



CENTER FOR STUDENT ENGAGEMENT POLICY MANUAL

This manual provides information for policies managed by the Center for Student Engagement.

TABLE OF CONTENTS

GENERAL INFORMATION	4
Mission Statements	4
STUDENT EVENT POLICIES	5
Student Event Approval and Consultation Process	5
Event Security	6
Guest Policies	6
Proof of Identification	7
Rules for Late Night, Parties, and High Security Events	8
Student Union MPR Event Rules	8
Copyright Law for Movies and Films	9
Student Outdoor Events Policy	9
Demonstration, Protest, and Picketing Information	11
Fundraising and Vending Policy	12
Money Handling Policy	13
Political Campaigning Policy	14
Student Clubs Hosting Outside Groups Policy	15
Candles at Student Events	16
Steppe and Stroll Policy	16
Child Protection Policy Overview	17
Cancelling and/or Suspending an Event	17
CAMPUS POSTING POLICY	18
Common Rules	18
Residence Hall Posting Policy	19
Student Union Posting Policy	19
Posting in Other Campus Facilities	19
STUDENT UNION POLICIES	20
Displays and Tabling Policy	20
Student Union 10 South/Commuter Lounge Use Policy	22
Office/Storage Space Policies and Guidelines	22
Key Sign-out and Office Access Policy	25
Key Agreement Policy	25
Late Pass Policy	26

TABLE OF CONTENTS

CLUB RECOGNITION AND MAINTENANCE	27
Overview	27
Types of Recognition	28
College Recognition Process	28
Additional Process for Groups with Intake/New Member Period	28
Maintaining College Recognition	29
Privileges of Recognized Organizations	29
Policy Violations and Sanctions	29
FRATERNITY AND SORORITY LIFE	32
Recognition and Expansion	32
Steps to Establishing a Chapter/Re-recognition	33
Policy Violations and Sanctions	37
Statement on Unrecognized Organizations	38
Individual Membership Expectations	39
Academic Standards	40
Chapter Membership Requirements	42
Conditions of Continued Recognition	42
Recognized Chapter Privileges	44
New Member Education	44
NEW MEMBER RECRUITMENT AND EDUCATION	46
Recruitment Guidelines and Expectations	46
New Member Education Guidelines	46
New Member Education Program Requirements	47
New Member Education Permissible Activities	48
SUNY NEW PALTZ HAZING POLICY	49
What Activities are Considered Hazing?	50
Myths and Facts about Hazing	51
Hazing Prevention	52
SUNY NEW PALTZ RISK MANAGEMENT POLICY	53
Myths about Risk Management	54
SUNY New Paltz Policy on Sexual Abuse and Harassment	55
What is Sexual Abuse?	55

All aspects of this policy manual will be subject to review at the end of each academic year and may be amended, expanded, or withdrawn as is deemed necessary and appropriate by the College Administration and the College Council.

MISSION OF THE STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

In the proud tradition of SUNY, the State University of New York at New Paltz is committed to providing high quality, affordable education to students from all social and economic backgrounds. We are a faculty and campus community dedicated to the construction of a vibrant intellectual/creative public forum which reflects and celebrates the diversity of our society and encourages and supports active participation in scholarly and artistic activity. SUNY New Paltz is an active contributor to the schools, community institutions and economic/cultural life of our region. We are selective in admitting students who show promise of thriving in a learning environment which is challenging, student-centered, and personalized. Our goal is for students to gain knowledge, skills, and confidence to contribute as productive members of their communities and professions and active citizens in a democratic nation and a global society.

MISSION OF THE DIVISION OF STUDENT AFFAIRS

Student Affairs provides a variety of services and programs that support and advance access and opportunity for the educational, research and public service mission of the college. The Student Affairs Division is committed to the holistic development of our students - intellectual, personal, and social - and to providing a safe community that celebrates human differences and promotes civic responsibility and a sense of local and global citizenship. We work to achieve these goals through inter-departmental communication and on-going collaboration with the divisions of Academic Affairs, Enrollment Management, Administration and Development.

MISSION OF THE CENTER FOR STUDENT ENGAGEMENT

We, the Center for Student Engagement, strive to enhance the educational mission of the State University of New York at New Paltz. Guided by our student centered philosophy, we promote co-curricular opportunities and encourage student participation in all aspects of campus life. As the hub of student activities, the Center is a venue for students to safely explore their individual sense of self, as well as develop connections with others. Through leadership, involvement, and purposeful programming, we support and challenge our students to learn, grow, and establish pride in our diverse campus community.

Students will learn . . .

- to name ways that they can get involved in co-curricular experiences
- organizational and logistical management skills related to hosting and coordinating activities/events
- critical leadership skills (i.e. – the ability to lead, interact, represent, and inspire others) through their involvement in student clubs, emerging leaders, student governance and fraternity/sorority life.
- to identify a variety of social activities and events on campus
- strategies for a successful student experience when commuting from off campus residences
- community and civic engagement through leadership, educational activities and outreach
- to describe the benefits of living in a diverse community and the importance of learning and engaging with others different from themselves

Student employees will learn . . .

- critical thinking and problem solving skills through event and facility management
- hands-on customer service skills when working with clients from across campus and neighboring community
- how to balance and prioritize a variety of tasks/projects efficiently and effectively

STUDENT EVENT POLICIES

STUDENT EVENT APPROVAL AND CONSULTATION PROCESS

Every event hosted by a student group (except residence hall groups holding events within their building) being held on the SUNY New Paltz campus must have their event approved by the Center for Student Engagement. The process will typically follow a standard approval procedure. The steps are as follows:

- The sponsoring group(s) must complete an ENGAGE form requesting the reservation of space for the event. This form must be submitted to the Center for Student Engagement at least 21 days before an event or 10 days before a meeting. Forms turned after this timeframe may not be approved due to time constraints and logistics of the event. *Please note that large scale festivals, concerts, and other events should be submitted at least 45 days in advance of the event date as more approvals are often involved.*
- The sponsoring group(s) will be scheduled to have an in-person event consultation with a member of the Center for Student Engagement.
- At the event consultation meeting, the sponsoring student group(s) should be ready to discuss all logistics for their event such as, but not limited to: a timeline of the event with a comprehensive list of all activities taking place at the event; any outside agencies or speakers performing; biographies of any outside speakers/guests; marketing and promotion plans; a decision of food being held at the event; how the event should be laid out with tables, chairs, and other equipment; projected attendance; technology needs; etc.
- If the event is being held outside of the Student Union, the group will be directed to get approval from the scheduler associated with the event location. Please note this can only be done AFTER the event consultation has taken place as the building schedulers will not reserve the space to a student group without the Student Club Event Consultation Worksheet and approval from the Center for Student Engagement on ENGAGE (both will be obtained at the event consultation).
- Based on the event consultation, the Center for Student Engagement will notify the sponsoring student group(s) of other departments that must approve the event depending on the logistics of the event. Possible additional approvals may include, but not limited to: University Police, Environmental Health and Safety, Conference Services, Catering, Student Association Business Office, Instructional Media Services, Facilities Management, etc.
- After all approvals have been achieved, all completed paperwork must be returned to the Center for Student Engagement. At this time, the Center for Student Engagement will submit facilities work orders and schedule any outside security personnel.
- Please note that all Student Association group must be simultaneously seeking approval for funding for the event through the SA Budget and Finance Committee. If funding is not approved by the Student Association, the event is likely to be cancelled as the group would be unable to pay for any services required to host the event.

EVENT SECURITY

The Center for Student Engagement with the advice of University Police, when deemed necessary, is responsible for coordinating and approving a security plan with the sponsoring organization. This plan must be reviewed with the sponsoring organization at least 72 hours prior to the event for the event to be approved.

The following factors will be used when determining how much security (outside security and/or University Police staffing) will be hired for your event and what security checks/measures will be required for entry into the event.

- Where the event is located (indoors or outdoors)
- Is the event closed to SUNY New Paltz students only, open to student and their guests, or is it open to the public.
- When the event is located.
- The various elements/controversial factors to your event.
- Speakers or performers at your event.
- History of the event having security needs and/or concerns in the past.

Please note that security services are charged to the hosting organization.

GUEST POLICIES

In order to maintain a safe environment for your event and attendees, the sponsoring student group(s) will be asked to select one of the following Guest Policies for the event. Please note as an event is more accessible to the general public, the likelihood of security services being required increases.

SUNY New Paltz Students Only:

- All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.
- No outside visitors will be permitted into the event unless the sponsoring student group(s) has provided a guest list for entry into the event. Guests on this list must follow the rules associated with Proof of Identification at events.

SUNY New Paltz Students and their Guests:

- All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.
- A SUNY New Paltz student will be permitted to sign in up to a maximum of two outside guests with valid photo ID to the event. Please note that the SUNY New Paltz student bears responsibility and accountability for their guests. Please see the Proof of Identification at Events for additional rules for signing in guests.
- No outside visitors will be permitted into the event unless the sponsoring student group(s) has provided a guest list for entry into the event. Guests on this list must follow the rules associated with Proof of Identification at events.

Open to Students with College ID:

- All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.

- A SUNY New Paltz student will be permitted to sign in up to a maximum of two outside guests with valid photo ID (college students not required) to the event. Please note that the SUNY New Paltz student bears responsibility and accountability for their guests. Please see the Proof of Identification at Events for additional rules for signing in guests.
- A non-New Paltz student with college ID from another college may be permitted to enter the event. These students must sign-in on a Guest Sign-In Sheet at the event entrance and record their college ID with Guest Check-In attendant. A student from another college MAY NOT sign in guests.
- Visitors without college ID from any college will not be permitted into the event unless the sponsoring student group(s) has provided a guest list for entry into the event. Guests on this list must follow the rules associated with Proof of Identification at events.

Open to the Public, 18 and Over:

- All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.
- A non-New Paltz student with a valid photo ID listing date of birth may be permitted to enter the event. These patrons must sign-in on a Guest Sign-In Sheet at the event entrance and record their ID with Guest Check-In attendant. Patrons under the age of 18 will not be permitted to enter the event.
- Visitors without ID will not be permitted into the event unless the sponsoring student group(s) has provided a guest list for entry into the event. Guests on this list must follow the rules associated with Proof of Identification at events.

Open to Public (all outdoor events):

- **EVENT BEING HELD INDOORS:**
 - All New Paltz students must show their College identification card in order to gain entry to an event. Students without College ID will not be permitted to enter the event under any circumstances.
 - A non-New Paltz student with a valid photo ID listing date of birth may be permitted to enter the event. These patrons must sign-in on a Guest Sign-In Sheet at the event entrance and record their ID with Guest Check-In attendant.
 - If the sponsoring group has a special guest list, those on the list are still subject to Proof of Identification.
- **EVENTS BEING HELD OUTDOORS:**
 - ID's will not be checked for events being held outdoors, unless alternative arrangements can be made.

PROOF OF IDENTIFICATION

In accordance with the campus guidelines on Proof of Identification, the following policies are reiterated for student organizations:

- All New Paltz students must show their College identification card in order to gain entry to an event.
- All non-students must show picture identification before entering an event (dances, dinners, etc.). Those not presenting identification will not be allowed to enter the event and can be asked to leave the facility or may be escorted off campus.
- After showing their identification, all non-students must be registered as a guest of a student. The Center for Student Engagement will provide you with a Guest Sign-In Sheet.

- All ID's will be recorded at entrance and no non-student can be at the event without the host who is sponsoring them (unless the event is open to the public).
- Students registering a non-student as a guest will be held responsible for the behavior and actions of their guest at the event.
- Non-students who are guests of a student will be asked to show a state/ federal picture identification.
- SUNY New Paltz students are allowed to have a maximum of two guests at an event.
- If the event is open to the public, non-students will not be required to be registered as a guest of a student.

RULES FOR LATE-NIGHT, PARTIES /OR HIGH SECURITY EVENTS

- All campus, local, state and federal policies are to be followed at all times. Appropriate action will be taken against all those who do not comply.
- For security reasons, all hired entertainers will be allowed up to three personnel to assist with the event set-up once the building has been locked down. For the duration of the event, entertainers must follow the same entry procedure as attendees.
- Upon entering the premises, all persons will be searched by professional security staff hired by SUNY New Paltz (see Event Security Levels Section of this policy). Lines will be posted with the gender of the security person who is conducting searches, in order to prepare students for an expedited entry.
- If there is a need to evacuate the building, all event attendees will be required to exit designated and signed exits.
 - For Student Union MPR events: evacuations shall only be from the primary 2nd floor building entrance; elevator access and stairwell use will not be allowed. Re-entry will occur through the 1st floor doors via the Student Union Atrium Plaza and its walkways. All those returning to an event will be searched again by security staff. Re-entry will occur only when the building has been cleared.
- If you require a back-up date for your event ("rain date"), the date of the back-up may be no sooner than two weeks from the primary event date. This will give Student Engagement staff appropriate time to re-book the space if the back-up date is not utilized.
- Student Engagement professional staff members have the authority to close down any event if deemed necessary.
- For all events, entry doors will close no later than 1 a.m. No persons will be allowed to enter the event after the doors have been closed. For all events, the sponsoring group, Center for Student Engagement, and University Police shall pre-determine a designated time when entry doors will close.
- All cash collection at an event must adhere to SUNY New Paltz, Student Engagement, and/or Student Association policies and procedures. These regulations will be strictly enforced.

STUDENT UNION MPR EVENT RULES

- For dance shows, no canes are permitted on the floor of the MPR. Special arrangements should be made to rent a dance floor when using canes and/or staffs.
- In order to protect the performers and the equipment, all dancing and step show performances are prohibited from using the stage.
- No paper will be taped over windows or doors.
- At least one set of lights must remain on at all times. A person must be able to see across the room.
- One set of main doors to the Multi-Purpose Room will remain open throughout the event.

COYPRIGHT LAW FOR MOVIES AND FILMS

If a group is planning on showing a movie, film, video, or other multimedia presentation, there are legal restrictions regarding copyrights. All student events are considered a “public performance” and will require that the group to obtain copyright approval, regardless if a fee is charged to view the movie. Groups can acquire this one of two ways – paying for the copyrights for the film through an authorized vendor or acquiring written permission for the distributor and/or studio that produced the film. Often, a license for a film can range from \$100 - \$800 depending on the movie and only covers the viewing of the film at a specific date and time. A license does not give you rights to show the film at any time in the future.

