

Policies and Procedures  
Fraternity & Sorority Life  
Academic Year 2021-2022

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## Fraternity/Sorority Organizational Relationship to the College

### **Intent**

The primary mission of Hartwick College is to provide a positive liberal arts educational experience to its students. A strong fraternity & sorority life community offers an opportunity, to a student selecting such an affiliation, for development of leadership and communication skills, group and personal responsibility, growth from participation in the decision-making process of the organization, and effectuating the relationship of the organization with the fraternity & sorority life and campus community. Fraternities and sororities have a significant impact and therefore must share the responsibility for strengthening the quality of student life at Hartwick by making a significant, positive contribution to our present and future students and the alumni of their respective organizations.

### **Definition**

This relationship statement applies only to national, regional, or local fraternities and sororities recognized by Hartwick College and the Office of

Student & Community Engagement through their involvement and participation in Fraternity & Sorority Life activities.

## **Recognition**

Recognition is the formal process by which Hartwick College consents that a social fraternity or sorority may function on campus, initiate academically-eligible members of the Hartwick student body through recruitment activities, and identify its organization as affiliated with the College.

The College recognizes the benefits of the fraternal experience, including the ideals of siblinghood and mutual support. ‡ The College is prepared to work with the organizations to develop policies and practices that support the welfare of fraternities and sororities, enhance the quality of life for students, support the mission and goals of the College, and promote the development and growth of Fraternity & Sorority †Life at Hartwick College.

Fraternity/Sorority houses are owned by legal corporations external to the College. In all cases, organization corporations, alumni corporations, and local or national fraternities/sororities are incorporated separately from Hartwick College.

If a fraternity/sorority house, for any reason, is no longer in good standing and/or loses its charter, the permission to live off campus is revoked and students will be required to return to campus housing.

## **Privileges Extended by the College**

The privileges of College-recognized fraternities and sororities include:

1. The opportunity to select their members according to recruitment guidelines established by the College and the All-Greek Council.
2. Participation in campus group activities.
3. The ability to reserve space and hold events on campus, provided the organization is in good standing
4. Assistance, if requested, in securing an advisor to help in operational and programming matters.

5. Governance through the All-Greek Council.
6. Providing the opportunity for participation in enriching and educational experiences.
7. Professional support provided by the Office of Student & Community Engagement and the Enrollment & Student Success division to assist organizations in dealing with programmatic, leadership, and operational matters and serving as a liaison between organizations and other segments of the campus.
8. Participation in the athletic, social, and educational programs and services of Hartwick College that are provided for fraternities and sororities or otherwise available to all students.
9. Autonomy in the governance of each organization to the extent that it remains in agreement with the goals and values of the organization, its headquarters, if applicable, and with the mission, policies, and expectations of the College.

### **Obligations of the College**

Recognized fraternities and sororities may expect that Hartwick will make a concerted effort to provide and/or encourage the following:

1. Enhanced education at the College through participation in each organization and the opportunity for leadership within each organization, the fraternity & sorority life community, and the campus co-curricular programs.
2. An individual employed by the College will serve as advisor to the organization and Fraternity & Sorority Life.
3. Advice and support to the All-Greek Council, and their activities.
4. Accurately maintained records for housing and scholarship.
5. Interested students and families with information about recognized fraternities and sororities.
6. Active communication with national offices, national representatives, and/or alumni boards and representatives when applicable.
7. An open atmosphere in which recognized fraternities and sororities may comfortably share concerns and ideas.

8. Facilitated participation in recruitment or membership solicitation programs as monitored by the All-Greek Council and the Office of Student & Community Engagement.
9. Reasonable assistance in communicating with the College alumni of the organizations.
10. Access to and use of College facilities for official organization functions as approved by the appropriate office.
11. Advice in the conduct of the fraternity/sorority's business affairs, recruitment, new member education process, and programming.

### **All-Greek Council**

The All-Greek Council is the governing body for the fraternity & sorority life community. Each organization shall have equal representation within the All-Greek Council. This body shall meet regularly to discuss business pertaining to the FSL community.

