San José State University

GREEK LIFE

SAN JOSÉ STATE UNIVERSITY

Greek Management Manual
2018-2019
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Our Mission
The driving force behind our Greek community here is our mission. We aspire to facilitate and develop a community of genuine connections, promote the pursuit of high achievements, instill a dedication to service and justice, all in an effort to elevate the student experience.

Our Values
Community | Achievement | Service | Justice

Our Expectations
Greek organizations enhance participation in the cultural, academic, social, service, and philanthropic life of San José State University. The individual and group performance of members of Greek organizations should always uphold those values stated in the chapters’ constitutions and/or by-laws. By virtue of the University’s recognition of each organization’s stated principles and ideals, the University expects that the goals of Greek organizations will be implemented in a manner that is compatible with the SJSU community. Therefore, Student Involvement will hold each organization to the standards and policies set forth by their national organizations in areas including but not limited to academics, programming, risk management, new member and member education, service and values congruence.

Violations of any Student Involvement policies, expectations, or procedures not referred to Student Conduct and Ethical Development may be addressed by Student Involvement. Interim responsive measures may be imposed including, but not limited to, restriction of activities, meetings and programs until compliance with applicable provisions is achieved and resulting effects are appropriately mitigated. Please refer to Student Involvement Student Organization Accountability Procedures for process and procedures.

Chapter Compliance
Chapter officers and associated members have a responsibility to follow all University, as well as Student Involvement and Greek Life specific, policies and procedures. The Greek Management Manual, in addition to the applicable sections of Student Organization Policy, is annually reviewed and is the primary governing document for all social Greek organizations at San José State University.

Chapter officers and associated members are further responsible for the timely completion and submission of corresponding materials, forms, and documents on or before the indicated deadline(s) set by the professional Greek Life staff members.

Chapter Recognition
Each academic year, every active Fraternity and Sorority is required to submit recognition documentation upon request of Student Involvement. Completion of recognition documentation acknowledges that a chapter, its' members, leadership, on-campus advisor and alumni advisor(s) understand the rights and responsibilities of Social Greek organizations at San José State; including but not limited to: Standards of Excellence, Chapter/Member GPA, Risk Management Procedures, a minimum membership of eight (8) members, etc. Failure to complete or comply with recognition requirements will result in the loss of university recognition.
The chart below outlines the forms and tasks associated with recognition, along with when and how they should be completed:

<table>
<thead>
<tr>
<th>Item to be Completed</th>
<th>Description</th>
<th>Deadline:</th>
<th>Instructions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition</td>
<td>General Recognized Student Organization (RSO) must be completed through the online system once an academic year.</td>
<td>Due Date – Most current due date is available on the Student Involvement website.</td>
<td>Online Form through SJSU</td>
</tr>
<tr>
<td>Active Membership Agreement</td>
<td>Active membership agreement form is required at the beginning of <em>every academic year for all active members</em>.</td>
<td>Due Date – Most current due date is available on the Student Involvement website.</td>
<td>Hard Copy Form - requires signatures of all current active members. Chapter advisor verifies signatures.</td>
</tr>
<tr>
<td>Title IX Training</td>
<td>Required training that regarding Sexual Assault/Harassment education. <em>All members must complete (1) Greek Life specific Title IX training during each academic year.</em></td>
<td>Due Date – Most current due date will be made available to Chapter Presidents.</td>
<td>Training</td>
</tr>
<tr>
<td>Standards of Excellence</td>
<td>Annual chapter accreditation program.</td>
<td>Due Date – Most current due date will be made available to Chapter Presidents.</td>
<td>Hard Copy</td>
</tr>
<tr>
<td>Certificate of Liability Insurance</td>
<td>Submit proof that your organization has insurance.</td>
<td>Due Date – Initial copy due first day of fall semester. Must always have current copy of insurance certificate of file.</td>
<td>Hard Copy or Digital Copy to <a href="mailto:fraternities-sororities@sjsu.edu">fraternities-sororities@sjsu.edu</a></td>
</tr>
</tbody>
</table>

**Membership**

Chapters must maintain a minimum membership of eight (8) members, all of whom are currently enrolled students at San José State University. Membership can only be comprised of matriculated SJSU students.