Purchasing a movie from a local store, renting a movie from a video store, or borrowing the movie from a library DOES NOT authorize you to show the film at an event. These methods are NOT legal ways of acquiring license to show the film. For assistance, please speak with a staff member in the Center for Student Engagement. Be advised that acquiring copyright approval can take many weeks, so please plan on starting early. Groups that do not acquire legal approval to show the film or movie put the group and college at risk of substantial legal fines and violations of copyright law.

STUDENT OUTDOOR EVENTS POLICY

As per the Student Events Policy (available online at www.newpaltz.edu/saus/forms.html), all student clubs requesting to host an event must first complete an ENGAGE form and submit it to the Center for Student Engagement. For events held outdoors, this form is due a minimum of 21 days prior to your event (45 days in advance is recommended). This is due, in large part, to the logistics associated and services required for events held outdoors. The Center for Student Engagement will review the request to make sure it complies with this policy.

- The college has the authority to determine appropriate time and place for events held on campus property. Factors that affect permission for space may include, but not limited to, are: proximity to classrooms; proximity to campus residences; proximity to campus boundaries/neighbors; safety and security requirements; the scale/size of the event; the potential draw for attendance; access to power, lights, and other services; construction; anticipated/scheduled campus programs such as commencement or convocation.
- In order to support the academic mission of the institution, no amplified sound will be permitted near classroom buildings while classes are in session. No events will be approved outdoors during Final Examination periods.
- Outdoor events on the Old Main Quad with amplification have a curfew of 7:00 p.m. (Friday-Saturday) or 6:00 p.m. (Sunday-Thursday). All other campus locations are 10:00 p.m.
- Work-orders for power, water, equipment, security, etc. will be placed by the Center for Student Engagement on behalf of the student group. This must be done at least 10 days prior to your event.
- Groups must provide details of power requirements for their event in advance for making arrangements for a power supply. Groups needing excessive power access may be required to rent generators. At no time shall groups run power cords through doors and windows to adjacent campus buildings.
- Equipment staging (delivery of tables, chairs, etc.) for your event will take place in the nearest authorized campus building. Typically these facilities are:
 - Old Main Quad (Old Library Lobby)
 - Parker Quad (Capen Hall Lobby or Parker Theatre Patio)

- Peregrine Quad (Peregrine Dining Hall Lobby)
 - East/West Intramural Fields (Lenape Hall Lobby)
 - Athletic Fields and Track (AWC Lobby or Track Shed)
 - Excelsior Concourse (Lecture Center Lobby)
 - Student Union Concourse/Plaza (Student Union Lobby)
 - Residence Hall Events (Nearest Residence Hall Lobby)
 - McKenna Patio (McKenna Theatre Lobby)
 - The Pond Patio (South Classroom Building)
- Groups may only access these areas for picking up equipment ordered for their event. Groups must also return equipment to this location upon the completion of their events. Outside of set-up and breakdown, groups shall not access these facilities for any purpose. Equipment shall never block exits or violate fire code policies when staged or stored.
 - Campus buildings adjacent to your outdoor event are not designated areas of refuge in the event of inclement weather. It is expected that groups schedule and use a reserved rain-site location or rain-date in the event poor weather conditions are forecast.
 - Campus buildings adjacent to your outdoor event are not designated bathroom facilities for your event. Attendees should travel to their residence hall or the Student Union for access to bathroom facilities. For large events, groups may be required to rent porta-potties.
 - Groups must set-up all equipment at least 25 feet away from any campus building entrance. No equipment should block entrance or egress from these facilities.
 - Groups are expected to leave the grounds as they find them. Please remove all debris, literature, etc. caused from your event.
 - Groups shall not damage or alter campus grounds (i.e. trees, bushes, grass, asphalt, etc.) in any way.
 - Groups shall not block any marked walking pathways or sidewalks for pedestrian use.
 - Use or access to the pond (a.k.a. – the gunk) is strictly prohibited.
 - Groups hosting their own BBQ will only be permitted to do their own food prep and grilling if anticipated attendance is less than 50 people. Any event expected 50 people or more requires use of an approved vendor.
 - BBQ grills must be set-up at least 25 feet from any campus building.
 - Any group raising a tent or canopy must obtain permission through an application for Use of Tents, Canopies, and Other Membrane Structures with the Office of Environmental Health and Safety. These applications are available in the Center for Student Engagement.
 - If a group is going to have a piece of equipment that needs to be staked or tied down, please make sure the Center for Student Engagement is aware. Hammering stakes into the ground will require the hosting group/vendor to make arrangements for underground gas/power/etc. lines be marked.
 - Any group doing a run, walk, parade, or other similar event that will leave campus property onto local village streets must complete a separate application with the Village of New Paltz. These applications are available in the Center for Student Engagement. Please submit a copy of your application and approval from the village to the Center for Student Engagement.

STUDENT DEMONSTRATIONS, PROTESTS, AND PICKETING INFORMATION

The purpose of this information is to clarify for students and/or organized groups looking to coordinate demonstrations, protests, picketing, or other free speech activities on campus property. The Student Handbook outlines policies regarding these types of events including, but not limited to:

- Freedom of Association (page 3)
- Rules for the Maintenance of Public Order (page 4)
- Freedom of Speech and Assembly; Picketing and Demonstrations (page 5)

Individuals and/or groups not associated with the college should refer to the “Use of Facilities by Third Parties for Free Speech Policy” found online at <http://www.newpaltz.edu/saus/thirdpartypolicy.pdf> for such related activities.

Primary Points of Understanding:

- Free inquiry and expression are indispensable to the objectives of a higher educational institution, and as such, the campus will not limit or restrict the freedom of speech or peaceful assembly.
- Campus policy is not written to prevent or restrain controversial opinion or dissent, but rather to ensure the rights of others are not impacted and to maintain public order appropriate for a college campus.
- Organizers should give reasonable advance notice to the college of any planned assembly, picketing or demonstration upon campus grounds, its’ proposed locale, and intended purpose. An ENGAGE form should be completed and submitted to the Center for Student Engagement
- Organizers should work to ensure that prohibited conduct does not take place at their program and ensure the group maintains rules of public order.
- Students have a responsibility to conduct themselves appropriately and within the expectations of campus rules and regulations including, but not limited to,:
 - Harassment
 - Physical Abuse
 - Property Damage/Destruction
 - Trespassing/Unauthorized Use of Facilities and Services
 - Disorderly/Disruptive Conduct
 - Compliance with Official Requests
- The college reserves the right to institute security perimeters around high profile campus events. In the event a security perimeter is established, the perimeter details will be available at both University Police and the Center for Student Engagement.

If you have questions and would like more information about coordinating a protest, demonstration or other type of assembly, please contact the Director of the Center for Student Engagement in Student Union 211 or by calling 257-3025.

FUNDRAISING AND VENDING POLICY

The following policy exists to provide registered student organizations with the ability to provide food, beverages and miscellaneous items for sale during programs and events, which are open to the campus community and conducted on property owned and controlled by the College.

You must fill out a vending form and provide answers to all information requested before any contracts are signed. ENGAGE forms that identify vending will be cancelled if the vending form is not completed.

This policy applies to events/programs, which meet the following criteria:

- Activities and programs sponsored by registered student organizations, including residence hall programming groups.
- Programs and activities registered by groups must submit contractual agreements made between the student group and vendor attached with an ENGAGE form to the Center for Student Engagement.

Items, which may be offered for re-sale by student groups during, authorized campus activities and programs are limited to the following:

- Pursuant to Article 129-A of the NYS Education Law 6437, the advertising, marketing, and merchandising of credit cards to students is prohibited at SUNY New Paltz.
- Commercially prepared non-alcoholic beverages dispensed in factory-sealed, single portion packages.
- Commercially prepared food items, which are factory-sealed and dispensed in single portion packages.
- Organizational promotional items which include the name and/or logo of the organization or event (i.e., tee shirts, mugs, posters, etc.).
- Sale of goods (jewelry, hand-crafted items, etc) by an individual student or off-campus vendors.
- Flowers, greeting cards, and other items, which are consistent with the nature of the occasion and event, and deemed, appropriate by the Center for Student Engagement.

Merchandising activities, which are prohibited, include, but are not limited to, the following:

- Sale of services by an individual student or off-campus vendors.
- Sub-contracting sales of goods and services by registered student groups to off-campus vendors.
- Sale of food and beverages other than those previously stipulated.
- Re-sale of used clothing, furnishings, appliances, etc.
- Any sales, which result in individual profit.
- Alcoholic beverages, except as provided for in the College policies regarding the purchase and sale of beverage alcohol (copies of which may be obtained from the Center for Student Engagement).

All requests for permission to sell items at authorized activities are limited to a single event basis.

Organizations receiving approval to sell specific items will be provided a single authorization certificate which must be posted at the event. *A member of the sponsoring club/organization must be present throughout the event.*

A minimum of 10% of all proceeds must be deposited into the student club account. Student Association groups have a minimum 20% requirement. Proceeds from the sale of items at events which are open to the public may involve a sales tax liability and as such, the sponsoring groups are responsible for determining the applicability of sales tax levies, appropriate record keeping and possible payment of such taxes.

MONEY HANDLING POLICY FOR EVENTS

Events Held in Student Union:

- All student club events requiring a charge for admission must utilize ticket sales in order to account for all cash inflow.
- The pre-sale of tickets will require special arrangements and will be permitted when in compliance with Student Association policies.
- The sponsoring organization must provide at least two organization members to assist with the collection of money and the collection of tickets.
- The process of ticket sales within the Student Union shall be:
 - The collection of money will be monitored by a Student Engagement staff member, Student Association business office, or organization advisor in conjunction with a member of the sponsoring organization.
 - Ticket prices will be displayed in several places surrounding the ticket sales table
 - For events with more than one ticket price (i.e., student price, non-student price), a tally sheet will be used to monitor the number of tickets sold at each rate.
 - Tickets must be numbered.
 - The range of numbers on the tickets will be recorded by the Center for Student Engagement, and the number of tickets issued will directly correspond with the capacity of the space being used and/or the desired number of event patrons, whichever is lower.
 - A member of the sponsoring organization will be stationed at the door to collect tickets from patrons as they enter the event (for larger events, two or more ticket collectors may be needed, to be provided by the sponsoring organization).
 - Money collected will be kept in a cash box at the ticket sales table. The cash box will be kept locked when it is not in use.
 - Prior to the event, the Center for Student Engagement along with the sponsoring organization will designate a time to stop selling tickets.
 - Immediately following completion of ticket sales for the event, all money and all tickets collected must be counted and secured. A plan for security of cash must be planned in advance.
 - The Center for Student Engagement has a safe available for security of sales. If selected, an organization representative and a member of Student Engagement shall count the money together and record the totals prior to being placed in the safe.
 - The next business day, the group must establish a meeting time with the Center for Student Engagement to resolve any money arrangements to SA or outside bank.

Events Held Outside of Student Union:

- For SA groups, please consult the Student Association Business Office. For all other groups, please work with the Center for Student Engagement for arrangements

POLITICAL CAMPAIGNING POLICY

As an academic institution, we recognize and welcome the educational benefits of exposing students to political debate and information, including partisan political speech. We have made some of our facilities available to a wide range of outside speakers and expressive activities and, therefore, have legal obligations to open such facilities to political speech, as well. In handling requests for permission to use campus facilities, we must be guided by the principle of viewpoint neutrality and evenhanded treatment as to terms and conditions of use (i.e. rental charges, security costs, insurance, etc.).

With regards to political speech and speakers, the State University has placed certain limits on access to its facilities. It has been longstanding State University policy – going back to at least the 1970s – to prohibit use of State University property for partisan political candidate fundraisers. This policy is consistent with our legal obligations, the educational mission of the State University, and other strong interests, such as avoidance of the inevitable impression of endorsing particular candidates.

The policies that address the most commonly asked questions are the New York State Public Officer's Law and SUNY policies on facilities usage for non-commercial purposes. The applicable provisions are:

Public Officer's Law:

No state employee may use his/her official title, position or authority in any campaign activities, including untargeted mass mailings. No state resources of any type may be used in furtherance of these activities, including, but not limited to, telephone, office supplies, postage, photocopying machines, computers (including e-mail) and support staff (see Advisory Opinion No. 93-9) nor may campaign activities be conducted from a state office or during state business hours unless leave is taken. Finally, no state employee may solicit from subordinates, as this practice is strictly forbidden by Civil Service law §107. (See also Election Law §17-158.)

Use of Facilities by Non-Commercial Organizations and Use of Facilities by Third Parties for Free Speech:

Political organizations are included in SUNY's definition of non-commercial organizations that are permitted use of campus facilities and in the College's policy on Use of Facilities by Third Parties for Free Speech. All non-commercial organizations are required to obtain a revocable permit for each use of campus facilities. These permits, obtained through Center for Student Engagement for use of the Student Union Building (SUB), Conference Services and University Police for other campus locations, establish the terms and conditions for use of facilities, including reimbursement for any associated costs. If a political candidate wishes to speak in one of the free speech zones identified in the Use of Facilities by Third Parties for Free Speech policy during non-blackout dates outlined in the policy, they should contact the Office of the Vice President for Administration and Finance. The Use of Facilities by Third Parties for Free Speech policy may be found at this link: [Use of Facilities by Third Parties for Free Speech](#).

The SUNY policy on Use of Facilities by Non-Commercial Organizations imposes the following additional conditions for use of facilities by partisan political organizations:

That the proposed meeting gives promise of contributing to the educational purposes of the institution.

That the institution sees a reasonable possibility of making the facilities available for other viewpoints to be presented.

Distribution of Campaign Materials:

Individuals campaigning for office shall have access to students and employees in parking lots, entrances to buildings and other areas to which members of the public are admitted, provided that such activities do not inhibit the movement of people or vehicles, impair the safe and efficient conduct of the operation or interfere with work duties or work performance. Individuals are not allowed to campaign in residence halls. Individual campaign posters are not permitted in public spaces on campus. Meeting notices and other organizational materials shall not be hung upon, posted or otherwise affixed to the walls, doors, windows, trees or other appurtenances of facilities and buildings owned or leased by the state.

