

CHECKLIST

Statement of Relationship Between Rensselaer Polytechnic Institute and Social Fraternities & Sororities at Rensselaer

The Relationship Statement contains a number of statements outlining expectations of each constituent group – Chapters, Alumni, and Rensselaer. These expectations are listed to represent the nature of the relationship between Greek Life and Rensselaer. It is envisioned as a three legged stool; if a leg becomes weakened, the seat (Greek Life) is unstable and could result in a collapse. The purpose of this check list is to assure each leg of Greek Life remains a strong support.

Chapters –

Alumni/ae and Advisor Participation

Requirement	Complied	Comment
? Each chapter must register with the Dean of Students Office the name, address, telephone number, and e-mail address, if applicable, of an active chapter adviser. While alumni are encouraged to assume these roles, advisers <i>need not</i> be initiated members of the organization they represent.		
? Advisers or their alumni delegates will attend at least 50 percent of adviser meetings as scheduled by the Dean of Students Office, provided they are given reasonable notice of at least two weeks.		
? The adviser or a member of the chapter alumni board will participate with the chapter president and the Dean of Students Office in the annual evaluation of chapter performance. (page 6 of 35)		

Rush/Recruitment/Intake

Requirement	Complied	Comment
? Follow all federal, New York State, and local laws, as well as rules and regulations set by the IFC, Panhel, and Rensselaer as they pertain to rush/recruitment/intake activities.		
? Be represented at all rush/recruitment/intake chair meetings.		
? Make all members, including alumni participating in Rush/Recruitment/Intake, aware of policies that govern rush/recruitment/intake, and set an expectation for them to follow those policies.		
? Submit bid lists to the Dean of Students Office and be timely in returning bids once the student has made a decision to accept or not. (page 8 of 35)		

New Member Education

Requirement	Complied	Comment
? File a document articulating a new-member program, which will contain an anti-hazing policy and be kept confidential by the Dean of Students Office.		
? Adhere to the anti-hazing policies of Rensselaer, the State of New York, and all applicable national/international governing bodies.		
? Ensure that at least 10 percent of all actives (including the current president and the new-member educator) and all new associate members/pledges attend the anti-hazing seminars.		
? Create a developmentally based new-member education program, drawing assistance from Inter/National and campus resources (e.g., Dean of Students Office, Archer Center for Student Leadership Development, and/or Advising & Learning Assistance Center), designed to teach chapter history and tradition while promoting a positive academic experience. (page 9 of 35)		

Academics

Requirement	Complied	Comment
? Strive to achieve a chapter average equal to or greater than the all-campus average.		
? Chapters failing to achieve at least a 2.5 semester grade point average will develop an articulated scholarship program in conjunction with the Dean of Students Office and the Advising & Learning Assistance Center. (Chapters at or above the average may receive equivalent services upon request.) (page 10 of 35)		

Stability of Greek Records

Requirement	Complied	Comment
? Submit all chapter update forms to the Dean of Students Office by the end of the first week of each semester, communicating all changes accurately.		
? For all recruitment periods, submit to the Dean of Students Office a list of all bids extended by the deadlines established by the Panhel or IFC.		
? Submit to the Dean of Students Office a list of new members, including names and Rensselaer Identification Numbers (RIN).		
? Notify the Dean of Students Office within 48 hours of any changes to a chapter's membership roster. This includes the names of all people who accept bids and of members or associate members/pledges that are disassociated from the chapter.		
? Notify the Dean of Students Office within 48 hours when pledges/associate members are initiated to full membership.		

Greek L.I.F.E.

Requirement	Complied	Comment
? Take advantage of resources available to them (e.g., the Archer Center for Student Leadership Development, the Career Development Center, the Advising & Learning Assistance Center, and experienced alumni) to enhance leadership within their organizations and to develop new and innovative educational and service opportunities.		

Community Education

Requirement	Complied	Comment
? Meet the attendance requirements established for these programs with at least two weeks prior notice for the program.		

Conduct

Requirement	Complied	Comment
? Maintain membership in IFC, Panhel, and the Alumni Inter-Greek Council and adhere to all rules, regulations, and policies of each governing body.		
? Abide by Rensselaer regulations listed in the <i>Rensselaer Handbook of Student Rights and Responsibilities</i> and related IFC or Panhel documents.		
? Abide by the tenets of the North-American Interfraternity Conference Statement of Fraternal Values and Ethics and the National Panhellenic Conference Conduct Guidelines, and be responsible for reviewing these documents with their membership.		
? Grant to the Dean of Students or his designee, and to Rensselaer Public Safety (with proper identification), immediate entry into the common areas of fraternity or sorority property in an emergency, with the consent of an officer or accompanied by a member of the chapter.		