<table>
<thead>
<tr>
<th>Potential Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st &amp; 2nd Semester (1st Year)</strong></td>
</tr>
<tr>
<td>Warning &amp; Recruitment Plan Created</td>
</tr>
</tbody>
</table>

*De-recognition will be automatic if chapters do not make a good faith effort to recruit. Recruitment efforts will be assessed on a case by case basis.

**It is an expectation that organizations recruit and intake members at least once in an academic year. National moratoriums and university/national outcomes/sanctions are the only exception.

**Membership Records & Maintenance**

Chapter officers are responsible for the maintenance of chapter membership records. To insure that the Greek Life Office have the most up to date active member, new member, and officer roster information, Chapter Presidents are responsible for submitting the appropriate and corresponding documents at the indicated deadlines.

The chart below indicates the associated forms and documents to maintain membership records, along with when and how they should be completed:

<table>
<thead>
<tr>
<th>Item to be Completed</th>
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</tr>
</thead>
</table>

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**Member/Officer Requirements**

Chapter officers and associated members are required to adhere to the membership expectations set by their respective organization and governing-umbrella council, as well as the aforementioned University, Student Involvement, and Greek Life related policies and procedures.

Further, the following outlines the expectations and requirements for active members and the identified officers:

### 1. GPA (Grade Point Average)

**All Chapter:** All active Fraternity and Sorority Chapters must maintain a cumulative and term SJSU Grade Point Average (GPA) of a 2.60 or higher to remain in good standing with the Greek Life Office.

<table>
<thead>
<tr>
<th>Cumulative/ Term GPA</th>
<th>1st Consecutive Semester</th>
<th>2nd Consecutive Semester</th>
<th>3rd Consecutive Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.59-2.00</td>
<td>Cumulative: Academic Reinforcement Plan</td>
<td>Cumulative: Academic Reinforcement Plan &amp; Restriction of Social Privileges</td>
<td>Cumulative: De-Recognized until chapter meets 2.60 GPA</td>
</tr>
<tr>
<td></td>
<td>Term: Warning</td>
<td>Term: Academic Reinforcement Plan</td>
<td>Term: Academic Reinforcement Plan &amp; Restriction of Social Privileges</td>
</tr>
<tr>
<td>Below 2.00</td>
<td>Cumulative: Academic Reinforcement Plan &amp; Restriction of Social Privileges</td>
<td>Cumulative: De-Recognized until chapter meets 2.60 GPA</td>
<td>Cumulative: Recommendation to SCED for Suspension</td>
</tr>
<tr>
<td></td>
<td>Term: Academic Reinforcement Plan</td>
<td>Term: Academic Reinforcement Plan &amp; Restriction of Social Privileges</td>
<td>Term: De-Recognized until chapter meets 2.60 GPA</td>
</tr>
</tbody>
</table>

*Student Involvement reserves the right to adapt the above based on additional information, repetition and severity.
Chapter & Council Officers: Chapter & Council Officers must maintain both a term and cumulative SJSU Grade Point Average (GPA) of 2.60 or higher to remain in good standing. Failure to do so will result in automatic removal of the officer from their position. All chapter & council officers must remain in good standing with the university. Good standing is defined as having no open probation.

New Members*: To be eligible to receive a bid and/or be initiated into any of the active Fraternities or Sororities, a (potential) new member must have a SJSU cumulative Grade Point Average (GPA) of 2.60 or higher. Transfer credits/GPA are not taken into consideration for eligibility. Non-matriculated, first semester students are exempt from this requirement. *New Member class GPAs not meeting the 2.60 standard will be handled case by case based on chapter history.

Members: All members must be matriculated SJSU students enrolled in at least six (6) units. It is an expectation that all members maintain a SJSU term and cumulative Grade Point Average (GPA) of 2.60 or higher. Any member on academic probation with the university, defined as having below a 2.00 term and/or cumulative GPA, must be placed on an academic improvement plan with their respective chapter.