More information on State University policies regarding use of facilities by non-commercial organizations can be found at this website (scroll down under Policy I to Section K: Use of university facilities for political purposes).

STUDENT CLUBS HOSTING OUTSIDE GROUPS POLICY

When a student group is interested in hosting an event that involves or is focused on a group from an elementary and/or secondary school on campus the following process must take place. Possible events could include, but are not limited to: school visit and tour, community service event, tutoring programs, educational program, etc.

- The student club must submit an ENGAGE form and schedule an event consultation for any space required for the visit with the Center for Student Engagement at least 30 days in advance. The Center for Student Engagement will assist the group with coordinating parking, room reservations, arranging for meal service, approvals of any tours, etc.
- The student club must provide the Center for Student Engagement with the following information:
 - Name of School/Program these groups are associated with
 - School Contact (Name and Number)
 - How many students are travelling to campus
 - How many chaperones are traveling with the group (there should be at least one chaperone for every 10 students visiting campus – this is in congruence with the NYS Education Policy).
 - Details on how the group is being transported to campus
 - If the visiting group is visiting for the purpose of touring the campus as a potential applicant(s) to the college, the Office of Undergraduate Admission should be consulted.
 - The Office of Undergraduate Admission may provide the hosting group with literature and a 30 minute presentation if a counselor is available. The student group must provide the presentation space. If no counselor is available only literature will be provided. All questions regarding admission requirements should be directed to the Office of Undergraduate Admission. Business cards and contact information will also be provided for this purpose when no presenter is available.
- Groups that would like to tour/enter residence halls must obtain written permission from the Office of Residential Life and all occupants of the room/suite being shown.
- Hosting school groups overnight is strictly prohibited.
- Events with minors present must be reviewed to be in compliance with the Child Protection Policy.

CANDLES AT STUDENT EVENTS

The use of burning candles at student events is limited to religious services, memorials and vigils held at outdoor locations, only. The use of candles is not permitted in any indoor campus facility. We encourage the use of battery operated/flameless candles, when at all possible, as a safe alternative. The following parameters apply for any student program that includes the use of burning candles.

- The burning of candles at a campus event is only permissible with the approval of both the Center for Student Engagement and the Environmental Health & Safety Department.
- The student group must distribute approved candles (see below) to the participants of the program.
- The group must notify attendees that the candles must be extinguished and collected at the conclusion of the program.
- The group must make every effort to douse (in a small bucket of water) every candle and to collect all candles that were distributed.
- Candles that have been used must be discarded at the conclusion of the program. They may not be stored and saved for future use.
- Make-shift protectors (paper or plastic cups) may not be created for use with candles for collecting wax as they are flammable. Groups must purchase and use drip protectors intended for the purpose of collecting melted wax. Drip Protectors are also often called “Bobeches.”
- Groups may only purchase and use candles intended for vigil services. Many candles come with drip protectors included, as well. Vigil candles are 1/2” or less in diameter and less than 7” in length.
- Pillar, tea light, votive, and other decorative candles are not permitted

STEPPE & STROLL SHOW POLICY

Be advised that often groups may refer to a steppe or stroll event as a “probate show.” A probate is often connected a student in a probationary or potential new member status going through an educational process for membership. Hosting events where “probationary” or potential new members must perform for membership is strictly prohibited. The college will only approve steppe and stroll shows that include all members of the chapter/organization where participation in the actual performance is voluntary. With this in mind, the following rules apply for hosting a steppe or stroll show on campus:

- Acknowledging the unique, historical, and cultural significance of a steppe and stroll show has on this culture, the sponsoring group(s) must educate attendees of this significance of the performance.
- The explanation outlined above should inform attendees the difference between the cultural significance of the show and observations that are commonly associated with hazing new members (marching in line, uniforms, etc.).
- Organizations may not walk or march in line, excluding stepping or strolling, during the performance.
- Uniforms (outside of wearing similar fraternity and sorority lettered paraphernalia) are not permitted unless the group hosting the event is a theatrical performance club in its core purpose of existence at SUNY New Paltz.
- No masks will be permitted as part of a performance.
- Hoodies, hats, headbands, bandanas, etc. may not cover the face of the participants.

- Canes and staffs that cause damage to a floor will not be permitted as part of the show. If groups need to incorporate these elements into the show, it is the expectation that groups rent a dance floor or similar flooring to protect the floors.
- Only currently enrolled members, graduated alumni, and advisor(s) on record of the SUNY New Paltz chapter/organization may participate in the performance.
- If a group with a new member intake process is participating, potential new members (or interest members) cannot be mandated to perform. Participation by potential new members must be optional.
- A performance, or portion thereof, that is made up of only potential new members actively going through an intake process is strictly prohibited.
- A steppe/stroll show performance cannot legitimize or serve as rationale that forced calisthenics is acceptable as this is considered a form of hazing. Neither performances, nor their rehearsals, are permitted to violate any provisions of the hazing policy.
- A performance should not involve the degradation and/or belittlement of any member or of another campus organization.
- Each chapter involved in the show must complete a “Steppe/Stroll Show Participation Application” outlining their script, attire, actions, participants, etc. This application is due to the Center for Student Engagement no less than 10 business days (two weeks) before the event.
- These events may not take place in locations that will interrupt or disturb classes that are in session and may not take place outdoors past 9:00 PM.
- Chapters and/or guests from other college campuses are not permitted to be invited, attend, or support the SUNY New Paltz program without prior written approval from the Center for Student Engagement.
- The overall program must go through the regular event consultation process with the Center for Student Engagement, as do all student coordinated events.

CHILD PROTECTION POLICY OVERVIEW

Individuals must conduct themselves appropriately with children who participate in University-related programs and report instances or suspicion of physical or sexual abuse of children. The State University of New York at New Paltz is committed to protecting the safety and well-being of children who participate in University-related programs and activities, whether on or off campus, or utilize campus facilities for activities including, but not limited to, sports camps, academic and personal enrichment programs and research studies.

Student groups that are coordinating events that included minors should have their program reviewed in the Center for Student Engagement to ensure compliance with the SUNY New Paltz Child Protection Policy. The complete policy is available online at <https://www.newpaltz.edu/internalcontrols/cpp.html>

CANCELLING AND/OR SUSPENDING AN EVENT

The Center for Student Engagement reserves the right to cancel or temporarily suspend any event that has been insufficiently planned as determined by the Director/Assistant of the Center for Student Engagement and/or has not met the requirements stated in the contract or because of a situation that has occurred while event is on.

CAMPUS POSTING POLICY

The Center for Student Engagement is the designated campus office to approve posting of any flyers in campus and academic building at the State University of New York at New Paltz. Any person or persons, organization and/or affiliation advertising events, providing information, student campaigning for positions related to SA, UGA, NRHH, and/or RHSA, and/or informing campus community, or distributing publicity must follow the following policy for posting of information.

COMMON RULES FOR POSTING

- All posters must state "Sponsored by (your organization/department)."
- Flyers by student clubs must have one of the following endorsements on the face of the flyer:
 - SA Recognized, UGA Recognized, or RHSA Recognized
- Posting flyers on doors, windows, stairwells, or walls in campus facilities is strictly prohibited as these are fire hazards.
- Each individual posting gets stamped. Photocopying a stamped poster for the purpose of additional posting is not permitted.
- No promotional material will be approved if alcohol is advertised in such a manner as to promote high-risk or underage drinking.
- Posting must not be obscene, libelous, slanderous, racist, sexist, or otherwise offensive to the diverse campus community.
- Please be advised that the Center for Student Engagement must acknowledge all distributed information in advance of posting and be provided a black and white copy.
- Do not post publicity information unless you have a confirmation number for the space. Your promoting of an event does not confirm or allow for you to have the space you are promoting.
- Please do not post on department specific (and marked) bulletin boards as they are not public bulletin boards.
- The use of chalk, washable paints, crayons, markers, pens, pencils, carvings, etchings, sketches or any other forms of graffiti are not permitted on campus property without prior approval from the Center for Student Engagement and the Office of Facilities Operations.
- Posting of local, state, and federal political campaign materials is prohibited. See the Center for Student Engagement for more details. Also visit the SUNY New Paltz Policy on Political Campaign Activities.
- Organizations not associated with SUNY New Paltz may not post information in any campus building. Outside organizations are only permitted to post on exterior bulletin boards and the two public boards. Public Boards are located in the following buildings:
 - Haggerty Administration Lower Level (across from the Mailroom)
 - Student Union Lower Level (in the elevator lobby)
- Any violation to the above policy will result in a charge for cleanup.

Getting Your Posting Approved:

- All flyers, advertisements and postings must be approved by the Center for Student Engagement in Student Union 211. Failure to obtain the Student Engagement approval stamp will result in the removal of your postings.

- The Center for Student Engagement will only approve and stamp up to 50 copies of a posting/flyer as this is sufficient quantity to post on all approved bulletin boards on campus.
- Flyers will be reviewed to make sure they do not violate any of the posting policy. Groups can pick up flyers dropped off previously after 3:00 PM of the day they were submitted for approval.

RULES FOR POSTING IN RESIDENCE HALLS

- To distribute information to residence halls, a maximum of two-piece per hall can be distributed by dropping off materials at The Office of Residence Life located in Capen Hall.

RULES FOR POSTING IN THE STUDENT UNION

- Posters may not exceed 18" by 24" in size. Posters large than this will not be approved.
- We accept the following quantities of flyers for the Student Union:
 - On Campus Event: 5 (includes the Big Board)
 - Club Meeting: 2
 - Campus Services: 1
 - Public Posting: 1
- A member of the Center for Student Engagement staff will post your flyer(s) in the Student Union within 24 hours of drop off and approval. It is up to the sponsoring group to post their flyers in other campus facilities.
- Flyers posted in the Student Union not approved and/or are not posted by a staff member in the Center for Student Engagement will be removed.
- There is a limit of one flyer per event per bulletin board (different flyers for the same event will not be allowed).

RULES FOR POSTING IN OTHER CAMPUS FACILITIES

- All other locations on campus for the purpose of providing information can only be displayed on interior and/or exterior bulletin boards. The maximum of two pieces of information are allowed per bulletin board.
- Flyers may not exceed 11"by 17" in size. Flyers larger than this will not be approved.
- Please be considerate and do not overlap.
- The Center for Student Engagement will approve table tents for food service areas. Food Service reserves the right to limit the number of table tents displayed at one time.

STUDENT UNION POLICIES

STUDENT UNION DISPLAYS & TABLING POLICY

The Student Union has a variety of opportunities for you to promote or support your event. To best accommodate all requests, please acknowledge that the following policies are in place to serve as many programs as possible, while maintaining clear and clean hallways free from excessive use. The Student Union has four display cases, four vending tables, and open space for collection boxes and easels promoting your campus event. Hanging banners, advertisements, flags, or other décor from the scholars perch into the atrium or from the atrium into the gaming commons are not permitted.

Student Union Tabling Spaces

- Tabling in the Student Union need to be reserved in advance in the Center for Student Engagement located in Student Union 211.
- Tabling space is located on the first floor located outside Student Union 100.
- There are four vendor tables available per day.
- Groups have the table for a 3-hour period (9am-12pm; 12pm-3pm; or 3 pm-6pm) on the day of their reservation.
- Groups are limited to one table and two chairs. Due to space limits each table can only have two seated participants.
- Only one academic/administrative department may table per day.
- Student groups that are collecting monies should coordinate with the Student Association and follow their money handling policies ticket sales, fundraisers, etc.
- Music, sound equipment, entertainment, or speeches are not permitted at these tables.
- Student groups that doing sales of any kind must follow the campuses vending policy and complete a fundraising and vending form. See the Center for Student Engagement for details.

Display Cases

- Display Cases can be reserved on the first business day of each month prior to the month the space is to be used (for example, a November display case would be reserved on October 1).
- There are a limited number of display cases (there are four located on the 2nd Floor in the elevator lobby).
- Organizations are limited to one display case reservation per semester.
- Materials must be removed from display cases on the last day of the month.
- Items left will be discarded on the first day of the new month, and the Center for Student Engagement will not be responsible for them. Display cases currently can be locked to secure items.

Easel Spaces

- The Student Union has specific locations in which we will permit groups/departments to place easels for event or service promotion.
- These spaces must be reserved in advance and are on a first-come, first-serve basis.
- Groups and departments will be permitted to use the designated space for one week (beginning Monday @ 8:30 AM, ending Sunday @ 11:00 PM. Easels left after this time frame will be taken down. The Easels (and its sign) can be picked up in the Center for Student Engagement. Items not picked up within one week (7 days) of it being removed will be discarded.

- There are a total of eight approved easel locations (Big Board, Outside Bookstore, Outside Lounge 100, PFS, Atrium Lobby - 2, 2nd Floor Elevator Lobby - 2).
- Groups must provide their own easels. Signs placed on the easel should be sturdy and remain on the easel without difficulty.
- The Student Union is not responsible for lost or stolen easels as it is a public place. We CAN NOT guarantee the safety of your sign or easel.
- Easels will not be permitted in other locations. Easels and signs that have not been approved will be removed.
- The Student Union will allow usage of easels for day-of events/conferences/programs limited to one easel in front of the HQ Desk on the first floor and other easels located in front of rooms reserved for the program.

Collection Boxes/Drives

- Groups or departments that are doing collections for service must reserve their location in advance with the Center for Student Engagement for any boxes located in the Student Union.
- If the group/department would like boxes in other campus buildings, they must make arrangements with the department overseeing those facilities.
- Collection Boxes may be permitted in common areas for up to three weeks (21 days).
- These spaces must be reserved in advance and are on a first-come, first-serve basis.
- There are a total of six locations where collections boxes will be permitted at any one time (Entertainment Commons, Big Board, HQ Desk, Outside Lounge 100, 2nd Floor Elevator Lobby - 2).
- A group can have no more than two boxes within the building.
- The collection box must have a sign including the following information.
 - Collection Purpose
 - Collection Benefactor
 - Collection Sponsor (group or department host)
 - Contact Person
 - Contact Information (phone, email)
 - Collection Start Date and End Date
- Groups/departments should make regular stops at the drop boxes to collect items.
- The Student Union is not responsible for lost or stolen box(es) and/or contents within the box(es) as it is a public place. We CAN NOT guarantee the safety of your collection drive.
- The group must remove the collection box at the completion of the collection period.