Community Relations

Requirement	Complied	Comment
? Maintain property and buildings at a level comparable to campus buildings and grounds. (Keep houses and grounds clean and free of debris throughout the year.)		
? Assure that individual conduct of members and guests will not unreasonably affect neighborhood quality of life.		
? Monitor all sponsored activities to ensure that debris is kept within the house or trash area and that neighbors are not unreasonably disturbed by the event.		
? List with the Dean of Students Office a house manager, for both the school year and all academic break periods, to act as liaison on matters of house appearance and safety.		
? Designate a chapter officer to be the point of contact for any registered chapter event or any event that may create disruption in the neighborhood. The chapter will provide the phone number and name(s) of the designated contact(s) to the Dean of Students Office, the Department of Public Safety, and the neighbors or neighborhood association leadership (if applicable); this contact will be reachable during and immediately following the event to address community, neighbor, and/or emergency situations.		
? Participate in all Greek Neighborhood Relations Committee (GNRC) meetings for their assigned district and adhere to all committee-approved policies. There must be one scheduled meeting per semester.		

Recognition of Excellence

Requirement	Complied	Comment
? Submit articles to the <i>Polytechnic</i> highlighting Greek accomplishments on a regular basis.		

Safety, Sanitation, and Fire Protection

Risk managers will:

Requirement	Complied	Comment
? Reside in the chapter house, along with their designated assistants.		
? Attend all mandatory training sessions or be represented by a designated assistant risk manager.		
? Conduct a mandatory education session for all members (within one month of the fall training session provided for risk managers) to review and update safety, sanitation, and fire protection standards.		
? Send documentation of the education session (date, content, members in attendance) to the Dean of Students Office within one week of the chapter training session.		
? Conduct an unannounced fire drill each semester, complete with a drill evaluation, at a time when most residents will be in their rooms and when it will not unreasonably disturb neighbors.		
? Conduct a comprehensive self-inspection and follow-up to assure that any violation is corrected within 20 days, or explain why it cannot be done in that time to the satisfaction of Rensselaer. (The risk manager and all chapter residents should be constantly aware of unsafe conditions and take corrective action continuously without awaiting a formal inspection.)		
? Prepare fire evacuation route maps and post them in halls, public rooms, and each sleeping room.		
? Assure that fire extinguishers, range hood extinguishing systems, and fire alarms are tested and repaired on the required schedule and/or immediately after any discharge or damage to the unit(s).		
? Maintain an organized file, for AIGC and Rensselaer review that includes fire drill documentation, self-inspection reports, repair or correction of violations, and inspection reports for fire alarms/fire extinguishers/range hood extinguishing systems, and any other relevant data or correspondence.		
? Report any fire, injury requiring medical assistance, or extinguishing system discharge to the Dean of Students within 24 hours of the incident.		

Advisors -

Rush/Recruitment/Intake

Requirement	Complied	Comment
? Make a strong effort to participate in selected Greek activities to include, but not limited to, activities sponsored by the Office of the First-Year Experience and the development of the <i>Parent's Guide to Greek Life</i> .		
? Make a strong effort to assist chapter officers in enforcing the rules, regulations, and policies that govern recruitment/intake. (page 8 of 35)		

New Member Education

Requirement	Complied	Comment
? Be familiar with and help formulate the chapter's new-member program in accordance with the values and tenets of the national/international and/or local constitution.		
? Be familiar with and actively assist in the enforcement of policies, rules, and laws related to the new-member education/pledge process. (page 9 of 35)		

Greek L.I.F.E.

Requirement	Complied	Comment
? Make every effort to participate in presentations or seminars active members have organized, and share their leadership experience with chapter members.		
? Make every effort to be present at the annual Greek L.I.F.E. Retreat and serve as facilitators, if asked.		

Community Education

Requirement	Complied	Comment
? Make every effort to attend programs with their members, and support the topics presented.		