2. Educational Compliance Requirements
In an effort to develop our Greek Life students, the office has created a series of programming for students based on their role within an organization.
- **New Members (During Intake/Initiation Semester):**
  - 100% Chapter Participation in a Title IX Program within academic year
  - 100% New Member/Pledge Class Participation in a Rights & Responsibilities Program within new member semester
- **Active Members:**
  - 100% Chapter Participation in a Title IX Program within academic year
  - 80% Chapter Participation in Spring Educational Workshop/Speaker
- **Chapter & Council Officers:**
  - 100% Chapter & Council Officers Completion of all Active Member Requirements within academic year
  - 100% Chapter & Council Officers Participation on Presidents & Treasures in RSO Recognition Canvas Course
  - 100% Chapter & Council Officers Participation in Semester Leader Training

<table>
<thead>
<tr>
<th>Potential Outcomes for Non-Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Increase in educational compliance expectations</td>
</tr>
<tr>
<td>• Restriction of Social Privileges</td>
</tr>
<tr>
<td>• Inability to participate in recruitment &amp; intake</td>
</tr>
</tbody>
</table>

3. Governing & Inter-Greek Council (IGC) Meetings
- Chapter and council representation is mandatory at all regularly scheduled governing council meetings, as well at monthly Inter-Greek Council Meetings.
  - **Chapter Presidents and Council Delegates** are the preferred attendees, unless otherwise stated by the Fraternity & Sorority Life Office.
- Dates, times, and locations of these meetings will be set prior to the start of each academic semester and communicated to the appropriate chapter/council officers.
  - Attendees are expected to be in attendance for the full duration of the meetings unless they've received prior excuse approval from their respective Greek Life advisor.
- Failure to attend or to be formally excused will result in a loss of applicable Standards of Excellence points, council specific outcomes, and the potential for additional restrictions as decided by the respective Greek Life advisor.
4. Advisor Meetings
- Each Chapter President is required to schedule and attend monthly 1:1 meetings with their respective Greek Life Advisor during each month of the academic year.

*Chapters operating under any type of probation or active sanctions may be required to meet additionally with their advisor, as mentioned in Chapter Performance letters.*

- **Failure to attend or to be formally excused will result in a loss of applicable Standards of Excellence points and the potential for additional restrictions as decided by the respective Greek Life advisor.**

Membership Recruitment & New Member Processes
Chapters must maintain a minimum membership of eight (8) members, all of whom are currently enrolled students at San José State University.

Recruitment
- All chapters are required to comply with the recruitment requirements set forth by their governing council and the Greek Life office.
- All chapters are required to comply with the recruitment requirements set forth by their local or national constitution and bylaws.
- All recruitment events/activities must be alcohol-free in order to be accordance with National-affiliate group/University regulations and to assist in the positive promotion of Greek Life.
- Activities may not take place outside of the hours of 8:00 a.m. to 12:00 a.m. without advance approval.
  - Overnight retreats must be approved by Greek Life Staff and Governing Office two (2) weeks prior to event.
- Prior to recruiting your new member process must be on file and approved by the Greek Life staff 4 weeks prior to beginning of recruitment.
- Chapters must submit intent to recruit form, with a detailed recruitment schedule, for approval by the Greek Life staff.
  - Most current due date is available on Student Involvement website.
- It is an expectation that organizations recruit and intake members at least once in an academic year.
  - National moratoriums and university/national outcomes/sanctions are the only exception.

New Member Process
- No new member program should extend beyond 12 weeks.
- Chapters must initiate new members during the semester in which they were recruited.
- New members must be initiated one week prior to dead day.
- Activities may not take place outside of the hours of 8:00 a.m. to 12:00 a.m. without advance approval.
- All new member shows must adhere to New Member Presentation Guidelines. See appendix.

The chart below indicates the associated forms and actions required before, during, and after chapters engage in recruitment activities:

<table>
<thead>
<tr>
<th>Item to be Completed:</th>
<th>Description:</th>
<th>Deadline:</th>
<th>Instructions:</th>
</tr>
</thead>
</table>
| Intent to Participate in Recruitment/ Intake Activities Form | Form required at the beginning of each semester when a chapter plans on actively recruiting any new members. Form Includes:  
- Intent to Recruit | Due Date - Most current due date is available on the Student Involvement website. | Online – Form is to be fully filled out by appropriate chapter officer, and is found on the Toolkit. |
• Calendar of Events
• Zero Tolerance for Hazing & Substance Free Agreement