Passive Window Display

- The Student Union will permit approved passive displays on the windows of the 2nd floor elevator lobby and across from the 2nd floor restrooms. Use of other windows in the Student Union will not be permitted.
- These spaces must be reserved in advance and are on a first-come, first-serve basis.
- Groups and departments will be permitted to use the designated space for one week (beginning Monday @ 8:30 AM, ending Sunday @ 11:00 PM).
- Groups must provide their own supplies.
- The Student Union is not responsible for lost or stolen easels as it is a public place. We CAN NOT guarantee the safety of your display.

STUDENT UNION 100 SOUTH/COMMUTER LOUNGE USE POLICY

Student Union 100 South is primarily designed as a lounge for commuter students. There are many seating clusters for students to meet and relax, a large screen TV, individual and group study tables, and microwaves. It is also the home to a variety of offices such as Conference Services, Dining Services, and Veteran's Student Services.

We do, however, allow student groups to reserve this space for meetings, practices, and events. The following rules apply for such reservations of this space:

- The space is only available to reserve after 8:00 PM Monday through Friday and Saturday and Sunday during operating hours of the Student Union.
- Student Union 100 South has a very specific furniture set-up. It is the expectation that if a group reserves this space, they ensure the room is returned to its standard furniture set-up upon completion.
- Groups that fail to comply with returning the room to its standard set-up at the end of their reservation will get one warning. A second failure to return the room to the standard set-up will result in a cancellation of all future reservations in the space and the group will lose the ability to reserve this space. Please note we will enforce this rule even if the room is not in its standard set-up upon your group's arrival.
- As the availability of the lounge is limited and demand is high, groups will be able to reserve the space for a maximum of two hours per week.
- Student Union 100 South is always a Commuter Lounge. Although your group may have reserved the space, please understand that we expect your group to respect that commuter students may still be utilizing the space simultaneously. At no time should a group ask a student using the lounge to leave.

STUDENT UNION CLUB OFFICE SPACE POLICIES AND GUIDELINES

The Student Union and all spaces within the Student Union are college property and are managed by the Center for Student Engagement. The college provides the Student Association space within the Student Union to support student clubs and campus involvement. The Student Association is responsible for making the decisions of which clubs are allocated space and is responsible for furnishing the spaces. Once a club is allocated space, the Center for Student Engagement provides access to the office space. It is expected that student clubs, as guests of the college, understand and follow the policies and guidelines for student office/storage space.

Eligibility

To be eligible for student office/storage space, the club/organization must be a recognized organization by a student governing council at New Paltz (Student Association, United Greek Association, or Residence Hall Student Association).

Office Assignments

The Center for Student Engagement does not make decisions on which student groups are assigned office or storage space. These decisions are made by the Council of Organizations by way of the Student Association.

Sharing an Office

It is possible that you may be placed with another student group(s) in any given office/storage space. If multiple groups are assigned to the same space, we expect groups to be courteous and respectful of those organizations sharing that space.

Access to Office Space

Members of the student groups may access the room during normal operating hours of the Student Union. The President of the organization must provide the Center for Student Engagement a list of approved members via the *STUDENT UNION OFFICE ACCESS AND KEY SIGN-OUT PERMISSION LIST FORM*. Only names listed on this form will be eligible to sign out the key for the office space from the HQ Desk located in the Atrium of the Student Union. Once a student has signed out the key, they will be held liable for the value of the key. If the key becomes missing, the group will be responsible for the changing of the locks and the replacement of all keys (approximately \$75/lock). If a key is signed out by a current member of the group (or a group sharing the office), the Center for Student Engagement is not obligated to key you into the room. It is up to the group(s) utilizing the space to return the key back to the HQ Desk in a timely manner.

The President of the group may update their list of approved members at any time by filling out the *STUDENT UNION OFFICE ACCESS AND KEY SIGN-OUT PERMISSION LIST FORM* with the Center for Student Engagement.

Student Union Hours

Student club members are not permitted in the Student Union once the facility has closed. A Late Pass request may be made for special occasions and charges may apply.

Temporary Closing of Office Space

During college breaks (Thanksgiving, Winter, Spring and Summer), when student groups will not be accessing student office space regularly, the following process should be completed in order to ensure a safe environment (groups will have access to offices during breaks according to building hours):

- Removal of all perishable property and any food items
- Unplug all electrical appliances
- Remove all trash
- Clean off all desks, chairs, cabinets, etc...
- Open blinds and remove any paper from windows on doors
- Turn off all lights
- Shut and lock all doors and lights

Office Space Expectations

The office space is to be utilized for legitimate activities, meetings, gatherings and business of the student group. Sleeping, overnight stays, or any other activities for non-club purposes are absolutely prohibited and will result in removal of office space privileges.

Solicitation and Expectation

Hosting outside visitors in your office space may be permitted as long as the activity is congruent with the intended purpose of the organization. Door-to-door solicitation by outside vendors is prohibited. Every guest/visitor is subject to college rules and regulations. Hosts of guests will dually be held responsible for the guests that they bring.

Office Furniture and Equipment

The student office space equipment (tables, chairs, desks, etc) are not managed by the Center for Student Engagement. These requests should be made with the Student Association Council of Organizations Chair.

Prohibited Items

The Student Union is not a storage unit or residence hall. Due to this the following items should not be kept within offices: beds, futons, unapproved upholstered furniture, personal belongings, anything posing a fire hazard (see below), pets or pet containers, illegal substances, or other items as determined by the Center for Student Engagement.

Fire and Safety Guidelines

Student clubs should follow these rules for fire safety purposes:

- Nothing shall be stored or placed on walls within 24 inches of ceiling height.
- Extension cords and splitters are not permitted. Groups are expected to use outlet strips with surge protection (generally these have a red on/off switch, as well).
- No open coal/surface heating elements (toasters, hotplates, irons, portable heaters/space heaters, candles or any flammable liquids, etc.)
- Decorations for events should be neatly packed in boxes

Office Care and Maintenance

The members of the organization will be held responsible for the cleanliness of the office space ensuring proper maintenance and safety of the space at all times. If furniture and/or other areas of the office become damaged or require maintenance, notify the Center for Student Engagement for a work order to be completed. Notification should be done within a week of the first observation of the issue. Custodial staff will empty trash at least once a week from your office area. Custodial staff is not expected to clean your office space.

Walls, Fixtures and Floors

The walls, windows, doors, floor, ceiling, and any fixtures of the room are college property. At no time shall a group alter, remove, or damage these components of the room. Painting any surface is strictly prohibited. If a space requires a new coat of paint or other repair, please see the Center for Student Engagement to make a request.

Decorations

Student groups are permitted to decorate the office space to make it suit the needs of the organizations and to encourage a positive environment for its members and guests. Decorations and other items displayed within the space should not create a health, safety or sanitation hazard within the space. For any questions regarding décor, please visit the Center for Student Engagement. The Center for Student Engagement has the right to ask a group to remove any décor the poses a health, safety, or sanitation hazard or that violates college policy.

Office Inspections

The University reserves the right to inspect the office space for the purpose of maintenance, sanitation, and safety concerns. Walkthroughs may occur in the event that the staff finds it appropriate or for safety reasons.

Food and Other Related Items

Having food within the office suite is acceptable, as long as the group takes the responsibility to clean after themselves and to remove all food waste in a common area receptacle and not inside the office. Alcohol and smoking in the office area is STRICTLY prohibited and will result in University sanctions according to the Student Code of Conduct.

Failure to Comply

If a group fails to comply with these policies or any reasonable requests of a college employee, the college reserves the right to revoke the student club any office/storage space privileges in the Student Union.

STUDENT UNION OFFICE ACCESS AND KEY SIGN-OUT POLICY

- Only the president of the student club, campus advisor, or department chair may authorize requests.
- The access list may be updated at any time by submitting a request form and designating whether or not the individual should be added or removed from the permission list. Only fill out who needs to be amended on your list – do not re-fill out every person with access on an amended form.
- Those on the permission list shall be allowed to sign out the office key from the Student Union HQ Desk. If the key is already signed out by another member of the group, the Center for Student Engagement is NOT obligated to key the person into the office. It is up to the group to manage who has the key.
- The individual that signs out the key must sign it back into the Student Union HQ Desk. They key shall not be passed from member to member.
- The individual that signs out the key must not leave the keys unattended and if the keys become lost or stolen, that person will contact the Center for Student Engagement immediately.
- If the key is unable to be found within 72 hours (or immediately upon request of the office occupants), the locks will be change and the student group will be held liable for the cost of changing the lock and the replacement key.

STUDENT UNION KEY AGREEMENT

Having access to the Student Union, and specific offices within it, is a privilege. Key holders agree to adhere to the following expectations and guidelines of space usage in the Student Union:

- I understand having a key(s) to the Student Union is a privilege and a matter of convenience considering my position, not a right.
- I will vacate my office space(s) and the Student Union no later than 2:00AM everyday (f applicable).
- I will not allow friends or guests to occupy my office/work space(s) or the Student Union when the building is closed. This includes after midnight on regular business days, and days when the Student Union has holiday hours and/or is closed.
- I will remind my friends and guests of the regular building hours by making sure that they vacate the Student Union at midnight on regular business days, and/or when the building closes early for holiday hours. I will work with the Center for Student Engagement (or their designee) to uphold these policies.
- I will not open any spaces or allow access to the Student Union to any individuals when the building is closed to the public. I will not enter restricted areas or any room not associated with the purpose of having these keys.

- I will not use my building key to gain access to the Student Union for any reason other than what falls under purpose of my position.
- I will not leave the keys unattended and if the keys become lost/stolen, I will contact the Center for Student Engagement IMMEDIATELY.
- I will report any unsafe, hazardous, or concerning conditions to the University Police Department immediately should I occupy the Student Union when it is closed to the public.
- I agree to return the key(s) to the Center for Student Engagement within 72 hours after the last scheduled final of the academic year, immediately before leaving the college or my position, or when requested by the Center for Student Engagement. If I leave my position mid-year, I will not hand them directly to my successor, I acknowledge I must still return the key(s) to the Center for Student Engagement.
- I understand that returning the keys directly to the Center for Student Engagement is my responsibility and that if I do not return the key(s) within the specified time, I will be fined \$75.00 per lock to which I have a key or the cost to replace the keys, whichever is higher. I also understand that my transcript and/or grade report will not be released and/or a hold may be placed on my University account.

STUDENT UNION LATE PASS POLICY

On a limited basis, a student group may request permission to stay in the building after it is closed. For security purposes, this must be requested, approved, and recorded with University Police prior to authorization. Following are general rules related to late pass access.

- All late pass members must be registered students at the State University of New York at New Paltz.
- A minimum of two students must remain together throughout the permission period. No person is permitted to remain in the building alone.
- No additional people may be placed on a late pass after it has been signed and approved by the group advisor and by the Director of the Center for Student Engagement.
- All authorized late pass members must be in the office for which the late pass is assigned prior to the closing of the Student Union.
- Any tampering with doors and/or locks to allow re-entry into the Student Union will result in suspension of future approvals.
- The group must keep noise to a minimum.
- The late pass approval notice should be posted at all times and is in effect only for the office on which it is posted.
- The requestor of this pass is responsible to inform all group members of the policies and guidelines listed, of all regulations by the University, and to insure adherence to all of the above.

STUDENT CLUB RECOGNITION & MAINTENANCE

Any student club, society, chapter or other group seeking to operate at SUNY New Paltz should be recognized by a student governing body and/or the college. There are multiple ways in which groups can seek recognition. Once a group is recognized, they earn the rights and privileges to reserve space, host campus events, recruit fellow students, advertise, access funding resources, etc. Most groups will obtain recognition from one of our three student governments (Student Association, United Greek Association, or the Residence Hall Student Association). Groups recognized by the Student Association and Residence Hall Student Association are not required to obtain college recognition. However, groups recognized by the United Greek Association must obtain dual recognition from UGA and college recognition from the Center for Student Engagement.

Groups seeking recognition from one of the three governments must adhere to the recognition process outlined by the respective governing body. Not all groups naturally fit into one of these three governing structures; those that do not should obtain college recognition through the Center for Student Engagement. Depending on the nature or type of group seeking recognition, the Center for Student Engagement will reserve the right to defer recognition back to one of the three student governing bodies. The Center for Student Engagement will make this determination on a case by case basis.

Below is a broad overview of the typical types of groups recognized by the three student governments:

Student Association

- Club Sports
- Social, Hobby, and Cultural clubs
- Student led Performing Arts clubs
- Student Media groups
- Student led Academic clubs
- Advocacy and Political clubs

United Greek Association (these groups must also obtain college recognition)

- Social Fraternities and Sororities
- Cultural Fraternities and Sororities

Residence Hall Student Association

- Hall Governments
- National Residence Hall Honorary

Center for Student Engagement

- Honor societies
- Non-social or Academic Fraternal Organizations
- Department sponsored/led organizations
- Groups funded from External resources

TYPES OF RECOGNITION

Recognized Organization: This is an organization that has been granted all rights, privileges, obligations, and appropriate use of College resources as a student group. This status will be granted once a final and updated copy of the group's constitution is on file with the Center for Student Engagement.

Provisional Student Club: This is a temporary status, not to exceed one year, during which time a newly-formed group or a re-establishing club is seeking recognition again. The group must have completed the initial steps to becoming a recognized student group.

COLLEGE RECOGNITION PROCESS

In order to obtain college recognition from the Center for Student Engagement, the following requirements must be met:

- A group must have a minimum of five enrolled students to seek recognition & retain one enrolled student to maintain recognition.
- The group must create and complete a working constitution that is on file (in hard copy and electronically) with the Center for Student Engagement. This constitution must certify that policies, regulations, practices, etc. do not restrict membership on the basis of race, creed, natural origin, age, disability, sexual orientation, gender identity, marital status and further that the active student members have independent authority from the national organization to determine membership of the campus affiliate.
 - A sample constitution is attached.
- The group must submit an updated roster each semester. The Center for Student Engagement will supply the necessary paperwork.
- The group must have a faculty/staff advisor employed by the college. Auxiliary employees (CAS, Bookstore, Food Services, etc.) are not eligible to serve as an advisor.