## **Chapter Expectations**

### **Standards of Excellence**

The Hartwick College fraternity & sorority life (FSL) community and its individual chapters share common values of excellence in scholarship, leadership, service, and belonging chapter management & operations, civic engagement, campus & community involvement, scholarship, and siblinghood. In line with these values, and in hopes of continuing to move the FSL community forward, the Standards of Excellence program creates community-wide chapter accountability, expectations, and benchmarks for both success and excellence in each of the five areas. This program allows the community to build a framework by which our chapters can quantify and document their efforts as fraternities and sororities. Long term, this program will allow each chapter to receive individualized support and feedback from the Office of Student and Community Engagement that will encourage chapter growth and development.

The Office of Student and Community Engagement, in collaboration with the All-Greek Council, will evaluate each chapter on an ongoing basis. Each chapter will prepare and present a report based on the standard areas outlined in the Standards of Excellence.

### **National Affiliation**

Subject to continued fulfillment of all applicable College requirements for recognition, Hartwick College will recognize all local and national fraternities and sororities that are recognized as of August 1, 2002. In the future, only nationally-affiliated organizations will be granted institutional recognition. If a fraternity/sorority loses its national affiliation it will also lose recognition by the College.

## **Eligibility & Recruitment**

### **Eligibility**

Fraternity and sorority eligibility is set by the Office of Student and Community Engagement. Additional eligibility guidelines may be implemented by the All-Greek Council and individual chapters. Eligibility standards for potential new members to gain membership into a fraternity or sorority are as follows:

1. Have successfully completed a minimum of one term at Hartwick College as a full-time student.
2. Have successfully completed 12 credit hours.
3. Have attended an FSL New Member workshop prior to receiving a bid.
4. Have attained a cumulative average of at least 2.40. The grade for the January Term of the current academic year shall be included in this average.
  - a. Students with incompletes or with grades pending, who do not meet the outlined requirements as they stand, will not be eligible for recruitment no matter how a grade change will later impact their overall credit hours or GPA. If a student is interested in recruitment, they have until the New Member Education Conference to get their grade(s) finalized in accordance with the institutional policy.

## **Recruitment**

FSL Recruitment is the process in which individual chapters, and the community as a whole, engage with students who are unaffiliated with FSL to extend invitations of membership (bids) into specific organizations. The following guidelines must be adhered to by all chapters and the All-Greek Council in their efforts to recruit new members. Additional guidelines may be implemented by the All-Greek Council and individual chapters.

1. An organization's recruitment program is expected to align with all Hartwick College policies.
2. Fraternity and sorority members are expected to exercise good judgment and act in a neutral capacity with potential new members.
3. All recruitment events must be submitted through the event request process at least 14 days prior to the date of the event, be approved by the Office of Student and Community Engagement, and follow all campus policies.
4. Recruitment events may not involve the consumption of alcohol or other drugs.
5. All approved recruitment events must be held on campus, with the exception of specific events approved by the Office of Student and Community Engagement.
6. Registered social events where alcohol is present may not be used as a method for recruiting new members.

## **New Member Orientation**

Hartwick College is an institution of higher education devoted to excellence in teaching, research, and service. A part of that mission is fulfilled by the College's commitment to the development of students through academic and co-curricular activities. All recognized student organizations (clubs, athletic teams, fraternities, sororities, etc.) have the potential to contribute significantly to a student's intellectual and personal development. In keeping with its commitment to foster a positive academic environment, Hartwick College unconditionally opposes any situation that could be considered hazing as part of admission into, affiliation with, or as a condition for continued membership

in a group or organization as defined within our **Code of Student Conduct** (Section 4, 30).

New member orientation guidelines include:

- Membership-related activities must not interfere with the rights and activities of others and should always reflect the best interests of the members and the College community as a whole. Activities may not interfere with college work or have the potential to do so.
- The negligence, gross negligence, consent of the student/participant, or any assumption of risk by the student/participant is not a defense to any action brought pursuant to the College hazing policy.
- All new member, initiation, and induction activities must end at a minimum of 14 days prior to the last week of classes each semester.
- New member, initiation, and induction activities are not permitted to occur between the hours of 11 p.m. and 7 a.m. This means that all new member activities must end prior to 11 p.m. or begin after 7 a.m. This policy prohibits activities associated with the new member education process that include overnight stays in prospective fraternity or sorority housing or in special accommodations established for the purpose of keeping the new members in one location.
- No alcohol shall be present at any new member/associate member/novice program, activity or ritual of the organization.

For further clarification of policies and documents necessary for student organizations, please see the Office of Student and Community Engagement.