<table>
<thead>
<tr>
<th>Intent to Initiate/Cross Form</th>
<th>Form required prior to the start of any initiation/crossing activities for new members to aid in the tracking of new member retention.</th>
<th>Due Date – Required at least 72 hours prior to the start of initiation/crossing activities.</th>
<th>Online – Form is to be fully filled out by appropriate chapter officer, and is found on the Toolkit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substance-Free Recruitment Waiver Form</td>
<td>Form only utilized if a chapter wants to request holding a social event during a Dry Recruitment period.</td>
<td>Due Date - Most current due date is available on the Student Involvement website.</td>
<td>Online – Form is to be fully filled out by appropriate chapter officer, and is found on the Toolkit.</td>
</tr>
<tr>
<td>New Member Candidate Eligibility Form</td>
<td>Form for Potential New Member/Recruit to provide permission for Greek Life Staff to release their GPA information to appropriate chapter(s).</td>
<td>Due Date – 5 business days prior to bid/pinning.</td>
<td>PHC – Fall via ICS, Spring same as below IFC, NPHC &amp; USFC – Online</td>
</tr>
<tr>
<td>New Member Agreement Form</td>
<td>New Member Agreement Form is required after giving bids/pinning. Must be signed by individual new member.</td>
<td>Due Date – 72hrs after giving bid/pinning.</td>
<td>Hard Copy Form - requires signatures of new members. Chapter advisor verifies signatures.</td>
</tr>
</tbody>
</table>

Pledging and/or initiating any members that are not eligible and/or reported to Student Involvement may result in loss of privileges including but not limited to social, recruitment, etc.

Substance-Free Recruitment Rules & Guidelines

All chapters, regardless of if actively recruiting new members or not, must adhere to the rules and regulations set forth for the Substance-Free or ‘Dry Recruitment’ Period. This is defined as an alcohol and drug time frame while chapters recruit new members. This is a Zero Tolerance Policy, and failure to maintain compliance during the identified dates can result in suspension of a new member class, recruitment privileges and/or additional outcomes.

- The Substance Free Recruitment period will be determined by Student Involvement prior to the start of each semester.
- No alcohol or drugs may be used or presented at any fraternity/sorority recruitment event, on or off the fraternity/sorority premise during the entire recruitment period.
- No fraternity/sorority member, new members, or alumni may consume, serve, or purchase alcohol or drugs for a potential new member/unaffiliated student at any time regardless of location.
- All fraternities/sororities must stay “alcohol and drug throughout the entire period, regardless of whether or not they are recruiting.
- Fraternities/sororities may not hold any events (including brotherhood/sisterhood events) involving alcoholic beverages. An event is defined as a chapter sponsored activity or social gathering that an observer would associate with the organization.
- Fraternity/Sorority members MAY NOT be under the influence of alcohol or drugs at any recruitment event.
- Fraternity/Sorority members may go to bars or restaurants as long as it is not a fraternity/sorority event and no potential new member/unaffiliated students will be attending.
  - Chapters are required to review and adhere to their inter/national policies and insurance requirements.
- A Substance Free Recruitment waiver can be issued to chapters for a specific event. Waivers are not automatically granted and are approved on a case-by-case basis.
Waivers must be submitted 5 business days in advance and signed by the chapter’s alumni advisor.
Events must follow all alcohol and social event policies.

**Hazing Policies**
San José State University, as an educational institution, has a special set of interests and purposes essential to its mission. These include: (a) the opportunity for students to attain their educational objectives; (b) the creation and maintenance of an intellectual and educational atmosphere throughout the University; and (c) the protection of the health and welfare of all individuals. Hazing is contrary to the goals of the university and undermines the positive development of students.

Students, student organizations, athletic teams, and other student groups of San José State University are strictly prohibited from engaging in any type of hazing activity. San José State University expects that all students as individuals and as members of student groups will observe and fully comply with any federal, state and/or local statute, University policy, as well as regulations set forth by respective national organizations. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

