

**CENTRAL STATE UNIVERSITY
GREEK MEMBERSHIP HANDBOOK**



2019-2020

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Central State University's Vision and Mission

Vision

Central State University aspires to be a premier institution of excellence in teaching and learning that embraces diversity and produces graduates with the knowledge, skills, and dispositions to make valuable contributions in a global society.

Mission

Central State University, an 1890 Land-Grant Institution, prepares students with diverse backgrounds and experiences for leadership, research and service. The University fosters academic excellence within a nurturing environment and provides a strong liberal arts foundation leading to professional careers and advanced studies.

Office of Student Engagement and Conduct

The Office of Student Engagement and Conduct (SEC) offers undergraduate students an experience that complements the mission of the University. In partnership with faculty, staff, alumni, and national organizations, the Office of Student Engagement and Conduct challenges and educates students in the areas of integrity, commitment, accountability, leadership, scholarship, and civic responsibility. Central State University recognizes that Greek-letter organizations are an integral part of the campus community and can have a positive impact for members and the campus community.

The *Greek Life Handbook* governs the actions of Greek-letter organizations at Central State University. Additionally, the Office of Student Engagement and Conduct may create rules, procedures and standards to implement these and any other rules, procedures and standards. The Director of Student Engagement and Conduct (or a designee) has the right at any time to exercise their authority regarding any Greek-letter organization. The Director of Student Engagement and Conduct is responsible for the interpretation of the *Greek Life Handbook*. Should any person wish clarification of any policy, please contact the Director of Student Engagement and Conduct.

Central State University Student Code of Conduct

The primary mission of the Office of Student Engagement and Conduct is to support the larger mission of both the University and the Division of Student Affairs and Enrollment Management (SAEM). The Office of Student Engagement and Conduct seeks to promote student learning, growth and development by increasing student awareness of the University's expectations of behavior and collaboratively working with other departments to create a safe, secure, and civil environment conducive to learning. Additionally, the area exists to administer a fair student disciplinary process that adheres to prescribed standards.

The Student Code of Conduct applies to Central State University undergraduate, graduate and professional students and all student organizations. A student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Students will also be held accountable for their conduct which occurs before classes begin or after classes end regardless of whether if it was discovered before or after the student graduates. All policies, processes and procedures outlined in the Student Code of Conduct shall continue to apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Please visit the “Student Life” section of the Central State University website at: <http://studentlife.centralstate.edu/index10.php> for more details regarding the Student Code of Conduct.

Greek Life

The first Greek-letter organization, Phi Beta Kappa, was founded at the College of William and Mary in 1776. The fraternity was founded as a society with the purpose of openly discussing the ideas and views of the time without the supervision of the faculty. According to Baird’s Manual, the preeminent historical account and “encyclopedia” of Greek Life, “Inevitably, what had begun as shared yearning for a livelier life of the mind grew into a broader fellowship. Intellectual pastimes persisted at the center of the Greek life until nearly the end of the nineteenth century: orations, debates, the reading of original poems, as well as scientific and scholarly papers” (Baird’s Manual, pp. 1-11).

Greek-letter organizations members ideally promote model student citizens of the campus. Institutions long have supported the Greek-letter organization movement given the direct relationship between the mission of higher education and the purposes and espoused values of the college fraternity. The shared or common mission of higher education situations and Greek organizations is to prepare students for responsible citizenship. Inter/national Greek-letter organizations have recognized that to be effective and valued members of the campus community, they must work in partnership with the institution. Both entities prosper when the values and the principles for which Greek-letter organization were established are realized.

Terms of Recognition

Recognition is the formal process by which Central State University grants a fraternity, sorority or social organization the right to function on the campus, induct undergraduate members through established intake procedures, use campus facilities and services, and identify its chapter with the University. Organizations designated under this policy must meet the following criteria:

1. They are entitled to same sex membership under provisions set by section 86.14 of the regulations set by Title IX of the U.S. Education Act Amendment of 1972. They will work in conjunction with the Student Government Association and will retain membership in the Student Senate (provided they complete all requirements to be active organizations).
2. Chapters are legal corporations outside of the boundaries of Central State University. In all cases, undergraduate chapters, graduate chapters, and regional and international chapters are incorporated separately from Central State University.

For fraternity, sorority or social fellowship to be recognized by Central State University, the organization must:

1. Demonstrate strong commitment to the mission and purpose of Central State University and the surrounding community through involvement in school and communal programming.
2. Maintain the number of members as stipulated by the organization’s national office. If permission is given by the organization’s national or regional office to function without the established number, the University may also permit the chapter to function after receiving written permission from the appropriate regional, state and graduate advisors. All members should be in good academic, financial and social standing.

