membership chapter minimum number as stated above. Each of the aforementioned students must meet all the requirements of eligibility.
- **Organizations that fail to meet the chapter membership minimum by the conclusion of their fourth semester of dormancy will lose recognition at SUNY Old Westbury.**

STATEMENT ON UNRECOGNIZED ORGANIZATIONS

Any fraternity or sorority, regardless of national affiliation, that is not a Recognized Organization is considered “unrecognized”. Unrecognized organizations are not affiliated with SUNY Old Westbury, and do not enjoy the rights and privileges of recognized organizations. They do not receive support, advisement, or management from SUNY Old Westbury, and do not follow the College’s Code for Student Conduct and Risk Management policies. At one time, these organizations may have been recognized, but violations of the College policy may have resulted in their loss of recognition.

The Center for Student Leadership & Involvement names these unrecognized organizations on our website, so that students and parents can make an informed decision when choosing to join a fraternity or sorority. In addition to subjecting themselves to risky “pledging” behaviors, students who join unrecognized organizations will not have access to the privileges that members of recognized organizations can enjoy. This could include, but is not limited to, inclusion of their experience on their Co-Curricular Transcript, leadership development opportunities, and the ability to represent the organization at College sponsored programs and event.

Recognized Organizations are prohibited from affiliating and socializing with unrecognized organizations. This includes co-hosting events either on or off campus.

Adapted from SUNY Binghamton	08/27/96
Edited by KP Shannon	12/08/97
Edited by Tasheka Sutton	11/08/2002
Edited by Andy Auguste	07/26/2006
Revised for SUNY College at Old Westbury by Suzanne McLoughlin	08/09/07
Revised by Juan Marte, Jr.	07/28/2011
Edited & revised by Rollie Buchanan & Dr. Mary Nigro	09/01/14
Edited & revised by Jamie B. Dresher	05/11/2015, 10/13/2015, 3/27/2017
Edited & revised by Suzanne McLoughlin	06/08/2020