**Hazing Defined**
- **Any activity required or implied as an expectation during a pre-initiation, initiation, induction, or chapter activity** shall be presumed to be “compelled” activity, regardless of the willingness of an individual to participate.
  - Examples of actions and activities which are explicitly prohibited include, **but are not limited** to the following:
    - Any form of physically demanding activity (calisthenics, runs, sit-ups, push-ups, swimming, etc.) not part of an organized voluntary athletic contest or not specifically directed toward constructive work.
    - Paddling, shoving, or otherwise striking individuals.
    - Compelling individuals to wear or carry articles or apparel (rocks, bricks, paddles, binders, backpacks, fish, condoms, pledge packs, etc.).
    - Any form of restricting movement (limiting walking on grass, shortcuts, requiring stairs, curfews, etc.).
    - Tracking new members through any form of GPS devices/apps.
    - Depriving individuals of the opportunity for sufficient sleep, decent edible meals, or access to means of maintaining bodily cleanliness.
    - Activities that interfere with an individual’s academic efforts or preventing an individual from attending class.
    - Compelling individuals to consume alcohol or illegal substances.
    - Compelling individuals to eat/drink substances, in excess, or restricting food intake.
    - Having substances thrown at, poured on, or otherwise applied to the bodies of individuals.
    - Morally degrading or humiliating games or any other activities that make an individual the object of amusement, ridicule, or intimidation.
    - Transporting individuals against their will, abandoning individuals at locations, or conducting any "kidnap," “ditch” or “road trip”.
    - Compelling individuals to wear specific article of clothing, uniform, or apparel.
    - Restricting an individual’s ability to touch or wear certain colors.
    - Activities that require a person to remain in a fixed position for a long period of time.
    - Compelling an individual to become branded.
    - “Line-ups”/ “Link-Ups”/ “Call-Outs” are restricted.
    - Intense or demeaning intimidation or interrogation.
    - Verbal harassment, including yelling, screaming, shouting obscenities or insults.
Assigning activities such as pranks, scavenger hunts, etc. is prohibited.

- Compelling a person to commit a crime (deface property, theft, etc).
- Compelling harassing behavior towards other individuals or organizations.
- Compelling individuals to participate in tests of courage, bravery, or stamina.
- Compelling any type of personal servitude such as running errands, cleaning the house, yard work, purchasing food, tasks on campus, etc.
- Compelling walking, running, or marching in formation.
- Any activity which is mandatory for new members only or for one group that is not required of another.
- Restricting where new members can go in a chapter facility, on campus, or in the community.
- Intentionally deceiving new members prior to initiation to make them believe that they will not be initiated or will be harmed.
- Intentionally creating a mess and compelling individuals to clean it up.
- Excluding an individual from social contact or communication (including but not limited to phone, email, social media, etc.) for prolonged periods of time and/or depriving individuals of sense awareness.

**Legalities & Enforcement**

- Section 245.6 California Penal Code, SJSU Student Code of Conduct, and the Student Organization Code of Conduct specifically and unequivocally prohibit any activities that may be construed as hazing.
- It is the responsibility of all organizations to educate all members of all hazing related regulations and applicable policies and laws.
- It is the responsibility of chapter leadership and advisors to see that this policy is communicated to all members and new members and to see that the organization strictly adheres to the policies.
- Organizations are responsible for controlling the actions of their alumni, inactive members and any other individuals participating in any member activities.

**Reporting**

- If you or anyone else ever witnessed, participated in, or feels hazed, please report it. The following are ways to report hazing at SJSU.
  - Office of Student Involvement – 408-924-5950
  - Office of Student Conduct and Ethical Development – 408-924-5985
  - University Police Department (UPD) – 408-924-2222

**Risk Management & Social Event Policies**

**Alcohol & Drugs**

- The possession, use and/or consumption of alcoholic beverages while on chapter premises, during an official chapter event, or in any situation sponsored or endorsed by the chapter, or at any event that an observer would associate with the organization, should be in compliance with all applicable laws of the state, county, city and university.
- No alcoholic beverages should be purchased through or with the organization treasury nor should 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.
- No alcoholic beverages should be purchased for a member or guest as undertaken or coordinated by any current/past (alum) member OR guest in the name of or in the behalf of the organization.
- No alcoholic beverages shall be present at any chapter or council recruitment function, regardless of the location.
- Serving, providing or purchasing alcohol for minors is illegal.
- Events that encourage/force alcohol and/or drug use such as “Trust Your Bro/Sisters”, “Big Bro Reveals”, “Family Shot Night”, etc are discouraged.
- The possession, sale and/or use of any illegal drugs or controlled substances at any chapter house, chapter sponsored event or at any event that an observer would associate with the organization is strictly prohibited.
- No advertisements (either physical or electronic) containing messages involving the consumption of alcohol or drugs may be used.