ADDITIONAL PROCESS FOR GROUPS WITH AN INTAKE/NEW MEMBER PROCESS

- Any group with a membership selection and new member education (pledge) process will have additional requirements in order to obtain and maintain college recognition:
 - A letter of authorization from a Regional/(Inter)National Office for the specifically named currently enrolled students to form a colony, chapter, or affiliate organization
 - Regional/(Inter)National documents related to new member program structure, risk management policies, hazing policies, any financial obligations, code of conduct policies, and proof of liability coverage.
 - New Member Educator(s) must complete additional training each semester along with any associated paperwork and new member education program approval.
 - The group must adhere to existing new member recruitment and education policies outlined later in this document.

MAINTAINING COLLEGE RECOGNITION

- In order to maintain college recognition, the group must abide by all college rules and policies, including but not limited to: Student Code of Conduct, Events Policies and New York State Law.
- A group must submit an active roster each semester. Failure to submit a roster for two consecutive semesters will result in loss of recognition.
- A group must maintain at least one active student currently enrolled in classes at SUNY New Paltz.
- A group must maintain an active college employee as their advisor.
- Groups are NOT permitted to “sub-recognize” or sponsor auxiliary organizations. Such groups are not recognized by the University and, as such, are not permitted the rights and privileges of recognized student organizations.
- Participation in required training mandated by the Center for Student Engagement and/or the college.

PRIVILEGES OF RECOGNIZED ORGANIZATIONS:

Recognized Organizations and Provisional Student Clubs at New Paltz who are in good standing with the Center for Student Engagement, may enjoy the following privileges:

- The ability to reserve locations on campus for events, meetings, conferences, and programs, in accordance with the Center for Student Engagement’s Event Consultation Process.
- Access to advisement, education, training, and support from the Center for Student Engagement.
- The ability to reserve display cases in the Student Union Second Floor Lobby.
- Approval of event flyers for posting and distribution for on-campus events.
- Member and group participation in recognition events such as the Club and Leadership Awards.
- Inclusion of their organization in all relevant Center for Student Engagement publications and website documents.
- The ability to represent the club at the Club and Involvement Fair, Fall Open House, and Spring Accepted Students Day.
- Access to tabling reservations in the Student Union First Floor Lobby for fund-raising, event promotion, and recruitment.
- The ability to recruit and educate New Members in accordance with the College’s New Member Education policies and procedures (for groups with approved new member programs/processes only).
- Ability to request funding from the Student Association “Non-SA Student Club Funding.”

Please note that these privileges are contingent upon good standing with the Center for Student Engagement.

POLICY VIOLATIONS AND SANCTIONS

In the event that the student group, a provisional student club, or individual student members of either are suspected as being potentially involved with the violation of one or more campus policies, campus rules, or the policies of this manual, judicial action may take place against the individuals, the group, and/or the organization. This could be the result of violations of rules and policies set by the Center for Student Engagement, behavioral concerns, risk management, and/or failure to adhere to college regulations or New York State Law. For more information about the policies and procedures associated with potential violations of campus policies, campus rules, and the policies of this manual, please see the New Paltz Student Handbook (<http://www.newpaltz.edu/studentaffairs/regulations.html>).

Occasionally, the Center for Student Engagement and/or the College are presented with information where a groups perceived non-compliance with University policies may be questioned. The Center for Student Engagement and/or the College may respond to this information in a number of ways, including, but not limited to, an informal inquiry process, a judicial hearing, and/or legal action. The Director of the Center for Student Engagement serves as the Conduct Administrator. If the Director of the Center for Student Engagement is not able to serve in this capacity due to involvement with the case, the Division of Student Affairs will appoint a Conduct Administrator.

Informal Inquiry Process:

An informal inquiry process is a useful tool, enabling the College to determine the authenticity of the information received and whether a situation warrants further investigation. This informal process also allows the University to quickly dispense with frivolous complaints or accusations.

During the conduct of an informal inquiry, the Director of the Center for Student Engagement (referred to as the Conduct Administrator) may ask to speak with various members of the campus community, including, but not limited to, current and/or prospective members of the fraternity/sorority community. The purpose of this meeting (held at a mutually-agreed upon time) shall be to seek information relevant to the subject matter of the inquiry. Students are obligated to cooperate with the inquiry. Appropriate documentation of the inquiry will be kept in the chapter's file in the Center for Student Engagement. At all times, the University reserves the right to proceed with a formal investigation of the matter.

Specification of Charges:

If the Conduct Administrator believes that an organization may be in violation of one or more University policy, he/she will generate a Specification of Charges describing the policy violations and subsequent range of sanctions. The group president will receive the Specification of Charges at least 48 hours before the Initial Conference is held.

Initial Conference:

At an Initial Conference, the Conduct Administrator and the club president will review the rights of the organization and the Specification of Charges. The group president will affirm or negate each of the charges on behalf of the organization. If all charges are affirmed, and the group therefore accepts responsibility for the charges, the Conduct Administrator will communicate sanctions to the chapter president within the 10 business days.

If the group president negates one or more of the charges, the Conduct Administrator will discuss the two options for proceeding: an Administrative Hearing or a Hearing Committee. The club president will decide how he/she would like to proceed. In the case that there is substantial witness testimony and/or community impact, the Conduct Administrator reserves the right to schedule a hearing, regardless of the club president's decision. A hearing will be scheduled within 10 University calendar days of the Initial Conference.

Administrative Hearing:

In an Administrative Hearing, the Conduct Administrator will be the sole decision-maker regarding whether or not a group is accountable for policy violations. During the hearing, the Conduct Administrator may call witnesses on behalf of the University; the chapter president may call witnesses on behalf of the club. In all cases, witnesses will provide testimony, answer questions from both parties, and not be present for other

testimony. During the hearing, the club president will also provide his/her testimony on behalf of the organization. This process is closed to the public.

Following completion of the Administrative Hearing, the Conduct Administrator will make a decision regarding whether or not the group is responsible for the indicated policy violations. In the case that the group is responsible, he/she will review hearing notes, the club's disciplinary file, and communicate with the club's regional/(inter)national headquarters to determine appropriate sanctions for the group (if applicable).

The outcome of the Administrative Hearing and the subsequent sanctions, if applicable, will be provided to the club president in writing within ten (10) University business days.

Disciplinary Sanctions:

Disciplinary sanctions may entail temporary withdrawal of certain college services, benefits, and/or privileges for a specified period of time. Also, the College may apply sanctions such as specific tasks, service projects, educational programming, trainings, etc., against the organization to be completed in a scheduled period of time. In the event that further infractions occur or the sanctions are not fulfilled, the College may suspend or withdraw recognition of the organization. Often these sanctions may be made in consultation with regional/(inter)national offices of the sanctioned organization (if applicable).

Groups have a right to appeal decisions of the Administrative Hearing. Such an appeal must be submitted in writing within three (3) business days of receipt of the written decisions/sanctions, and must specify the grounds for the appeal. The appeal will be directed to the Dean of Students Office for review.

FRATERNITY AND SORORITY LIFE

The Fraternity and Sorority community at New Paltz is comprised of a variety of organizations representing our diverse student population. Most of our chapters are nationally affiliated members of the National Panhellenic Conference (NPC), the North-American Interfraternity Conference (NIC), the National Pan-Hellenic Council (NPHC), the National Association of Latino Fraternal Organizations (NALFO), or the National Multicultural Greek Council (NMGC). Additionally, New Paltz recognizes a few local organizations that have been members of our campus community for several decades.

The Fraternity and Sorority community is governed by the United Greek Association (UGA). UGA has representation from all of the Recognized Chartered Organizations, and plays an active role in the recognition process for potential new chapters. Every Fraternity and Sorority must maintain active membership and good standing in UGA to achieve continued recognition with the College. Please see the United Greek Association Constitution for more information.

Additionally, the Fraternity and Sorority community is classified into five different sub-governing boards; every recognized organization belongs to one of these boards. The boards are: the Inter-Fraternity Council (IFC), the Latino Greek Council (LGC), the Multicultural Greek Council (MGC), the National Panhellenic Conference (NPC), and the National Pan-Hellenic Council (NPHC). Each board is self-governed, and has a role in the recognition process of potential new organizations. Each chapter's membership within a sub-governing board is often determined by its affiliation with its national council/conference.

TYPES OF RECOGNITION

Any social or fraternal organization with a selective membership process must obtain college recognition through the Center for Student Engagement to use campus facilities and function on the campus. This recognition is conditional and exists at the authorization of the College President or his/her designee. A list of recognized fraternities and sororities may be found on the Center for Student Engagements' website: www.newpaltz.edu/saus/greeklife.html. Please note that if an organization is not listed, it is unrecognized.

Recognized Chartered Organization: This is an organization that has been granted all rights, privileges, obligations, and appropriate use of College resources as a fraternity or sorority.

Recognized Interest Group: This is an organization fully recognized by SUNY New Paltz, the Center for Student Engagement, the United Greek Association, and appropriate sub-governing board. This organization has completed all the steps towards receiving Recognized Chartered Organization status, but is simply awaiting their charter from their national office. Once a Recognized Interest Group provides a copy of its charter, its status with the college will automatically change to Recognized Chartered Organization.

Provisional Interest Group: This is a temporary status, not to exceed one calendar year, during which time a newly-formed group of interested potential members of a new or previously recognized fraternity or sorority must attempt to meet the requirements for Recognized Interest Group status. Provisional Interest Groups enjoy most rights and privileges of Recognized Chartered Organizations. Provisional Interest Groups not induct New Members into the fraternity or sorority until they have achieved Recognized Interest Group or Recognized Chartered Organization status.

FRATERNITY AND SORORITY EXPANSION POLICY

SUNY New Paltz recognizes that a strong fraternity and sorority community is a constructive element of student life. Given that the United Greek Association and the appropriate sub-governing board supports a period of expansion, the Center for Student Engagement will work with organizations seeking to establish or re-charter chapters at SUNY New Paltz. In overseeing this process, there must be substantial evidence of the ability of the proposed organization to contribute to the Fraternity and Sorority Community, and to conduct itself in a manner consistent with the principles and policies stated in the SUNY New Paltz Student Handbook and this Fraternity and Sorority Policy Manual.

Expansion of a new or previously-recognized organization onto campus must be undergraduate student initiated, and the procedures below listed below must be followed. The Assistant Director of the Center for Student Engagement (or designee) will administer correspondence, collect required materials and documentation, and track the progress of each organization.

In the case that a Fraternity or Sorority wishes to seek recognition at SUNY New Paltz, but does not have any/enough undergraduate student interest, the (Inter)National/Regional Office may coordinate one General Informational Meeting on campus with the Assistant Director of the Center for Student Engagement. The purpose of this meeting would be to garner student interest in the expansion efforts of this organization. Requests must be made to the Assistant Director at least one month in advance. Requests will only be granted if the following documentation listed in Steps 2a, 2b, and 3d from *Steps to Establishment or Re-Recognition of Fraternities and Sororities* is on file with the Center for Student Engagement. Only one General Information Meeting per unrecognized organization per calendar year will be accommodated.

Please note that sororities affiliated with the National Panhellenic Conference have a slightly different expansion process. Interested students and/or organization representatives should meet with the Center for Student Engagement to discuss that process.

STEPS TO ESTABLISHMENT OR RE-RECOGNITION OF FRATERNITIES AND SORORITIES

1. A student meets with the Assistant Director of the Center for Student Engagement to indicate his/her interest in either establishing a new or previously recognized fraternity or sorority. The purpose of this meeting is to review the steps to establish or re-recognize a fraternity/sorority, to ensure that the student understands the policies and expectations associated with this process, and to determine the possibility of the particular organization's recognition at New Paltz. Ultimately, the decision to permit an organization to move forward towards full recognition is at the discretion of the Center for Student Engagement, on behalf of the College.

2. The Regional/(Inter)National Office of the fraternity or sorority must provide the following documentation to the Assistant Director of the Center for Student Engagement:
 - a. A letter of authorization indicating that the organization is interested in seeking recognition at SUNY New Paltz and will provide support and advisement to the student members. This letter must also indicate whom from the Regional/(Inter)National Office would be the main point of contact and/or advisor to the group, his/her title, and his/her contact information.
 - b. A copy of the organization's expansion policy, procedures, and expectations.

Please note: at this point, an unrecognized organization enjoys neither rights nor privileges at SUNY New Paltz. Only when a group has completed Step 3 of this process does that group gain Provisional Interest Group status.

3. The Assistant Director of the Center for Student Engagement or designee must receive the documentation and policies as described below. Materials may be emailed, mailed, faxed, or delivered to the Assistant Director of the Center for Student Engagement.
 - a. A Potential Provisional Interest Group Roster with the names and contact information of a minimum of eight undergraduate students granted authorization (see above) to form a Regional/(Inter)National affiliate organization. Each student must be a full-time, matriculated undergraduate student, must have completed at least 12 credits at SUNY New Paltz, and must have a minimum cumulative GPA of 2.50 or higher; first-semester transfer students are eligible with a 2.70 cumulative GPA or higher from their previous institution.

Please note that the College expects that all of the names on this documentation will become initiated members of the fraternity or sorority once the group has achieved Recognized Interest Group status. Therefore, once the group achieves Provisional Interest Group status, the roster of the group should not change until the recognition process is completed.

- b. A letter of authorization from the Regional/(Inter)National Office for the specifically named individuals currently enrolled at SUNY New Paltz to form a colony, chapter, interest group, or affiliate organization. This letter must also indicate which New Paltz student will serve as the main point of contact of the potential Provisional Interest Group.
 - c. The name of the SUNY New Paltz part/full time faculty or professional staff member who has agreed to serve as the advisor to the organization. Please submit this information via an Advisor Agreement Form.
 - d. The following documentation from the organization's (inter)national office:
 - i. Constitution and By-Laws (complete and current)
 - ii. New Member Program
 - iii. Risk Management Policies and Procedures
 - iv. Hazing Policies
 - v. Financial Requirements
 - vi. Code of Conduct
 - vii. Proof of Liability Insurance – for (Inter) National Organizations
 - viii. Outline of the requirements for Good Standing
 - ix. Certification that the constitution by-laws, policies, regulations and practice of the organization do not restrict membership on the basis of race, creed, natural origin, age, disability, sexual preference or marital status, and further that the active members on campus have authority independent to any national organizations to determine membership in the campus affiliate.