## New Member Education

New Member Education is the process by which students gain membership into recognized fraternities and sororities. The sole purpose of new member education is to properly prepare new members for their role as an active member of the organization. New member education should only consist of educational activities related to the group by which the student is joining. The following guidelines must be adhered to by all chapters and the All-Greek Council in their efforts to educate new members.

1. Chapters must submit their New Member Education Plan through Hartlink before being approved to conduct their new member education process. New Member Education Plans must be submitted at least 14 days prior to the New Member Education start date. Chapters will not be permitted to begin their new member education process until this plan has been approved by the Coordinator of Fraternity & Sorority Life or their designee.
2. Chapters must submit a New Member Roster to the Coordinator of Fraternity & Sorority Life, or their designee, before being approved to conduct their new member education process. The purpose of submitting this roster is to confirm eligibility of all new members.
3. All approved new member education and initiation events must be held on campus, with the exception of specific events approved by the Office of Student and Community Engagement.
4. Chapters are required to submit a request to initiate through the Hartlink Event Registration process at least 14 days prior to the initiation. All initiations will need to be conducted on campus or virtually and will need to be approved by the Office of Student and Community Engagement.

## FSL Housing

All fraternity and sorority housing, regardless of ownership, that is designated *College-approved housing* is subject to the same restrictions, prohibitions, and regulations as any other residential facility that is College-owned or College-approved. Residents of fraternity and sorority houses are governed by the College's Code of Student Conduct and all other College policies, in addition to any local, state or federal laws. Violations of those rules subject the student and/or the organization to disciplinary action. College personnel shall be granted full access to FSL houses immediately upon request for the purpose of enforcing and investigating potential violations of applicable College policies, procedures, rules, or regulations.

Only eligible, recognized members of the fraternity/sorority, enrolled at Hartwick College, may reside in any fraternity/sorority house unless granted permission by the Senior Vice President for Enrollment and Student Success or designee.

Each chapter sets the minimum number of occupants to fill the house each semester by working with their alumni corporation advisors. Chapter leadership must submit a housing roster to the Office of Student and Community Engagement, and each member requesting to live in the house must submit an FSL Housing Application Form to the Office of Residential Life and Housing. In order for the College to approve all FSL Housing Applications, a roster of the members living in the approved off-campus house must be submitted to the Office of Residential Life and Housing by March 1.

Any student wishing to receive permission to live in College recognized FSL housing must follow the procedures and deadlines outlined under Off-Campus Housing in the **Residential Life Policies**.

Any student who has been granted permission to live in FSL housing who later wishes to move out of Greek housing while a registered student, must return to living in on-campus housing and work with Residential Life to move back on Campus.

## Alcohol in Hartwick FSL Houses

### **Philosophy**

The College believes that its students have good intentions around the responsible consumption of alcohol. The irresponsible use of alcohol by students is not condoned by Hartwick College, the All-Greek Council, nor any recognized fraternity or sorority. It is recognized that students need to make individual choices concerning their own responsible use of alcohol. Intoxication in no way releases a student from full responsibility for their behavior and the consequences of such.

All members of the FSL community and their guests are subject to the College policies relating to Substance Use as outlined in the **Code of Student Conduct** and the **New York State Alcoholic Beverage Control Law** and regulations stating in part:

- The selling or furnishing of alcoholic beverages of any kind to persons under the age of 21 by any person is illegal.

- The misrepresentation of one's age in order to obtain an alcoholic beverage is illegal.
- Possession of alcohol by anyone under 21 is illegal.
- The charging of admission to a social event without the proper licensing and permits (NYS Tavern Laws).

## **Social Behavior Involving Alcohol and Drugs**

Hartwick College recognizes the importance of social gatherings as a means of developing community and fostering relationships among students who engage in fraternity & sorority life. All College policies apply to fraternity and/or sorority gatherings, including formal and informal social activities. The College expects that alternatives to alcoholic beverages be widely available at all social functions. In addition, under no circumstances should consumption of alcohol be the primary focus of a social gathering. The College expects all organizations recognized by the College to abide by these guidelines:

1. The possession, sale, use or consumption of alcoholic beverages, while on organization premises, during a fraternity event, in any situation sponsored or endorsed by the organization, or in any event an observer might intend to associate with the fraternity, must be in compliance with any and all applicable laws, rules and regulations of the College, city, county, state and federal government.
2. No alcoholic beverage may be purchased through organization funds, nor may the purchase of it for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of a bulk quantity or common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited.
3. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific written invitation, where alcohol is present, are 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 organization premises or during an organization

event or at any event that an observer might tend to associate with the organization, is strictly forbidden.