3. Submit a list of officers and members at the beginning of each semester; each active member must be registered as a full-time student of the University.
4. Secure a clearly identified graduate chapter and campus advisor and maintain all contact information on file in the Office of Student Engagement and Conduct.

Stages of Recognition

Active Recognition is accorded to chapters which are in full compliance with all the policies governing Greek and Social organizations on the campus of Central State University. Fully recognized chapters are entitled to all the rights, privileges, obligations and resources available to student organizations of Central State University.

Probationary Recognition is accorded to organizations that have failed to retain the minimum number of members to maintain chapter activity. This is also conferred to a chapter that has failed to maintain the campus minimum grade point average (GPA) as a whole.

Inactive Recognition is accorded to organizations that have failed to meet specific requirements for full recognition, which include, but are not limited to, academic performance, involvement in community service projects, campus leadership, violation of the University substance abuse or alcohol policy, hazing policy, and inappropriate conduct. These and other violations are outlined in the Central State University Student Handbook, The Dean of Students Office, in consultation with the Office of Student Engagement and Conduct, sets the terms and conditions of probation and requirements for re-instatement, if permitted. At the end of the inactive period, an organization must demonstrate that the conditions were fulfilled and that steps have been taken to ensure that the violation is not repeated. If additional violations occur during the inactive period, the chapter may be subject to suspension or various other sanctions.

Cease and Desist is the removal of all rights and privileges pending an investigation of alleged violations of the Greek Life Handbook and/or Student Code of Conduct. During the cease and desist, all scheduled and future activities will be placed on hold. Any chapter placed on cease and desist will receive written documentation at the completion of the University's investigation and informed at that time of the status of the chapter. Any chapter failing to adhere to the guidelines of a cease and desist may be subject to more severe and/or additional sanctions up to and including permanent chapter suspension from the University.

Suspension is the removal of all rights and privileges, obligations, and University resources available to student organizations at Central State University. Suspended chapters may not participate in National Pan-Hellenic Council (NPHC) or its programs/activities, host any programs/activities, and/or wear any paraphilia on campus.

The period of suspension may vary according to the policies and guidelines outlined in this document. Central State University reserves the right to restrict and/or suspend the activities of any individual member and/or chapter for the following reasons:

- Hazing of prospective members, new members or any other members of the chapter;
- Violation of the regulations in this statement of policy;
- Violation of other University regulations stated in the Student Code of Conduct;
- Failure to adhere to the intake procedures stipulated by the University and/or National Organization;
- Failure to participate in required community/campus service events as stipulated by the Office Student Engagement and Conduct.

All levels of recognition, aside from Full Recognition, may also be assessed by request of the National Organization (i.e. regional or national requests).

In order to promote a positive fraternal environment, improve community relations, and enhance the welfare of Central State University students both on and off campus; standards and guidelines have been developed with which all fraternal organizations, their alumni/alumnae, guests, and Central State University campus community members are expected to comply. The Office of Student Engagement and Conduct establishes the University policy under which fraternities, sororities, and social organizations operate. The standards of conduct are integral to the maintenance of University recognition and associated privileges. It is expected that all campus chapters will encourage their members, visiting affiliates, and chapter graduates to conduct themselves in a manner consistent with Central State University standards and guidelines. Any organization that fails to comply with these statements will be suspended. The Office of Student Engagement and Conduct, working closely with chapter advisors and chapter presidents, will ensure accepted standards of conduct are maintained.

National Pan-Hellenic Council

The National Pan-Hellenic Council (NPHC) is a collaborative organization of nine historically Black, inter/national Greek-letter organizations. The nine NPHC organizations are sometimes collectively referred to as the “Divine Nine”.

Greek Life Councils

For Black Greek Letter Organizations, each organization is a member of the National Chapter of the National Pan-Hellenic Council (NPHC). As members of the Central State University Greek Life community, the historical “Divine Nine” are required to host a collegiate chapter of the NPHC. The following organizations are members of the Central State University NPHC Collegiate Chapter:

Central State University is home of all nine organizations of the NPHC.