4. After all of the above information is received, reviewed, and verified, an Introductory Meeting will take place. This meeting will be scheduled by the Assistant Director of the Center for Student Engagement; please allow at least two weeks after all above documentation is received for this meeting to be scheduled. This will account for material review, and email-scheduling of all involved parties.

The following parties must attend the Introductory Meeting:

- All members of the Potential Provisional Interest Group (see Step 3b)
- The main point of contact from the (inter)national/regional office, acting on behalf of the fraternity or sorority to oversee and advise the students at New Paltz (see step 2a).
- The Assistant Director of the Center for Student Engagement
- The President or Vice-President of the United Greek Association
- The President or Vice-President of the appropriate sub-governing board, as determined by the Assistant Director of Student Activities and Union Services (based on national affiliation, etc.), the group's faculty/staff advisor, the United Greek Association President or Vice-President, and representative(s) from the organization's (Inter)National/Regional Office. After this meeting, the group may receive Provisional Interest Group status for the period of one calendar year. Provisional recognition grants organizations the same rights and privileges as fully recognized organizations with the exception of voting privileges on the respective sub governing board and UGA.

The following parties are encouraged to attend the Introductory Meeting:

- The Director of the Center for Student Engagement
- The Faculty/Staff Advisor to the Potential Provisional Interest Group (see Step 3c)

The agenda of the Introductory Meeting will include:

- Formally establishing a relationship between the interested students, the fraternity/sorority, and the College.
- Reviewing the upcoming steps towards full recognition (see below).
- The UGA President and sub-governing board President will provide copies of their constitutions and to review the recognition procedures for their respective councils. The Presidents will share contact information with the main point of contact for the potential Provisional Interest Group.
- A roundtable discussion and opportunity to answer any questions that any party has regarding the potential recognition of the fraternity or sorority.

Within two business days after this Introductory Meeting, the group will receive Provisional Interest Group status for the period of one calendar year. This status will be granted by the Center for Student Engagement, on behalf of the College. Provisional Interest Group recognition grants an organization the same rights and privileges as fully recognized organizations with the following exceptions:

- The Provisional Interest Group does not have voting privileges for their sub-governing board nor UGA.
- The Provisional Interest Group is not permitted to participate in any New Member Education Program until it has achieved full recognition.

5. Once the Provisional Interest Group feels they are prepared, the main point of contact for the group should contact the President of the sub-governing council to request time on the agenda for their presentation. Please refer to the sub-governing council's constitution for expectations and procedures associated with new organizations seeking recognition.

After presentation and voting, the President of the sub-governing board will provide its decision to the Assistant Director of the Center for Student Engagement in writing. Outcomes can include:

- Recommendation that the Provisional Interest Group receive college recognition, and a statement that the group will be a recognized member organization of that council.
- A decision to not support the Provisional Interest Group for college recognition. If this is the case, the sub-governing board must also provide documentation citing why the group did not receive support; this will be shared with the Provisional Interest Group. In this case, the Provisional Interest Group may present to another sub governing board (if appropriate) or appeal for a second presentation to the desired sub-governing board within the time permitted under their provisional status. If all options are exhausted and/or the provisional status has expired, the Provisional Interest Group must disband immediately, and the fraternity/sorority cannot initiate intentions for recognition until one calendar year from this date.

6. Once the Assistant Director of the Center for Student Engagement receives a letter of support and recommendation from the sub-governing board, he/she will notify the main point of contact that they are approved to move forward. Once they feel they are prepared, the main point of contact for the Provisional Interest Group should contact the President of UGA to request time on the agenda for their presentation. Please refer to UGA's constitution for expectations and procedures associated with new organizations seeking recognition.

After presentation and voting, the President of UGA will provide its decision to the Assistant Director of the Center for Student Engagement in writing. Outcomes can include:

- Recommendation that the Provisional Interest Group receive college recognition, and a statement that the group will be a recognized member organization of UGA.
- A decision to not support the Provisional Interest Group for college recognition. If this is the case, the President of UGA must also provide documentation citing why the group did not receive support; this will be shared with the Provisional Interest Group. In this case, the Provisional Interest Group may request a second presentation to UGA within the time permitted under their provisional status. If the Provisional Interest Group does not receive recommendation and membership in UGA and/or the provisional status has expired, the Provisional Interest Group must disband immediately and the fraternity/sorority cannot initiate intentions for recognition until one calendar year from this date.

7. Once the Center for Student Engagement has received documentation of support and recommendation from the UGA, an official letter of recognition from the Director of the Center for Student Engagement, on behalf of the College, will follow. This will ratify the organization's status as a Recognized Interest Group, and the organization will enjoy the rights and privileges associated with this status.

In the case that the organization achieves Recognized Interest Group status during the fall or spring semester's window for New Member Education, the (inter)national organization may begin an approved New Member Education Program in accordance with all policies and expectations outlined. Otherwise, the group will need to wait to begin New Member Education activities during the following semester.

The organization's recognition will be probationary for two calendar years, or until the successful completion of two new member classes, whichever is longer. During this time, the Center for Student Engagement, on behalf of the College, reserves the right to revoke an organization's recognition if the organization is involved in alleged policy violation(s) or if the organization drops to zero members.

POLICY VIOLATIONS AND SANCTIONS

Occasionally, the Center for Student Engagement and/or the College are presented with information where a chapter's perceived non-compliance with policies may be questioned. The Center for Student Engagement and/or the College may respond to this information in a number of ways, including, but not limited to, an informal inquiry process, a judicial hearing, and/or legal action.

Informal Inquiry Process:

An informal inquiry process is a useful tool, enabling the College to determine the authenticity of the information received and whether a situation warrants further investigation. This informal process also allows the College to quickly dispense with frivolous complaints or accusations.

During the conduct of 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, current and/or prospective members of the fraternity/sorority community. The purpose of this meeting (held at a mutually-agreed upon time) shall be to seek information relevant to the subject matter of the inquiry. Students are obligated to cooperate with the inquiry. Appropriate documentation of the inquiry will be kept in the chapter's file in the Center for Student Engagement. At all times, the College reserves the right to proceed with a formal investigation of the matter.

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, campus rules, or the policies of this manual, an Initial Conference/Judicial Hearing may take place against the individuals, the chapter, and/or the organization. This could be the result of violations of rules and policies set by the Center for Student Engagement or the United Greek Association, poor academic performance, membership concerns, behavioral concerns, risk management policy violations, and/or failure to adhere to college regulations or New York State Law. For more information about the policies and procedures associated with potential violations of campus policies, campus rules, and the policies of this manual, please see the SUNY New Paltz Student Handbook (available at <http://www.newpaltz.edu/studentaffairs/regulations.html>).

Disciplinary sanctions may entail temporary withdrawal of certain college services, benefits, and/or privileges for a specified period of time. Also, the College may apply sanctions such as specific tasks, service projects, educational programming, trainings, etc., against the organization to be completed in a scheduled period of

time. In the event that further infractions occur or the sanctions are not fulfilled, the College may suspend or withdraw recognition of the organization.

Regional/(Inter)National Organization Sanctions:

The Center for Student Engagement will communicate changes in a chapter’s disciplinary status with fraternity and sorority regional/(inter)national governing boards via documentation copied to the chapter’s president. Additionally, it is typical and encouraged that a chapter’s change in status with the regional/(inter)national governing council be shared with the Center for Student Engagement.

If the chapter has disciplinary sanctions required or applied by the regional/(inter)national board due to their own judicial sanctioning or charges, the Center for Student Engagement 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.

STATEMENT ON UNRECOGNIZED ORGANIZATIONS

Any fraternity or sorority, regardless of national affiliation, that is not a Recognized Chartered Organization, a Recognized Interest Group, or a Provisional Interest Group, is considered “unrecognized”. Unrecognized organizations are not affiliated with SUNY New Paltz, and do not enjoy the rights and privileges of recognized organizations. They do not receive support, advisement, or management from SUNY New Paltz, and do not follow the College’s code of conduct and Risk Management Policies. At one time, these organizations may have been recognized, but violations of College policy may have resulted in their loss of recognition.

The Center for Student Engagement names these unrecognized organizations in publications and on our website (www.newpaltz.edu/saus), 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 through the Fraternity and Sorority governing boards, and the ability to represent the organization at College-sponsored programs and events (Open House, Accepted Students Day, etc.).

Recognized Chartered Organizations, Recognized Interest Groups, and Provisional Interest Groups are prohibited from affiliating and socializing with unrecognized organizations. This includes co-hosting events either on or off campus, participating in social events or mixers, and supporting an unrecognized organization’s fundraising or philanthropy efforts. Recognized organizations that affiliate or socialize with unrecognized organizations are subject to judicial action and/or loss of college recognition.

INDIVIDUAL MEMBERSHIP

To be an active member of a fraternity or sorority, a student must meet some preliminary expectations. Consistent with the mission of SUNY New Paltz, the Division of Student Affairs, and the Center for Student Engagement, 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. These expectations for membership are also consistent with the chapter's expectations.

SUNY New Paltz only recognizes undergraduate chapters of fraternities and sororities. Therefore, only full-time, matriculated, undergraduate students are eligible to be members. Graduate students and alumni are not able to represent the chapter in official University business (including planning/conducting/executing any new member programs). Graduate students and alumni should assist their undergraduate chapter in an advisory and support capacity only.

Students eligible to become new members of a fraternity or sorority must be full-time, matriculated undergraduate students at SUNY New Paltz. Students may participate in the New Member Education Program of a fraternity or a sorority after successfully completing at least 12 credits at SUNY New Paltz, and having a cumulative GPA of 2.50 or higher.

Traditional first-year students (defined as students matriculated into college full-time for the first year because they were enrolled in high school the previous year) are not eligible to become new members of a fraternity or sorority in their first semester. Instead, the Center for Student Engagement encourages traditional first-year students to learn more about the fraternities and sororities through the Club and Involvement Fair, Meet the Greeks, Greek Day, and other informational programming. Traditional first-year students are eligible to become new members after successfully completing at least 12 credits at SUNY New Paltz and having achieved a cumulative GPA of 2.50 or higher.

Transfer students are defined as taking college courses at another college or university in the fall or spring semester prior to their full-time matriculation at SUNY New Paltz. Transfer students took college courses exclusively, and were not enrolled in high school during that semester. During his/her first semester at SUNY New Paltz, a transfer student is eligible to become a new member pending that the student achieved at least a 2.70 cumulative GPA (on a 4.0 scale) and that their transcript is submitted to the Center for Student Engagement with the New Member Roster.

Accepting membership into a fraternity or sorority entails an agreement to abide by the policies and procedures set forth by the chapter, the governing council(s), the (inter)national/regional organization, and the College. The College will consider all registered students as active members of the organization unless notified otherwise by the (inter)national office. Students that are placed on INACTIVE status with documentation from their (inter)national offices will be placed as INACTIVE with the College as well. Inactive members do not have the ability to represent their chapter and, as such, the College will not consider that individual a member of the chapter. Additionally, an inactive member will not have the right to represent their chapter or the Fraternity and Sorority Community in any committee, leadership, or governance role.

ACADEMIC STANDARDS

In keeping with the Mission of the State University of New York at New Paltz, a student's co-curricular experience should be a rich and valuable supplement to their intellectual development. Ultimately, a student must make his/her academic progress a priority. Our fraternities and sororities are committed to this ideal, holding that scholarship is the most important aspect of the college experience.

Upon becoming a new member, students give permission to Center for Student Engagement to verify their cumulative and semesterly GPAs via signatures on the New Member Agreement Form. The overall chapter GPA of each organization will be calculated using all members of the organization currently enrolled at the College. In order for an inactive member to not be counted towards the organization's overall GPA, the Center for Student Engagement must receive documentation from the organization's regional/(inter)national office indicating the student's change in membership status.

Each chapter will appoint a Scholarship Chair (or similar). In order to be eligible for this position, that member must meet the minimum cumulative GPA requirement of 2.50 or the minimum GPA set by the regional/(inter)national organization, whichever is higher. With the assistance of the Center for Student Engagement, the Scholarship Chair will provide chapter members information and resources regarding campus academic support services, as well as current or upcoming workshops/trainings. The Scholarship Chair, along with the Chapter President, must attend a meeting/training with the Assistant Director of the Center for Student Engagement at least once per academic year to review current College academic policies, and to discuss the status of their own chapter.

Academic Standard: Chapters will Maintain a Cumulative Chapter GPA of 2.50 or Higher

Recognized Chartered Organizations and Recognized Interest Groups are expected to achieve and maintain a minimum cumulative GPA of 2.50 every semester. Cumulative GPAs will be calculated by the Assistant Director of Center for Student Engagement during the third week of classes each semester.

Academic Standard: Individual New Members' Cumulative GPAs and a New Member Class's Cumulative GPA will not Decrease by More Than 0.75

Upon the completion of a chapter's New Member Education Program, the Center for Student Engagement will check grades of newly initiated members. If there is a 0.75 or greater decrease in an individual new member's cumulative GPA during his/her new member education process, and/or the new member class's cumulative GPA decreases by more than 0.75 during the semester of initiation, that organization will be considered to have failed to meet Academic Standards.

Failure to Meet Academic Standards:

Groups who fail to achieve the Fraternity and Sorority Academic Standards will receive focused attention, support, and temporary loss of privileges (described below). The Assistant Director of the Center for Student Engagement will communicate these terms and conditions to the chapter president, in writing, within the first five weeks of each semester.

The conditions of groups who do not meet Academic Standards requirements may include, but are not limited to:

- Social Probation: The chapter will be prohibited from participating in social events (on or off campus).
- A reduced or capped new member class size for specified semesters.
- The loss of the privilege of having a new member class during a specified term.
- Regular meetings and/or communication with the Center for Student Engagement to discuss progress.
- Chapter meetings with the Faculty/Staff Advisor and/or Academic Advising staff to discuss strategies to improve academic success.
- Required adjustments to a new member education program (additional Pass Days, time restrictions, etc.) to better support students' academic success during this semester.
- Loss of the privileges, including but not limited to: participation in the Club and Involvement Fair, Fall Open House and/or Spring Accepted Students Day; the ability to reserve space on campus (with the exception of chapter meetings).
- Communication of the failure to meet Academic Standards and the subsequent conditions with the chapter's Regional/(Inter)National Office.