Social Events: Definition
This policy applies to all events, as defined herein, where alcohol is sold, provided or consumed by guests prior to and/or at the event. It is the responsibility of the organization to formally articulate if an event is expected to be sober. Additionally, this policy applies to events where the hosting organization(s) provides transportation (including, but not limited to, buses and limousines) regardless of where the transportation originates.
- All third party vendor event paperwork must be properly submitted no less than 10 business days prior to the event.
- All “BYOB” event paperwork must be properly submitted no less than 5 business days prior to the event.
- Social Events may not be held during spring, winter & summer breaks as well as during final exams.
  o Exceptions will be made on a case by case basis and only for third party vendor events.

“BYOB” Events
- Chapters that have alcohol on a chapter property must utilize **BYOB**, ("Bring Your Own Beverage").
  o BYOB is defined as participants of legal drinking age bringing no more than six (6) servings of alcohol.
    - One 6-pack of 12 ounce beers
    - One 4-pack of wine coolers
    - One bottle of 25.4 ounces of wine
    - 9 ounces of 80 proof distilled spirits such as gin, vodka, whiskey, etc.
- A chapter shall not use a common source of alcohol, which includes but is not limited to: kegs, party balls, coolers, jungle juice, ice chest, trash containers filled with alcohol, pitchers, etc. or any other bulk quantities of alcoholic beverages.
- A chapter shall not permit the possession or use of common source alcohol by members or guest, on chapter premises or at a chapter function.
- No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any person under the age of 21.
- No “Grain Alcohol” and any such distilled liquor that exceeds 100 proof is to be served in any form or mixture during any fraternity or sorority hosted or sponsored event.
- A chapter cannot provide unlimited quantities of alcohol.
- No activity (drinking games) that encourage consuming alcohol are permitted.
  o 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, beer die, slap the bag, icing, card games or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- No person shall be forced or feel compelled for any reason to consume alcohol.
- No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.

Third Party Vendor Events
Chapters may choose to utilize a third party vendor for events held off chapter property (i.e. Formals).
- It is to be administered by a licensed or certified bartender who is not a member of the chapter, a new member, associate member, or an organization alumni member.
- Third party vendors can only be utilized on chapter property if their services do not include alcohol (Per. CA. A.B.C. code.)
- All third party vendor paperwork must be properly submitted no less than 10 business days prior to the event.
- All third party venues require security by a state licensed company or university police.

Open Parties
- Open parties are prohibited.
  - The term “open party” includes a social function with alcohol in which members/non-members of the host organization(s) are:
    - Permitted unrestricted access
    - Invited without specific invitation
    - Invited by a blanket or open invitation, express or implied
    - Invited through any advertising or publicity; physical, internet, radio, or television

Social Events: Guidelines & Requirements
In order for an organization to host a social event, the following must apply:
- Organization may not be on any type of probation, suspension or expulsion with the University, Student Involvement Office, or their respective National/International Headquarters
- Chapters must complete the membership agreement forms (both active & new) in order to host or participate in any social event where alcohol is present

The following guidelines are applicable to the hosting of any social event at which alcohol is present:
- **Proper social event registration** compliance is required in an effort to prohibit individuals who are not invited by the host chapter from entering
- **Proper identification monitoring**, such as wrist banding, must be used to prohibit the illegal use of alcohol by those chapter members and guests who are under the legal drinking age. It is required that the identification that is used not include easily transferrable or reproducible means.
- **Each participating organization shall maintain a 25 attendees to 1 non-drinking party monitors** who are current members of their respective chapters. For the purpose of this policy, below these members are defined as sober monitors.
  - The **duties of sober monitor** shall include, but are not limited to:
    - Acting as liaison (along with the president or highest ranking executive/chapter member present) between any law enforcement agent and the participating chapters.
    - Help enforce above mentioned policy on alcohol and drugs.
    - Help maintain order at the event.
    - Cannot consume alcohol, drugs, or illegal substances prior to or during the entirety of the event.
- **A social event with alcohol shall not exceed 3 times the active membership of the chapter or the facility limit whichever is smaller.** Alterations may be granted due to chapter size and national requirements.
- Chapters holding events at third party vendors, at which alcohol is present, must have a trained/certified bartender to distribute beverages.
- The bartender and any all **Third Party Vendor staff must be briefed on all policies** and should not be drinking during the event.
- No flyers (either physical or electronic) containing messages involving the consumption of alcohol may be used to advertise a party.
- All flyers, publicity, theme(s), and event related information must be in conjunction with the values of both the organization and San José State University.
- Any event which has alcohol present, must also have non-alcoholic beverages (in equal or greater supply), as well as ample food, readily available for any individual.
- At the discretion of your council advisor, based upon event size, location, and chapter history, for safety reasons, it may be required to have UPD or trained/private, licensed security officers present.