6. No organization may co-sponsor an event with an alcohol distributor, tavern (defined as an establishment generating more than half of its annual gross sales from alcohol) or charitable organization where alcohol is given away, sold or otherwise provided. Organizations may use said organizations as third party vendors.
7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host organizations, groups or other organizations.
8. All recruitment activities associated with any organization will be dry functions. A dry function is defined as, absolutely no alcohol will be present.
9. No member shall permit, tolerate, encourage, or participate in “drinking games.”
10. No alcohol shall be present at any new member/associate member/novice program, activity or ritual of the organization.

## Programs & Events

All activities hosted by a fraternity or sorority shall be categorized as a program or event. As such, all programs and events shall:

1. Be submitted for approval, through Hartlink, at least 14 days prior to the date of the event.
2. Have attendance taken through Hartlink, a guest list, or any other means of confirming attendance.

## Social Events

A Social Event is defined as any event, on or off campus, in which the main purpose of the event is to socialize. As social organizations, fraternities and sororities are encouraged to host social events which focus on the promotion of community building. All Social Event Policies listed below are to be upheld at all social events hosted by a fraternity or sorority at Hartwick College.

## General

1. All fraternity/sorority events must comply with all College policies and state laws regarding the use of alcoholic beverages. Non-compliance will result in disciplinary action taken by the Assistant Vice President for Student Experience or their designee. Possible action against the organization and/or individual(s) deemed involved or responsible can include but is not limited to: formal warning, letter of censure, social probation (restriction on future social activities or closing of the organization's house for a specified period of time), suspension as a recognized fraternity/sorority of Hartwick College, or permanent loss of recognition (**Code of Student Conduct**, Section 6C).
2. Only Hartwick undergraduates of that fraternity/sorority's active membership, alumni, new members/associates, and specifically invited guests may attend a fraternity/sorority event. In order for approval of any social events where alcohol is present, a guest list must be provided to the Office of Student and Community Engagement, through the Social Event Permit Process, no later than 72 hours before the event (Note: A general invitation to a segment of Hartwick student, such as a residence hall, or a function publicized by flyer are not permitted.).
3. Events at which alcohol is present may only be scheduled for Thursday through Saturday from 6 p.m. until 1 a.m., unless pre-approved by the Office of Student and Community Engagement. The social chairperson or their designee will be responsible for ensuring that the social event is ended by the required time. City rules for noise ordinance must be taken into consideration throughout the event.
4. All sound amplification systems must be contained within the walls of the venue. Such equipment will not be permitted on decks or patios, or in windows or doorways with the intent of projection outdoors. The City of Oneonta noise ordinances will be complied with in all respects. It is suggested that windows and doors facing the residential neighborhood be closed.

## Alcohol

1. All events must be under the category of BYOB (bring your own beverage). Organizations should discourage the use of bottles at BYOB events, as bottles can be dangerous if dropped or used as a weapon. Social events at a venue where there is a third party bartender (i.e. hotel venues, anniversary celebrations, alumni reunions) may be approved through the event request process.
2. Charging admission for a cup and then providing alcohol is illegal and is not different from selling alcohol by the drink. Organizations are not permitted to provide alcohol under any circumstance, even if it is served free to members and guests.
3. All attendees at a registered social event must present identification, issued by a government entity. All guests who meet the legal drinking age in New York State may be permitted to bring alcohol to the registered social event. All guests who do not meet the legal drinking age in New York State are not permitted to bring or consume alcohol at the registered social event. This identification must be presented to the social monitor prior to admittance.
4. Any individual knowingly serving or giving an alcoholic beverage to an underage person is in violation of College policy. Failure to comply with College policies may result in the individual being asked to stop serving and leave an event. If the College becomes aware of underage serving, the individual(s) and/or organization may be held accountable for a violation of College policy.
5. Beverages may not be dispensed to anyone and they may not be stationed at a centralized location for attendees to take.
6. Persons who appear to be intoxicated or who may pose a threat to the health and safety of themselves or others should be stopped from consuming further alcohol and asked to leave the event. Law enforcement or EMT's should be used as a resource in these situations and should be contacted, if necessary.
7. No person at any event should possess more than one single serving of an alcoholic beverage at a time. A single serving of alcohol is defined as 12 oz. of beer or 4 oz. of wine; liquor is not permitted.