Alpha Phi Alpha Fraternity, Incorporated

Founded: December 4, 1906 at Cornell University

Chapter: Delta Xi

Chartered: January 8, 1951

Alpha Kappa Alpha Sorority, Incorporated

Founded: January 15, 1908 at Howard University

Chapter: Beta Xi

Chartered: February 16, 1952

Kappa Alpha Psi Fraternity, Incorporated

Founded: January 5, 1911 at Indiana University

Chapter: Delta Zeta

Chartered: February 5, 1952

Omega Psi Phi Fraternity, Incorporated

Founded: November 17, 1911 at Howard University

Chapter: Eta Gamma

Chartered: October 24, 1951

Delta Sigma Theta Sorority, Incorporated

Founded: January 13, 1913 at Howard University

Chapter: Delta Kappa
Chartered: February 9, 1951

Phi Beta Sigma Fraternity, Incorporated
Founded: January 9, 1914 at Howard University
Chapter: Nu
Chartered: March 16, 1947

Zeta Phi Beta Sorority, Incorporated
Founded: January 16, 1920 at Howard University
Chapter: Chi Beta
Chartered: February 2, 1952

Sigma Gamma Rho Sorority, Incorporated
Founded: November 12, 1922 at Butler University
Chapter: Delta Omega
Chartered: January 30, 1971

Iota Phi Theta Fraternity, Incorporated
Founded: September 19, 1963 at Morgan State University
Chapter: Alpha Mu
Chartered: February 28, 1981

These councils work collaboratively with the Office of Student Engagement and Conduct to assist in the administration of guidelines for Greek-letter organizations concerning academic standards, risk management, meetings and events, hazing prevention, service and philanthropy, and any other activities Student Engagement and Conduct determines are appropriate.

Strolling and Party Walking at University Functions

As Greek and Social Organizations, there are certain benefits that are awarded. However, at University functions, it is imperative for all students to have an opportunity to enjoy themselves. Party walking and strolling is allowed in the following context:

- Greek and Social organizations are restricted to strolling around the perimeter of all parties
- They are to form one line only while strolling
- Is inclusive of all visiting members of similar organizations
- Organizations **cannot stroll through the crowd**

Central State University Greek Life Privacy Statement

To protect the interest, privacy and confidentiality of the chapter of Greek-letter organizations all documents submitted to the Office of Student Engagement and Conduct will be kept confidential from students, student workers, and student leaders including the respective council officers. They may be shared with university officials as needed and approved by the Office of Student Engagement and Conduct. In the event that any dates and times need to change on the Membership Intake calendar of events, the advising graduate chapter advisor, the chapter president and the intake coordinator request the changes from Student Engagement and Conduct. This request must be submitted no later than **10 business days** from the requested event time and date.

General Policies

Student Engagement and Conduct has outlined the following statements regarding Greek Life at Central State University:

1. Greek-letter organizations and their members will abide by all rules and regulations of the University as published in this policy, the *Student Code of Conduct*, and local, state, and federal laws. Please refer to the Central State University Student Engagement and Conduct Office for the *Central State University Student Code of Conduct*.
2. Greek-letter organizations will promote academic excellence for members and promote an environment conducive to learning.
3. Greek-letter organizations will implement their national program requirements on campus and in the community.
4. Greek-letter organizations will participate in campus activities and contribute to campus life.
5. Greek-letter organizations will encourage and support the involvement of its members not only in fraternity/sorority leadership positions, but in leadership positions throughout the campus community.
6. Members of Greek-letter organizations must recognize they are at Central State University primarily for an academic education. The basic relationship between the student and the University cannot be altered by co-curricular activities such as membership in a Greek-letter organization.
7. Members must recognize that Greek-letter organization membership is a privilege and, by voluntarily associating with a Greek-letter organization, agree to always conduct themselves responsibly in accordance with the policies and guidelines of Central State University and their organization.
8. Members will participate thoughtfully in the business of their organization, accept responsibility for their organization and embrace and support the policies and goals of Central State University.
9. Greek-letter organizations will establish alumni support for the purpose of providing community, information, training, discipline, and leadership.
10. Greek-letter organizations will be subject to the authority of the Dean of Students and Director of Student Engagement and Conduct and other entities as specifically outlined in this policy.
11. Student Engagement and Conduct will determine and implement any rules or guidelines not covered by this policy.

Greek Excellence Standards

All Greek-letter organizations are required to maintain good academic and social standing with the university to remain active and be eligible to participate in *New Membership Intake*. To be eligible, organizations will be judged on the point system outlined below.

Membership Criteria

Recognition as a Greek-letter organization is the formal process by which Central State University permits a fraternity, sorority, or other organization to function on campus, conduct membership intake, and be considered a part of the campus community.