Rensselaer –

Alumni/ae and Advisor Participation

Requirement	Complied	Comment
? Provide at least two (2) annual adviser meetings and/or workshops on topics of current interest, or as required by this Relationship Statement.		
? Publish an electronic newsletter each month to be distributed to chapter presidents, chapter advisers, and all members of alumni councils/boards whose names are registered with the Dean of Students Office.		
? Invite the chapter adviser to meet with the national chapter consultant when the consultant is visiting campus, if applicable.		
? Provide at least one workshop per year designed for house corporation officers. (page 7 of 35)		

Rush/Recruitment/Intake

Requirement	Complied	Comment
? Work with the IFC and Panhel to ensure a rush/recruitment/intake schedule that does not conflict with the academic calendar.		
? Coordinate the production and advertisement of a recruitment Web site in cooperation with the Panhel, IFC, and Alumni Inter-Greek Council.		
? Guarantee time for a Greek Life presentation during Student Orientation's Resource Center.		
? Compile, coordinate, and make available rush/recruitment/intake program materials and videotapes for use upon request.		
? Offer rush/recruitment/intake workshops to any chapter needing assistance.		
? Continue to work to involve Greek life in such activities as those sponsored by the Office of the First-Year Experience, Communiversities events, and Student Orientation, with hopes of increasing the visibility of Greek organizations, as well as the interest of potential members.		
? Compile and make available membership/interest statistics at the end of each rush/recruitment/intake period.		
? Conduct a joint IFC and Panhel recruitment/intake seminar at the beginning of each semester to ensure that the respective rules and regulations are distributed and clearly understood by both organizations and their members.		
? Coordinate the production of the <i>Parent's Guide to Greek Life</i> in association with the Alumni Inter-Greek Council, IFC, and Panhel. (Page 8 of 35)		

New Member Education

Requirement	Complied	Comment
? Sponsor an anti-hazing seminar at least once per semester.		
? Offer new-member/pledge workshops to any chapter requesting assistance.		
? Compile, coordinate, and make available new-member education program materials and videotapes for use by individual chapters upon request. (page 9 of 35)		

Academics

Requirement	Complied	Comment
? Publish chapter grade reports (statistics) within 30 days after the start of each semester.		
? Notify, in writing, presidents, advisers, and national/international headquarters of the chapter grade report.		
? Notify national/international headquarters and recognize all chapter members achieving Dean's List status.		
? Assist the scholarship chairperson in the development of chapter programs.		
? Provide workshops or other resources for scholarship chairpersons and/or individual chapters as needed or requested.		
? Provide an award program to encourage academic excellence.		

Stability of Greek Records

Requirement	Complied	Comment
? Maintain and make available to the Greek organization, a current database that includes names of undergraduate officers, chapter advisers, corporate officer(s), chapter undergraduate membership roster, chapter costs, and overall chapter grade point average. An individual's grades are available only by permission granted to specific individuals. Chapters will confirm the accuracy of information during the first week of the semester, although errors may be corrected at any time.		
? Coordinate through the Athletic Department the continuation of the Intramural Sports Program.		
? Designate the Dean of Students Office to serve as adviser to and liaison with the IFC and Panhel.		
? Provide lists of chapter alumni and addresses as known.		
? Help to facilitate alumni mailings.		
? Facilitate active Greeks in publicizing alumni events.		

Greek L.I.F.E.

Requirement	Complied	Comment
? Work with the IFC, Panhel, and AICG to coordinate an annual Greek L.I.F.E. Retreat to take place in the beginning of each spring semester, which will address current Greek life issues nationally and at Rensselaer.		

Community Education

Requirement	Complied	Comment
? Coordinate with campus offices to offer educational programming that includes, but is not limited to, awareness of the following issues/topics:		
o Alcohol and other drugs		
o Sexual harassment and assault		
o Culture, ethnicity, gender, and sexual preference		
o Health and wellness		
o Emerging community concerns		
o Other topics of interest		

Conduct

Requirement	Complied	Comment
? Hold a legal liability/risk management workshop for chapter presidents, risk managers, and all chapter officers once each semester.		
? Upon request, offer workshops and written material to aid in the understanding of and adherence to the North-American Interfraternity Conference Statement of Fraternal Values and Ethics and the National Panhellenic Conference Conduct Guidelines.		
? Restrict material and information gathered during emergency visits to the issue those persons collecting material were called to address.		
? Offer workshops regarding collection of outstanding debts as requested by fraternities or sororities.		
? Offer the Greek Hold Program to chapters to assist in the collection of dues and board.		

Community Relations

Requirement	Complied	Comment
? Coordinate and sponsor the summer and winter House Check Program.		
? Attend Greek Neighborhood Relations Committee (GNRC) meetings.		
? Facilitate appropriate meetings when requested by city officials, neighbors, or chapters.		

Recognition of Excellence

Requirement	Complied	Comment
? Send a letter of commendation for special achievement to the award recipient's chapter, adviser, and national/international office.		
? Maintain a monthly electronic newsletter, <i>The Greek Gazette</i> , highlighting current news within the Rensselaer Greek community and recognizing a Chapter of the Month.		