8. Large containers of alcohol (pitchers, buckets, jugs, etc.) will not be filled or allowed at any event, at any time.
9. No open alcoholic beverage containers may be taken from the house venue where the registered event is taking place. The consumption of alcohol must be restricted to within the property lines of the venue. Persons of legal age (21) may take with them any unopened alcoholic beverage containers they brought with them.
10. No members or guests will be permitted to bring alcoholic beverages to an event, from outside, with the intent to distribute to others. The maximum amount of alcohol a guest over the legal age may bring is one six-pack of 12 oz. beers/seltzers or one 750ml bottle of wine. If persons are found to be distributing alcohol to persons other than themselves, they may be charged with providing alcohol to minors and their alcohol will be confiscated by the hosting organization and should be returned only when the individual leaves the event.
11. No moonshine, home brewed or grain alcohol shall be served or permitted.
12. No kegs, beer balls, or other "bulk distribution and/or common sources" of alcohol shall be available at social events.

## **Registering Events**

1. Upon the beginning of each new semester, a chapter must participate in a Social Event Workshop prior to being approved to host any social events. The Social Event Workshop will be hosted by the Office of Student and Community Engagement and will review the guidelines, resources, and expectations for all social events.
2. Fraternity/Sorority sponsored events, where alcohol is present, must be registered with the Office of Student and Community Engagement two weeks in advance through the event request process. Additionally, all fraternity/sorority sponsored social events must have a Social Event Permit completed no later than 72 hours prior to the scheduled date of events.
3. The host chapter's Social Chair, along with the Risk Chair, is responsible for completing all steps of the event request and social event permit processes.

4. The chapter's Social Chair, Risk Chair, and Social Monitors are required to meet with the All-Greek Council Risk Chair and a representative from the Office of Student and Community Engagement within 72 hours of the event to review the Social Event Permit.
5. All persons admitted to the event must be listed on the guest list and identified as a Hartwick College student or the personally escorted guest of an organization member.

## **Social Monitors**

1. The host of the event, along with any co-hosts, must select a minimum of 4 active members to serve as Social Monitors throughout the event. There should be an additional 2 Social Monitors for every 50 people in attendance. For example, if there are 55 attendees on the guest list, there shall be 6 Social Monitors.
2. Social Monitors shall be responsible for the health and safety of all attendees. These names of the Social Monitors will be provided through the Social Event Permit process.
3. Social Monitors must be assigned to each entrance/exit, including patio/deck entrances, and any additional locations where a risk could be presented throughout the event. Social Monitors must be on duty for the entire event.
4. Social Monitors must abstain from consuming alcohol and other drugs 12 hours prior to, and throughout the duration of the event. Upon the closing of the event, and after all guests have left, the Social Monitors above the legal drinking age may choose at that time to consume alcohol.
5. New Members may not serve as one of the four designated Social Monitors. New Members may serve as additional Social Monitors only for the purpose of learning about the role of Social Monitors. New Members serving as Social Monitors for the purpose of learning, must be advised by a designated Social Monitor throughout the social event.
6. At least one of the Social Monitors at each social event must be an executive officer of the host organization. Additionally, if the venue for the social event is the organization's recognized fraternity/sorority

house, at least one additional Social Monitor, outside of the executive officer, must be a resident of the house.

7. Age identification (picture ID) must be presented to Social Monitors by event participants prior to entering the venue. Individuals failing to comply with the age identification process will be required to leave the event.
8. Any attendee under the legal drinking age will need to have a wristband affixed to their wrist, prior to entering the social event. Host chapters must use wristbands distributed by FSL advisor during the Social Event Permit meeting.

### **Risk Reduction**

1. Hosts of the social event, where alcohol is present, are responsible for providing food and non-alcoholic beverages throughout the duration of the event.
2. Members or guests who are obviously intoxicated will be provided with safe transportation or given escorts to assist them to their residences.
3. To ensure the safety of all guests, the host organization shall provide or arrange proper transportation to all guests who consume alcohol at the event. Host organizations shall do everything in their power to ensure no attendees drive while intoxicated. In addition, they will be aware of the health and safety needs of their guests and contact medical emergency services when necessary.