Membership Requirements

1. Membership Intake Requirements for Aspirants.
 - a. Must be a full-time, currently enrolled student at Central State University

- b. Earned a minimum of 31 credit hours and completed at least 12 credit hours at Central State University
 - c. Must have a cumulative GPA 2.50 as confirmed by the University Registrar.
 - d. If the National Organization's GPA requirement is higher, then the higher GPA is required.
 - e. Fifteen (15) hours of verifiable community service through Central State University
 - f. Does not have any outstanding *Student Code of Conduct* violations.
 - g. Must complete the Divine Intervention Anti-Hazing Workshop (Greek Life Educational Program) prior to the chapter's paperwork submittal for membership intake.
2. General Membership Requirements after Induction
 - a. Maintain a 2.50 cumulative grade point average as verified by the University Registrar (or higher if required by the National Organization's requirements).
 - b. Must be a full-time, currently enrolled student at Central State University
 - i. The only exception will be graduating seniors. The enrollment status of the student will be verified through the Office of the Registrar prior to their approval to participate in New Membership Intake.
 - c. Be in good standing with Central State University

Organization Responsibilities

Organizations have the following responsibilities during the membership intake process:

1. Organizations must petition Student Engagement and Conduct to be considered for membership intake. Full procedures for the approved membership intake process are listed on the following page.
2. Organizations must ensure that membership intake activities will not interfere with the academic progression of aspiring members.
3. In the selection of new members, organizations must ensure that the process is free of any form of hazing.
4. Chapter and campus advisors must be present at **ALL** membership intake activities.
5. Organizations must complete all required paperwork, as outlined in the *Membership Intake Guidelines*.
6. Organizations are allowed to initiate no more than 50 aspiring students per membership intake period. **No exceptions will be made.**

Membership Intake Period

1. Greek-letter organizations may conduct membership intake during the fall **or** spring semester only.
 - a. Greek-letter organizations are not permitted to conduct membership intake during both semesters, they must identify one or the other.
2. Membership intake activities may only be conducted during the following days/times for approved intake period:
 - a. Monday – Thursday: 5:00pm – 10:00pm
 - b. Friday: 5:00pm – 12:00am
 - c. Saturday: 8:00am – 12:00am
 - d. Sunday: 8:00am – 10:00pm
3. No membership intake activities can take place during Thanksgiving Holiday, Winter Holiday Break, Spring Break, and/or Summer Break. The specific membership intake period will be announced by the Office of Student Engagement and Conduct prior to the start of the fall and spring semesters.

4. The membership intake period will take place over a **ten (10) week** time frame. **No exceptions will be granted.** All activities (interest meetings, interviews, applications, new member classes, and new member presentation shows) pertaining to membership intake must take place within this timeframe.
 - a. In the event that a National window does not coincide with the University window written communication must come from the state or regional officer **no later than one (1) month** prior to the university's intake window.

Steps for Participating in New Membership Intake

1. **Approval from Regional/State/District Office:** A letter of support must be provided to the Office of Student Engagement and Conduct regarding the chapter's ability to host new membership intake at Central State University. This letter must be submitted **no later than ten (10) business days** from the start of the new membership intake window designated by the University. For example, if the new membership intake window begins on January 31st, the letter of support must be submitted no later than January 17th to the Office Student Engagement and Conduct.
2. **Graduate and Campus Advisors & Chapter President must meet with the Office of Student Engagement and Conduct:** Upon receiving the approval letter, the graduate advisor, campus advisor and chapter president are to meet with the designated staff person from the Office of Student Engagement and Conduct to go over the expectations for new membership intake and all necessary paperwork. This meeting is to take place before any new membership intake activities are to begin. This meeting date will be agreed upon by all parties. SEC1 Form will be completed during this meeting. (*See appendix page 26.*)
3. **Formal Interest meeting:** Once all requested documents are received and approved through the Office of Student Engagement and Conduct, Chapters are permitted to host their formal interest meeting. **During this meeting, the designated staff member from the Office of Student Engagement and Conduct will be present for no more than thirty (30) minutes** to present to the group the expectations and guidelines set by the university regarding their participation in the new membership intake activities. All interested students must also sign-in during this meeting.
4. **Eligibility Verification:** Directly following the Formal Interest Meeting, the campus advisor must supply the Office of Student Engagement and Conduct with completed verification forms. Verification will be certified by the Office of Cash Management and the University Registrar. **Please allow a minimum of five (5) days to verify the following information.**

Interested students must have:

- a. Must be currently enrolled in a minimum of 15 credit hours and must maintain a minimum of 12 credit hours to remain at full-time status at the completion of the new membership intake process.
 - b. A cumulative grade point average of 2.5 or greater (unless higher GPA required from organization's National Office)
 - i. Grade changes must take place prior to the submission of these documents. Students with a GPA less than a 2.5 will not be permitted to participate in new membership intake for that semester.
 - c. Must have 24 credit hours in which 12 completed at Central State University.
 - ii. Must be in good financial standing with the university.
5. **Divine Intervention (Anti-Hazing Workshop):** All verified and identified interests must participate in an Anti-Hazing and Bullying Workshop. Any interested member who does not participate, will not be granted permission to participate in the new Membership Intake window.