Social Events: Registration
It is required that any event where alcohol is sold, provided or consumed by guests prior to and/or at the event be registered and approved by the Greek Life staff throughout the calendar year. All social events should be registered utilizing the proper forms by the designated deadline.

<table>
<thead>
<tr>
<th>Item to be Completed:</th>
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</tr>
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<tbody>
<tr>
<td>&quot;BYOB&quot; Social Event Registration Request Packet</td>
<td>Form that is to be completed in full with detailed information about an anticipated social event.</td>
<td>Due Date – Form should be submitted, at a minimum, 5 business days before the desired event date.</td>
<td>Hard Copy Form – Form is to be fully filled out by appropriate chapter officer, and is found on the Toolkit.</td>
</tr>
<tr>
<td>Third Party Vendor Social Event Registration Request Packet</td>
<td>Form that is to be completed in full with detailed information about an anticipated social event.</td>
<td>Due Date – Form should be submitted, at a minimum, 10 business days before the desired event date.</td>
<td>Hard Copy Form – Form is to be fully filled out by appropriate chapter officer, and is found on the Toolkit.</td>
</tr>
<tr>
<td>Social Event Guest List/Sign-In</td>
<td>Require to check-in all SJSU students with SJSU</td>
<td>Due Date – SJSU</td>
<td>Digital QR Code – Emailed to point of contact one business prior to event.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAMMY (University app). Non-SJSU students must be checked-in via paper sign-in sheet.</td>
<td>Hard Copy Form – Form is to be fully filled out by all non-SJSU attendees at a social event.</td>
</tr>
</tbody>
</table>

Failure to properly register a social event with alcohol and/or follow guidelines will result in possible restriction of social privileges or any appropriate fitting outcomes determined by the office of Student Involvement. If deemed appropriate, recommendation will be made to the Office of Student Conduct and Ethical Development.

Advisors
Chapters are required to have on- & off-campus advisors. On-campus advisors are required to complete all RSO advisor requirements and be identified during the recognition process. Off-campus advisors are required to complete off-campus advisor expectation agreements. All advisors must attend a training at least once an academic year.

Community Relations & Chapter Houses
Greek organizations share mutual interest and obligations with the neighbors who live in the university community. Greek organizations and their members are expected to be positive and productive members of the great community by living by the "Good Neighbor Policy."

Chapters who occupy housing are expected to properly maintain their facilities and yard. All chapters who occupy housing will abide by all San José code enforcement regulations, fire regulations and guidelines. Documentation of proper facility management may be requested.
Association with Unrecognized (or “Underground”) Organizations
Greek organizations and their members are prohibited from associating with unrecognized groups that claim to be student organizations and/or have lost recognition.

Banking
Greek organizations may have an on-campus bank account. Chapters registered as a non-profit tax exempt organization with the federal government may be granted an exception from the on-campus banking policy by providing documentation to Student Involvement during the recognition process.

Expansion
The Greek coordinating councils in consultation with the University set policies and procedures regarding expansion. Only the Vice President for Student Affairs may extend invitation to colonize a chapter at SJSU.

Glossary
Academic Reinforcement Plan (ARP) – Complete academic plan with Greek Life Staff member.
De-Recognized – Suspension of chapter activities with the exception of chapter meetings and national/regional required events.
Re-Activation – Procedures that must be completed post de-recognition to regain recognition status.
Restriction of Social Privileges (RSP) – Cannot host or co-host social events.
Suspension – The chapter is not active and is de-recognized by the university. All chapter functions must cease until suspension is lifted.