The Scholarship Chair and Chapter President must schedule and meet with the Assistant Director of the Center for Student Engagement (within three weeks of notification of status and conditions) in order to discuss and/or revise the current comprehensive academic plan for the chapter. Suggestions for the comprehensive academic plan may include:

- Designated study hours and/or locations.
- Assigned tutors and/or study partners for individual members.
- Limited social events/engagements for individual members.
- A review of the chapter's constitution regarding academic support.

In the case of a chapter's failure to meet Academic Standards for a second consecutive semester, the Assistant Director of the Center for Student Engagement will notify the chapter, in writing, of any extended or additional conditions. Decisions for extended/additional conditions will be based on observation of grade improvement and/or participation/initiative of chapter leadership during the previous semester. In the case that the Assistant Director did not observe productive effort by chapter leadership, he/she reserves the right to refer the case to the Director of the Center for Student Engagement as a policy violation. In the case that a chapter fails to meet Academic Standards for a third consecutive semester, the case will automatically be referred to the Director of the Center for Student Engagement as a policy violation.

Individual violations of the Student Code of Conduct will be referred to the Dean of Students.

MINIMUM CHAPTER MEMBERSHIP REQUIREMENTS

Each fraternity and sorority must maintain a minimum of one active member at all times, and complete all conditions of continued recognition (see below).

In the case that there are no active members due to the graduation of previous members, the College will offer the organization one academic year to recruit and educate active members. The Center for Student Engagement will work with the (inter)national/regional designee to complete an approved New Member Education Program. It is the responsibility of the (inter)national/regional representatives to initiate, plan, and conduct all aspects of the New Member Education Program in accordance with College policies. All New Member Education Activities must take place on the SUNY New Paltz campus during this one-year term.

Failure to successfully educate and induct at least one eligible student within one academic year will result in the chapter's loss of college recognition.

During the term that an organization has zero active members, the main focus of that organization should be to gain active members. Therefore, that organization may only enjoy the following privileges:

1. The only events permitted to take place on campus are general interest meetings and, in the case of an approved new member program, New Member Education activities. The group may not host any other activities, including but not limited to social events, meetings, educational programs, philanthropy events, fundraising, dinners, etc. In the case that the (Inter) National organization or advisory Graduate Chapter would like to host such events, the group will be referred to the Conference Services Office and may complete the reservation as an outside organization.
2. The group may post flyers that promote membership into their organization, in accordance with the New Paltz Posting Policy (<http://www.newpaltz.edu/saus/supostingpolicy2011.pdf>).
3. The group will be invited to participate in UGA's Meet the Greeks event each semester. The Assistant Director of the Center for Student Engagement or a member of the UGA Executive Board will communicate the details of the event to the organization's contact.

After at least one new active member is successfully inducted/initiated, the organization will then enjoy all rights and privileges as a Recognized Chartered Organization.

In the case that an organization drops to zero members for a second time in any four-year term, the college reserves the right to revoke the chapter's recognition without offering a one-year term of gaining new active membership.

CONDITIONS OF CONTINUED RECOGNITION OF A FRATERNITY OR SORORITY:

1. The names and contact information of all active members must be reported to the Center for Student Engagement via completion of a Chapter Roster, due within the first two weeks of each semester. Failure to submit the Chapter Roster will result in immediate loss of privileges due to bad standing with the Center for Student Engagement (see below). Each member is considered an active member unless one of the following conditions applies:
 - a. The member has taken EARLY ALUMNI STATUS and the appropriate documentation from the (Inter)National/Regional Headquarters has been filed with the Center for Student Engagement.
 - b. The member has taken INACTIVE STATUS and the appropriate documentation from the (Inter)National/Regional Headquarters has been filed with the Center for Student Engagement.

c. The member has graduated or left school.

If no supporting documentation has been provided for those members who have gone inactive or have taken early alumni status, the Center for Student Engagement will consider them active members.

2. All activities sponsored by fraternities and sororities must comply with these and all regulations and policies established by the State University of New York Board of Trustees and SUNY New Paltz. Violation of these policies and regulations may result in the revocation of college recognition.
3. Each chapter is obligated to maintain active participation and good standing in the United Greek Association and their sub-governing board at all times.
4. All fraternities and sororities must have an advisor who is a member of the College faculty or professional staff. The advisor must be informed of all activities in the new member education process. All organizations must submit an Advisor Agreement Form to the Center for Student Engagement within the first two weeks of each semester.
5. All fraternities and sororities must supply the Center for Student Engagement the most recent version of their chapter and/or (inter)national constitution and by-laws within the first two weeks of classes in the fall semester. This documentation must also include a copy of the organization's risk management policy. In the case of revisions to these documents during the school year, it is the chapter's responsibility to provide an updated copy.
6. Active members of a fraternity and sorority shall maintain 2.50 cumulative GPA. The names of members whose cumulative GPA is below a 2.50 will be shared with the Chapter President, Scholarship Chair and, if requested, the Regional/National Office. In an effort to focus on academics, these students are encouraged to not take leadership roles within their chapter until their grades have improved.
7. Fraternities and sororities are prohibited from sponsoring auxiliary groups (ex: little sisters, sweethearts, little brothers, etc.). Such groups are not recognized by the College and, as such, are not permitted the rights and privileges of recognized student organizations.
8. Members of fraternities and sororities must attend leadership workshops and trainings deemed mandatory by Center for Student Engagement to increase organizations' knowledge and sensitivity to college policies and expectations, risk management, hazing, program planning, substance abuse, race, cultural diversity, acquaintance rape, sexual orientation, and group dynamics.
9. All members of fraternities and sororities must abide by the SUNY New Paltz Risk Management Policy and their organization's (inter)national/regional Risk Management Policy.
10. Each chapter must attain at least a two-star accreditation rating each academic year, as part of the *Five-Star Chapter Accreditation Program* (see page 30).

PRIVILEGES OF RECOGNIZED ORGANIZATIONS:

Recognized Chartered Organizations and Recognized Interest Groups New Paltz who are in good standing with the Center for Student Engagement may enjoy the following privileges:

1. The ability to reserve locations on campus for events, meetings, conferences, and programs, in accordance with the Center for Student Engagement's Event Consultation Process.
2. Access to advisement, education, training, and support from the Center for Student Engagement.
3. The ability to reserve display cases in the Student Union Second Floor Lobby.
4. Approval of event flyers for posting and distribution for on-campus events.
5. Member and chapter participation in recognition events, including the UGA Awards, Club and Leadership Awards, Gamma Sigma Alpha National Honor Society, etc.
6. Inclusion of their organization in all relevant Student Engagement publications and website documents.
7. The ability to represent the chapter at the Club and Involvement Fair, Meet the Greeks, Fall Open House, and Spring Accepted Students Day.
8. Access to tabling reservations in the Student Union First Floor Lobby.
9. The ability to recruit and educate New Members in accordance with the College's New Member Education policies and procedures.

Please note that these privileges are contingent upon good standing with the Center for Student Engagement and the Regional/National Office. The Chapter Presidents of organizations not in good standing for any reason will receive written notification from the Assistant Director of Center for Student Engagement.

NEW MEMBER EDUCATION

The Center for Student Engagement oversees fraternity and sorority New Member Education procedures. All New Member Programs must dually comply with (Inter)National Office policy/expectation, and all SUNY New Paltz New Member Education policies. The following requirements outline the minimum expectations for each chapter.

1. Only Recognized Chartered Organizations and Recognized Interest Groups are permitted to induct new members. Only active members of these groups are permitted to conduct New Member Education activities.
2. 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 56 days (8 calendar weeks) and to conclude at least 21 days (3 calendar weeks) before the last day of classes; organizations cannot educate or initiate new

members at any other time during the calendar year (including during the summer). The Center for Student Engagement will set the specific dates each semester in accordance with these guidelines.

3. The New Member Educator and President will participate in a mandatory New Member Education Training Workshop, and submit a program proposal to the Center for Student Engagement. Programs will be reviewed, revised, and approved by the Assistant Director of the Center for Student Engagement.
4. A chapter will submit a complete and accurate New Member Roster by each semester's deadline. At the completion of their program, a chapter will submit a New Initiate Roster within 24 hours of initiation. If a new member decides to not continue their new member program, a chapter will submit a Discontinuation Notice by the next business day.
5. A New Member Program must allow time for each member's personal and academic wellness. Every day must allow at least 2.5 hours of uninterrupted study, lab use and/or tutorial; there will be at least one Pass Day per week (no new member activities/assignments); all activities will end by 12am (midnight) on school nights and 1am on other nights; no new member activities will begin before 7am on any day.
6. The Chapter President, New Member Educator, and Faculty/Staff Advisor will receive documentation granting permission to proceed with an approved New Member Education program for the specifically named students. A list of all fraternity/sorority new members will also be shared, in confidence, with appropriate College personnel.
7. SUNY New Paltz takes a zero tolerance approach to hazing. All programs, events, and activities associated with a New Member Education program will not include anything that the State University of New York at New Paltz, the State of New York, or Federal Law would define as Hazing.

Please see the *New Member Education Packet* (Appendix C) for details related to new member eligibility, specific timelines, required forms, and new member resources.

NEW MEMBER RECRUITMENT AND EDUCATION

FOR GROUPS/CHAPTERS AUTHORIZED AND APPROVED TO CONDUCT SELECTIVE MEMBERSHIP AND EDUCATIONAL PROCESSES ONLY

RECRUITMENT GUIDELINES AND ELIGIBILITY

The Center for Student Engagement oversees New Member Education policies and procedures. Recruitment events and programs must be approved through the Center, and New Member Education programs must be approved before they begin.

New Members of a group with a New Member Process must fit into the following requirements:

1. Only full-time (12 credit hours or more), matriculated, undergraduate students with at least 12 credit hours at SUNY New Paltz completed, and at least a 2.50 cumulative grade point average are eligible to become a New Member. Part-time, non-mat students and students on Academic Probation are ineligible to become New Members.
2. Traditional first-year students are ineligible to become New Members during their first semester.
3. A traditional first-year student is eligible to become a New Member only after having successfully completed at least 12 credit hours at SUNY New Paltz and having attained at least a 2.50 cumulative grade point average.
4. A first-semester transfer student is eligible to become a new member with at least a 2.70 cumulative grade point average (based on a 4.0 scale) from his/her previous undergraduate institution. A minimum of 12 credits must matriculate to SUNY New Paltz. A transcript (official or unofficial) indicating the student's cumulative GPA must be submitted with the New Member Roster in order for the transfer student to be eligible.
5. Students must meet the requirements as outlined by each individual group's National/Local Offices (if applicable).

Failure to comply with these guidelines is a violation of College Regulations and could result in disciplinary action.

NEW MEMBER EDUCATION GUIDELINES

New Member Education is a pre-scheduled and pre-approved program through which students become active members of a group with a process. The process of choosing to join a particular organization is that of mutual selection.

All New Member Education programs must occur under the guidance of and with approval from the Center for Student Engagement. The Center 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 56 days (8 calendar weeks) and to conclude at least 21 days (3 calendar weeks) before the last day of classes; 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 club will work closely with the Center for Student Engagement to plan their process. The New Member Educator and President will participate in a mandatory New Member Education Training Workshop, and submit a program proposal to the Center for Student Engagement. Programs will be reviewed and revised as deemed necessary by the Director of Student Engagement. Clubs will receive written permission to proceed with their approved New Member Education Programs. Clubs choosing not to conduct a new member program and class in any particular semester must complete the Club Abstention Form notifying the Center for Student Engagement of your decision.

New Member Education programs are meant to be an opportunity for new members to learn more about the organization, its' values, its' history, its' members, and its' philanthropies. A New Member Education Program should promote the ideals of citizenship and leadership, while supporting the academic mission of New Paltz.

NEW MEMBER EDUCATION PROGRAM REQUIREMENTS

The following list outlines the expectations of all New Member Education planning, conduct, and activities.

- Only students who are eligible will participate in New Member Education Programs. Please see *Recruitment Guidelines and Eligibility* for more information.
- Every event/activity will take place on the SUNY New Paltz campus or in the village of New Paltz. Exceptions to this will only be granted at the discretion of the Center for Student Engagement.
- The only permitted participants in any/all New Member Education activities are current SUNY New Paltz students and active club members.
- A group who is interested in having new members that semester will participate in a Mandatory New Member Education Training workshop, hosted by the Center for Student Engagement. This training workshop will cover expectations and guidelines of the New Member Education process, and provide club Presidents and New Member Educators with the opportunity to better plan and conduct their programs.
- The group's New Member Educator will submit a detailed New Member Education Program Proposal to the Center for Student Engagement by the scheduled deadline each semester. The proposal will include, in detail, exact descriptions of each activity. Every event, program, and activity must be described in detail, showing that it follows the expectations and educational goals of the New Member Education Program.
- Each day of a New Member Education Program must include at least 2.5 hours of uninterrupted study, lab use and/or tutorial.
- There will be at least one PASS DAY per week. This will be the same day every week, determined at the discretion of the chapter. On this day, every week, there are no new member activities (this includes meetings and library/study hours).
- All New Member Education activities will end by 12AM (Midnight) on Sunday through Thursday nights, and by 1AM on Friday and Saturday nights, and not begin until at least 7AM on all days.
- The President, New Member Educator, and Faculty/Staff Advisor will receive documentation granting permission to proceed with an approved New Member Education program for the specifically named students.
- New Member Education for all participants, in every club, will begin with the Mandatory New Member Orientation Workshop. All New Members and the New Member Educator must be in attendance.

Exceptions will only be granted if there is a class conflict – and a make-up meeting will be scheduled by the Director. There will be no New Member Education activities held before this workshop.

- All programs, events, and activities associated with a New Member Education program will not include anything that the State University of New York at New Paltz, the State of New York, or Federal Law would define as Hazing (see *Hazing Policy*).