6. The date for this workshop/training will be designated by the Office of Student Engagement and Conduct and will be shared with the chapters in a timely manner. **An Anti-Hazing Compliance Form (See appendix 39) must be signed and submitted by all parties – the interested student, the chapter, and the chapter advisors.**
7. **New Member Presentation:** All Greek-letter organizations must note the following regarding all new member presentations
 - a. New member presentations must take place inside of a university building on the campus Central State University.
 - i. If new member presentation shows are to take place off-campus, proper communication must be provided by the advising Graduate Chapter to the Office of Student Engagement and Conduct no later than ten (10) business days from the identified new member presentation date.
 - b. Shows must start within **30 minutes of the start time indicated on the space requisition form**. Shows may not be more than **two (2) hours long**. *Failure to comply will result in the cancellation of the presentation and it will not be rescheduled.*
 - c. New member presentation shows must take place within the New Membership Intake Window.
 - d. New member presentations must **NOT** be scheduled on the same date and time as another campus event. **Organizations are encouraged to check the Central State University Campus Calendar to verify available dates, locations and times.**
 - e. The following are **NOT** permitted during a new member presentation show – explicit or revealing clothing, vulgarity/profanity and/or attacks of other organizations, no drug or alcohol usage, and/or sexual exploits (actual or implied).
 - f. No physical abuse will be tolerated. This includes but is not limited to – slapping, kicking, spitting or punching. Canes, paddles, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon or to harm another individual.
 - g. Face coverings are not permitted.
 - h. Only current active members of the hosting undergraduate chapter may participate in the presentation show. However, only the New Member Intake Coordinator, Chapter Advisor, and Campus Advisor, may be present on the stage/platform/floor. All alumni and/or visiting chapter members must remain in the area designated for the audience. A special reserved section may be identified for these members.
 - i. A representative from the Office of Student Engagement and Conduct **MUST** be present for ALL New Member Presentation Shows.
8. **Completing the New Membership Intake Activities:** At the conclusion of all new membership intake activities, an official roster of all members, active and inactive, enrolled at Central State University, must be submitted. This roster must be submitted to the Office of Student Engagement and Conduct within **forty-eight (48) hours of the New Member Presentation Show**.
 - a. **If there are ANY changes that takes place during the new membership intake window, written communication from the advising graduate chapter must be submitted to the Office of Student Engagement and Conduct within twenty-four (24) hours of the change.**

Changes could consist of, but are not limited to:

 - i. The identities of the interested students
 - ii. Venue changes for new membership classes, meetings, and/or programs

iii. Requests from the Inter/National Organization and/or respective designees

9. IMPORTANT NOTES:

- a. Any indication that new membership intake activities are taking place outside of the designated window of the University will result in a Cease and Desist notification and a formal investigation will be conducted by the university. The advising graduate chapter and regional/district/state office of the organization will be notified of said decision and the findings of the investigation.
- b. All organizations are required to adhere to the *Central State University Student Handbook*, *the State of Ohio Laws*, *the Inter/National Guidelines of the organization*, and *the Central State University Greek Handbook* during their active status on the campus of Central State University.

Prohibited Activities

Alcohol

Greek-letter organizations will comply with the following rules, in addition to those stated in the *Student Handbook*.

1. The possession, sale, use, distribution, or consumption of alcoholic beverages during on- campus events, sponsored or endorsed by a Greek-letter organization, or at any on campus event an observer would associate with a Central State University Greek-letter organization is prohibited.
2. The purchase of alcoholic beverages through or with organization funds is prohibited. Additionally, the purchase of same for members or guests by any member in the name of or on behalf of an organization is prohibited.
3. No members, collectively or individually, shall purchase for, serve to, and/or sell alcoholic beverages to any persons under the age of 21.

Hazing

The potential for hazing typically arises as part of a student's initiation into a Greek-letter organization in which there is often a perceived or real power differential between members of the organization and those newly joining it. No Greek-letter organization, student or alumnus shall conduct nor condone hazing activities. Hazing is defined as any action taken or situation created, unintentionally/intentionally whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities are not consistent with academic achievement, this policy, the *Student Handbook*, or applicable local, state and federal laws.

Such activities and situations include, but are not limited to:

- Forced or extreme physical activity
- Forced or involuntary spending
- Standing for a length of time
- Personal servitude
- Sleep deprivation or interruption of consecutive sleep hours
- Acts of humiliation or degradation
- Interruption or interference of academic and/or University commitments
- Paddling in any form

- Any form of physical violence or assault
- Forced or coerced violation of federal state or local laws
- Any violation of federal, state or local hazing laws

Per the Ohio Revised Code, hazing is prohibited and punishable by law. Please see below for more information. It should be noted that if the law regarding hazing is updated while this Handbook is active, the updated provisions will be binding and enforceable.

State of Ohio Law against Hazing

Ohio is one of 44 states that has an anti-hazing law. Individuals may be held criminally or civilly liable.

The Ohio Revised Code provides:

2903.31 Hazing.

(A) As used in this section, “hazing” means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

(B)(1) No person shall recklessly participate in the hazing of another.

(2) No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

(C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

2307.44 Hazing Civil Liability.

Any person who is subjected to hazing as defined in division (A) of section 2903.31 of the Ohio Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from hazing. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or

tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other institution, an action may also be brought against any administrator, employee, or faculty member of the school, university college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743 of the Ohio Revised Code the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other education institution, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time that cause of action arose.

Hazing Incident Investigation Procedures

A student or student organization may be found in violation of hazing if the organization condones or encourages hazing or if an officer or combination of members, aspirants, or alumni of the organization participates in the commission of hazing. Possible sanctions against the organization include probation, suspension or expulsion. Disciplinary sanctions will be administered according to Central State University

Policy on Reporting of Hazing Incidents

Once a Hazing Incident Form (*See appendix page 43*) has been filed, the organization in question will be placed on a **Cease and Desist** to allow appropriate time for a proper investigation of all allegations by the Office of Student Engagement and Conduct and the Dean of Students. **Cease and Desist** means all Membership Intake Activities must stop from the moment of official notification, by phone, email or letter. If an organization is found continuing Membership Intake after being issued a **Cease and Desist**, that organization will be declared inactive and will not be allowed to complete Membership Intake activities.

An initial investigation will occur immediately upon reporting. If evidence of hazing, or other violations are present, a full conduct investigation will ensue. The investigation may require meetings, interviews of any and all members, prospective members, advisors, and any other persons potentially involved, and may require law enforcement involvement.

In the event an investigation concludes that an individual, group of individuals, or chapter is “responsible” according to the Central State University Anti-Hazing Policy and the Student Code of Conduct, sanctions will be imposed according to the Student Handbook and Code of Conduct.

Sanctions may include but are not limited to the following:

- Inactive status on campus (as an individual or organization)
- Monetary sanctions
- Community service
- Suspension
- Expulsion
- All parties involved may be prosecuted to the full extent of the law concerning hazing as outlined in the Ohio Revised Code or other relevant statute(s).

In the event that the initial investigation does not find any evidence of hazing, the Membership Intake process may continue, with the understanding that the process will be on a Probationary Status, and any further allegations may abort the Membership Intake process as a whole for that organization.

Pre-initiation (may or may not constitute hazing):

1. Secret probation is defined as placing any student on probation or requiring students to perform duties, activities, and/or personal services either officially or by individual members of an organization.
2. Pre-initiation Activities are activities or interactions that occur between aspirants and members of organizations, and it is strictly prohibited at Central State University. Pre-initiation is defined as the involvement of members of an organization with individuals interested in joining the organization as illegitimate members or illegal or unauthorized activities prior to approved initiation activities. Pre-initiation also includes aspirants

organizing themselves in any way prior to the approved initiation scheduled of activities.

Aspirants are prohibited from:

1. Performing tasks or favors for members;
2. Being tested on any organizational material unless sanctioned by and under the direction of the National Organization;
3. Suffering any physical or verbal abuse, psychological humiliation or intimidation, or financial exploitation, or otherwise engaging in any organized activity connected with consideration for membership in the organization.

Sexual Abuse and Harassment

Central State University will not tolerate or condone any form of sexually abusive behavior on the part of members of Greek-letter organizations, whether physical, mental, or emotional. This is to include any actions, activities or events, whether on or off campus which are demeaning to individuals, including but not limited to verbal harassment or sexual assault by individuals or members acting together. All members of Greek-letter organizations are subject to the provisions concerning sexual harassment/misconduct contained in the *Student Handbook*.