NEW MEMBER EDUCATION PERMISSABLE ACTIVITIES

The following list offers examples of new member education activities which are permitted:

INSTRUCTION IN THE HISTORY AND PHILOSOPHY OF THE ORGANIZATION such as: the role of organization in higher education; relationship to national or regional groups; financial responsibilities; scholarship; alumni relations; chapter management; brotherhood/sisterhood; group behavior/communications; leadership and life skills; and respect for self and others.

COMMUNITY SERVICE PROGRAMS such as: funding-raising events for non-profit organizations and charities; academic tutorials or study groups; volunteer mentorship of underclassmen, youths and children, etc.

CULTURAL PROGRAMS THAT ENHANCE INTER-CULTURAL KNOWLEDGE AND UNDERSTANDING such as: sponsorship of speakers, workshops or seminars that promote these ideals; social events that exemplify inter-cultural harmony, and respect for others.

SOCIAL PROGRAMS AND RECREATIONAL ACTIVITIES such as: dances, athletic/non-athletic games, parties and other forms of social events that promote a sense of friendship and group camaraderie, all of which are conducted in a responsible manner.

LIBRARY/STUDY HOURS: All new members will be allotted a minimum of 2.5 hours per day for uninterrupted study, lab use and/or tutorial with no more than 15 hours required per week. If a student is in need of more hours, this must be indicated by the student to the Center for Student Engagement.

MEETINGS: Periodic required business meetings of the new member class, where attendance at such meetings is a reasonable requirement and does not interfere with class, study, or sleep time, and is intended to promote group development, accomplishment of legitimate projects, and teach group leadership and organizational skills.

CONDUCT: Respect for the College and our community is essential; opportunities for building relationships between students and the community are encouraged; students are required to conduct themselves responsibly and to produce their student ID and communicate when asked by a professional and/or paraprofessional staff member. No new member activity should disturb the quality of life in residence and dining halls, or the quality of education in academic or administrative buildings.

COMMON SENSE should prevail. If in doubt about an activity, consult with the Dean of Students or the Center for Student Engagement.

SUNY NEW PALTZ HAZING POLICY

Hazing violates not only college regulations but state law as well. Individuals and/or organizations found guilty of hazing may face loss of college recognition, disciplinary charges, and or criminal charges.

1) New York State Penal Law, Chapter 716, Section 1, Subsection 120.16 (1983 amended. Effective 11, 1, 1988)

HAZING IN THE FIRST DEGREE

A person is guilty of hazing in the first 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 injury to such other person or a third person and thereby causes such injury.

Hazing in the First Degree is a Class "A" Misdemeanor.

2) New York State Penal Law, Chapter 716, Section 1, Subsection 120.17, (1987)

HAZING IN THE SECOND DEGREE

A person is guilty of hazing in the second 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 injury to such other person or a third person.

Hazing in the Second Degree is a violation.

3) SUNY Board of Trustees "Rules for the Maintenance of Public Order," Title 8, Part 535.3 (1), (Part II, Campus Regulations):

No person singly or in concert with others shall: take any action, create or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization. *Penalty: Not less than Disciplinary Warning; not more than Expulsion.*

4) SUNY New Paltz Campus Regulations and Judicial Procedures Document, Part III, Section B. 10.00:

No person(s) shall subject any member(s) of the College community to degrading or humiliating activities and situations, or could place persons in situations that threaten their health, safety, and well being for purposes of gaining entry into any organization or group, or through other affiliation processes. (See also related documents Section III, -9 concerning the Policy Governing the Formation, Recognition and Functions of Social/Service Greek Letter Organizations.) *Penalty: Not less than Disciplinary Warning; not more than Expulsion. Students who are Suspended or Expelled for Hazing will have their judicial sanction permanently noted on their academic transcript.*

NO ORGANIZATION OR INDIVIDUAL SHALL ENGAGE IN ANY FORM OF HAZING AS PREVIOUSLY DEFINED.

SUNY New Paltz reserves the right to revoke recognition of any chapter or other organization which is found to have violated these or other Federal, State, State University or College rules and regulations. Review of alleged violations may be done by the United Greek Association, the Dean of Students, and the Vice President for Student Affairs, Director of the Center for Student Engagement, and the President.

Revocation of charter does not preclude the imposition of campus judicial charges and/or legal action against individual members of the fraternity, sorority, club or organization. If alleged violations of these policies or laws are found to be serious or aggravated in nature by the Dean of Students, immediate

suspension will occur in accordance with Sec. IV Part C, entitled Immediate Administrative Action of the Campus Regulations and Judicial Procedures Document.

WHAT ACTIVITIES ARE CONSIDERED HAZING?

SUNY New Paltz defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, conditions student to behave in such a manner that would not mirror civil, appropriate, and/or responsible student conduct for the purpose of initiation or admission into or affiliation with an organization.

Such term shall include, but not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, marching, walking on line, wearing uniforms, chanting/greetings, exposure to the elements, forced consumption of any liquid, food, liquor, drug, or other forced activities such as public stunts or acts of buffoonery, which adversely affect the mental health or dignity of the individual.

For the purpose of this section, any activity as described above which the initiation or admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be a "forced activity," the willingness of the individual to participate in such activity notwithstanding.

The following indicates examples of PROHIBITED ACTIVITIES.

Physical Activities: calisthenics, sit-ups, push-ups or carrying heavy objects such as bricks, stones, or any other items which serve or create physical hardships, discomfort, distress, or excessive fatigue; requiring individuals to stand on-line or in formation.

Physical Exposure or Abuse: nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person or submerging/dunking individuals in any substance.

Forced or Required Consumption of Any Substance: food, drugs, alcoholic and non-alcoholic beverages.

Psychological Abuse and/or Humiliation: requiring individuals to dress in revealing, embarrassing or uncomfortable clothing; exposing individuals to extremely uncomfortable or dangerous environments (too loud, dark, small, hot - over 75 degrees or cold - below 30 degrees); intense interrogation of individuals, name-calling, or screaming at individuals; requiring individuals to perform any acts which are construed to be humiliating or degrading in nature; requiring individuals to wear a uniform, carry a backpack, wear hair in a certain way, or dress in a way different from active members; telling individuals not to communicate with friends, family, or significant others during the process.

Forced Servitude: being told to clean someone's room/house, running personal errands, or being asked to perform other services or duties not normally shared by initiated members.

Requiring Activities That Are Prohibited Under State Law or College Regulations: awakening individuals during the night for organization activities, requiring excessive periods other than regular library hours and/or interfering with normal sleep or study schedules. Activities are not permitted to occur before 7 a.m. any day of the week; activities must end by midnight on nights where there are classes the next day and 1AM on nights when there are no classes the next day.

Kidnapping: involuntary transportation or abduction of individuals, leaving individuals at off-campus locations and requiring them to find their way home.

Caves: required sleeping and/or living as a group in any room or space other than that to which they are individually assigned.

Probates/Coming Out/Presentation: any activity in which new members are presented to the community. Most commonly recognized with steppe or stroll events, these also include talent events or other activities in which the new members perform separate from the chapter members.

Any Activity that does not serve the purpose of educating a new member about the club, the governance structure, the (inter)national organization, or allow the new member to get to know current members through social events and service opportunities, or permit the individuals to gain leadership, academic, or interpersonal skills should not be part of a New Member Education Program, and could be hazing.

MYTHS AND FACTS ABOUT HAZING

Myth #1: Hazing is a problem for fraternities and sororities primarily.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools and other types of clubs and/or, organizations. Reports of hazing activities in high schools are on the rise.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others --- it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there's no malicious intent, a little hazing should be O.K.

Fact: Even if there's no malicious "intent" safety may still be a factor in traditional hazing activities that are considered to be "all in good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: First of all, respect must be EARNED--not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth #5: If someone agrees to participate in an activity, it can't be considered hazing.

Fact: In states that have laws against hazing, consent of the victim cannot be used as a defense in a criminal prosecution. In a civil suit, an assumption of risk must include a clear and unequivocal understanding of the risks involved by the victim or plaintiff. This, of course, is impossible in a hazing situation because the hazers will never, ever reveal what is to occur. They understand that to reveal the hazing and the intended results will remove the implied threat or creation of duress that leads to fear, which in turn makes ostensibly intelligent young women and men make bad decisions in order to join an organization. Even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth #6: It's difficult to determine whether or not a certain activity is hazing--it's such a gray area sometimes.

Fact: It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the following inquiries of each activity to determine whether or not it is hazing.

1. Is alcohol involved?
2. Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
3. Does the activity risk emotional or physical abuse?
4. Is there risk of injury or a question of safety?

5. Do you have any reservation describing the activity to your parents, to a professor or University official?
6. Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is "yes," the activity is probably hazing.

Adapted from Death By Hazing Sigma Alpha Epsilon. 1988.

HAZING PREVENTION

The New Member Educators and Chapter Presidents participate in a required New Member Education Planning Workshop conducted by the Center for Student Engagement each semester. The purpose of this workshop is to educate members about hazing, how to prevent it, and how to plan a successful New Member Education Program that is free of hazing.

Students who are participating in a New Member Education Program also participate in educational training. Every potential New Member attends the New Member Orientation Meeting prior to any activities with the individual chapter. During this meeting, New Members receive training and education on hazing, how to report hazing, and the campus resources available.

The Center for Student Engagement and the United Greek Association plan and conduct programs and encourage conversation during National Hazing Prevention Week in the fall semester. The campus community is invited to participate and share ideas in this week of programming, including essay contests, poster and banner displays, and roundtable discussions.

Members of the campus community or general population are encouraged to report suspected hazing activities to the Center for Student Engagement (x3025). **For the safety of our students, it is essential that reports of suspected hazing activities by fraternities and sororities be reported.** At the very least, help and support is also available through the Psychological Counseling Center (x2920), OASIS Peer Crisis Intervention Service (x4945), the Resident Assistant and Resident Director staff, faculty or staff members, or University Police (x2222).

RISK MANAGEMENT POLICY

Risk Management is a guideline in establishing and developing policies and practices for responsible behavior. The policy of Risk Management reduces and limits liability by educating members of their responsibility to their organization, their campus and their community.

SUNY New Paltz Risk Management Policy mirrors both the Fraternity Insurance Purchasing Group (FIPG) and the North-American Interfraternity Conference (NIC) Risk Management Policies. In addition to the SUNY New Paltz Risk Management Policy, each chapter is expected to comply with federal, state, and local laws and campus regulations.

Alcohol and Drugs

1. The possession, sale and/or use of any **ALCOHOLIC BEVERAGES**, during a fraternity/sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity/sorority must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines of FIPG, Inc.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. **OPEN PARTIES**, meaning those with unrestricted access by non-members of the fraternity/sorority, without specific invitation, where alcohol is present, shall be prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under the legal drinking age).
5. The possession, sale and/or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** during a fraternity/sorority event or at any event that an observer would associate with the fraternity/sorority, is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern/bar (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter. This includes, but is not limited to, activities associated with "bid night", "big brother/sister – little brother/sister" events or activities, "family" events or activities, "rush" events, and initiation.

MYTHS ABOUT RISK MANAGEMENT

Myth #1: We're not liable for events at a member's apartment.

Fact: Courts have held that if a certain percentage or number of members are gathered at any location, that gathering can be interpreted as a chapter activity, whether "official" or "unofficial." Remember that FIPG policy uses the term, "...that an observer would associate with..". Most national organizations do not use a hard or precise number or percentage of members to determine if an event is a chapter event. Keep in mind that courts in some states have not placed a number on what constitutes an event.

Myth #2: An individual member can't be held liable for events he sponsors at his private residence.

Fact: Most states have laws that incriminate a social host for serving alcohol to minors. If not, civil remedies are available to a person alleging injury after attending an event hosted by a member. In addition, the member's parents may be held liable for the actions of the member if he hosts a party and someone gets hurt.

Myth #3: We'll just have the event at a non-member's residence.

Fact: If the event gives the impression of involving the group, any competent attorney will try to prove that the event was sponsored by the club.

Myth #4: The International Fraternity/Sorority cannot discipline a chapter for something that happens at an "unofficial" event.

Fact: The University will not hesitate to discipline a group if University policies are violated at an event and/or if there is an incident of any kind at a social event where participants are violating the policies. One serious incident could be reason enough to close a chapter.

The bottom line: If clubs could avoid liability by moving all events off campus or making events "unofficial," all clubs would have been instructed to do so. If a group wants to practice sound risk management, it will NOT tolerate "unofficial" events sponsored by members, which do not follow risk management policies. Every group should practice sound risk management all the time, regardless of the circumstances.

SUNY NEW PALTZ POLICY ON SEXUAL ABUSE AND HARASSMENT:

According to the Equal Employment Opportunity “Guidelines”, unwelcome sexual advances requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment or academic advancement; or
2. Submission to or rejection of the conduct is used as a basis for an employment or evaluative decision affecting the person rejecting or submitting to the conduct; or
3. The conduct has the purpose or effect of unreasonable interfering with an affected person’s work performance, learning environment, or creating and intimidating, hostile, or offensive work environment.
4. A club will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to men or women, including but not limited to sexual assault or sexual harassment of any kind, including harassment of individuals based on sexual preference.
5. A club will not sponsor or participate in any activity, including competitive games or philanthropic endeavors that are abusive or demeaning to human beings.
6. A club will educate its members on the issue of sexual abuse and sexual harassment.

WHAT IS SEXUAL ABUSE?

In order to understand sexual abuse, we must define sexual harassment and rape or sexual assault. *Sexual harassment* is defined as the unwelcome, unreciprocated imposition of sexual attention, usually in the context of a relationship of unequal power. *Sexual assault* or conduct or rape is defined as an act of sexual contact or penetration with a person against his/her will. There are many types of sexual abuse. Recognize that sexually abusive behavior occurs on a continuum ranging from harassment to rape.

Verbal abuse or sexist behavior may include:

- Whistling
- Humor and jokes about sex or male or female specific traits
- Suggestive or insulting sounds
- Sexual innuendoes about your or someone else's personal appearance
- Sexual innuendoes about your or someone else's sexual activities
- Demands for sexual favors accompanied by implied or overt threats

Physical abuse may include:

- Any inappropriate touching, pinching or patting
- Brushing against someone else's body
- Coerced sexual intercourse
- Assault