Organization Management

Financial Responsibility

Poor financial management for any student organization is likely to have negative effects on the ability of the organization to have a positive influence on the campus community. Organizations must note the following:

1. Each organization will maintain good financial standing with its national office. Paperwork to certify such must be submitted annually to Student Engagement and Conduct.
2. Organizations may engage sponsors only with prior and proper written approval of Student Engagement and Conduct.

Meetings and Social Events

Central State University sets forth requirements for hosting meetings and social events on or off campus in an effort to foster a safe environment for organization members and guests. Such regulations are designed to complement national organization risk management programs.

1. Organizations that intend to host an event/activity must complete and submit a **Conference and Event Services Application (requisition form)** as well as an event description form and/or a fundraiser form **no later than 21 days** before any planned event.
2. 'Requisition Forms' must be completed thoroughly, signed by both the point of contact for the organization, the organizations advisor, and emailed to Student Engagement and Conduct at studentlife@centralstate.edu.
 - a. Any incomplete documents submitted to Student Engagement and Conduct can result in the disapproval or delay of approval for the requested event and venue.
 - b. Organizations must also submit an event diagram no later than 30 days from the event date with the requisition if setup by the university Facilities department is being requested.

Academic Performance Standards

1. The accumulative GPA for each member of the organization (Chapter GPA) must be a 2.5 or higher each semester for chapters to remain in good academic standing with the University.
2. Organizations failing to meet the 2.50 GPA requirement at the end of each semester (excluding summer) will be required to develop an academic improvement plan.
3. Organizations failing to meet or exceed the 2.50 academic standard for two consecutive semesters (not including summer terms) are subject to sanctions from the Office of Student Engagement and Conduct.

Educational Programming

To enhance the individual and personal development of the campus community, all Greek-letter organizations must engage in at least two (2) programs/workshops per academic year (not during summer terms). Organizations will select which programs best meet their needs by integrating their mission throughout the programming structure. Organizations may co-sponsor educational programs with other recognized student organizations, jointly host, and/or adjoin to an academic program. All programs must be open to entire campus community. Programs must have 75 percent of the organization’s membership present to qualify. Topics to be considered include:

Academic Integrity	Ethical Decision Making	Sexual Assault
Academic Success	Hazing	Study Skills
Alcohol Awareness	Healthy Relationships	Career Development
Communication	Leadership Development	Stress Management
Personal Responsibility	Personal Achievement	Time Management
Financial Literacy	Social Justice/Advocacy	

To prevent duplication of programs, all educational programming must be approved through the Office of Student Engagement and Conduct. Programs centered on student health must be co-sponsored with or have the approval of the Student Health Center and/or Student Counseling Services, for liability purposes.

Community Service

Organizations should be committed to developing citizenship through service. Central State University offers many opportunities for students to serve the local community. It is imperative that organizations strengthen the campus Greek community by supporting each other’s service events. All organizations are required to demonstrate their commitment to service as follows:

1. All Greek-letter organizations will engage in one (1) community service projects per semester. Service projects must be communicated to the Office of Student Engagement and Conduct by the completion of the Community Service Form. The community service form must be submitted to Student Engagement and Conduct at least three (3) days prior a service project.
2. Each organization will submit a report to Student Engagement and Conduct by the last day of each semester as listed on the academic calendar (not including summer term) detailing their compliance with the community service requirement.

National PanHellenic Council (NPHC)

All registered Greek-lettered organizations must identify a representative to serve on NPHC each academic year. This representative will be required to attend all scheduled meetings. In cases of conflicts due to work or class, another chapter designee should be identified.

Homecoming Greek Step Show

The Homecoming Greek Step Show is open to all active registered Greek-letter organizations of Central State University. During this event, organizations of Central State University are given an opportunity to raise partial funding for their chapter. It is required for all active chapters to participate in the step show and/or identify another chapter to step on their behalf.

National Hazing Prevention Week

NPHC will plan and execute National Hazing Prevention Week, which enhances the campus community's awareness regarding hazing and prevention. Organizations are encouraged to collaborate together to host events throughout the week, as well as attend and support events hosted by others.

Campus Activities

Organizations should be committed to forming connections with other non-Greek-letter organizations and persons not part of the campus Greek community. Each organization will participate in/host at least two (2) all-campus activities each academic year (not including summer terms). Organizations may co-sponsor events.

Booking a DJ for Campus Events

When hosting a DJ on campus, it is University policy for a DJ to complete a DJ Profanity Clause prior to the event. Failure to complete and submit a DJ Profanity Clause could result in sanctions being imposed and cancellation or suspension of the event.

Risk Management

Greek-letter organizations must work with their Inter/national office to develop individual organization risk management policies. These policies will be submitted to the Office of Student Engagement and Conduct annually by **September 15th**, along with other relevant insurance certificates.

Sanctions

If an Organization that fails to meet any or all provisions in this policy or those outlined in the *Student Handbook*, or fails to comply with any conditions of probation or suspension, the Office of Student Engagement and Conduct will convene a hearing. During the hearing, the organization will be provided an opportunity to share their statement(s) regarding the incident. If the organization is found responsible for said violation(s), one or more the following sanctions or an additional sanction may be imposed.

Disciplinary Sanctions

1. Verbal Warning: A warning that an organization's actions are unacceptable and that further infractions will result in more serious sanctions.
2. Retribution: An organization shall be required to make reparations for damages or expenses associated with the actions or entities involved.
3. Fines: An organization shall be required to make a monetary payment by a specified date. The amount will be determined based on the nature of the incident.

4. Probation: Intended to provoke learning and positive change within an organization. Length of the probation will be determined by Student Engagement and Conduct.
5. Activities Suspension: An organization may be prohibited from participating in campus activities such as service activities, community-wide events, education programs, Homecoming, Welcome Week, Spring Fest and membership intake activities. The length of the suspension will be determined by the Office of Student Engagement and Conduct.
6. Social Suspension: An organization may be restricted and/or prohibited from sponsoring and/or participating in any social event. The length of the suspension will be determined by Student Engagement and Conduct.
7. Administrative Suspension: An organization may be temporarily restricted from any or all activities normally permitted to a student organization. The length of the suspension will be determined by Student Engagement and Conduct.
8. Administrative Expulsion: An organization will lose all rights as a Greek-letter organization recognized by Central State University. This sanction will be for an indefinite period of time.

Educational Sanctions

1. Educational Workshop: An organization will be required to participate in a program of an education nature. The exact form of the program will be determined by Student Engagement and Conduct.
 - a. Ex: Sexual Assault Awareness, Cancer Awareness, Social Justice Education
2. Philanthropic Service: An organization shall be required to participate in a service project.
 - a. Ex: Fundraising for the Emerging Scholars Program, volunteer with the American Red Cross, volunteer to support the Annual Hunger Banquet

Additional Information

Any Central State University faculty, staff, and/or student may initiate a complaint against a Greek-letter organization for an action that may lead to a sanction pursuant to this policy or the *Student Handbook*. The complaint must be filed with the Office of Student Engagement and Conduct. Upon the implementation of any sanction by the Office of Student Engagement and Conduct, the sanctioned organization may appeal its sanction upon notice to the Dean of Students and/or Vice President for Student Affairs and Enrollment Management within 48 hours of receipt.

When an organization's activities may be a threat to the health, safety, or welfare of the Central State University campus community; all or some of the organizations activities may be immediately and/or temporarily suspended by placing the organization on a Cease and Desist. This temporary suspension may include, but is not limited to, all campus activities, University sponsored events, and/or other activities of the organization. The Dean of Students and/or the Vice President of Student Affairs and Enrollment Management has the authority to order such suspension. A hearing will be conducted to determine further actions. In addition, the Office of Student Engagement and Conduct will enforce any sanctions given to the Greek-letter organization by their national office.

New/Returning Fraternity and Sorority Expansion/Re-Organization/Re-Chartering/ Re-Activation Policy

In overseeing the process of orderly expansion, there must be substantial evidence of the ability of the proposed organization to positively contribute to the Central State University Greek community and to conduct itself in a manner consistent with University, NPHC Council, and Greek Life policies and procedures.

To ensure that Greek-letter organizations desiring to be registered at Central State University possess those qualifications deemed necessary for their success and for the continued health of the Central State University Greek community, the following standards and procedures shall apply:

Registration Criteria

Greek-letter organizations wishing to become registered student organizations at Central State University and a member of NPHC, must meet the following criteria:

1. The organization must have policies that are congruent with the Greek Life policies of Central State University. Policy information can be found on the Greek Life web page ([Insert web link](#))
2. The organization must follow all Office of Student Engagement and Conduct's student organization policies and procedures to become a registered student organization.
3. The organization must show proof of General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single Limit.

Application Deadlines

1. May 1 – application deadline for organizations wishing to start in the fall semester.
2. October 1 – application deadline for organizations wishing to start in the spring semester. Applications shall to include all qualifications specifics and should be addressed to the Office Student Engagement and Conduct.

Application Procedure

1. Organizations wishing to open/re-charter/re-activate chapters at Central State University must complete the application specifics found in this Handbook.
2. Upon receipt of a registration application, the Office of Student Engagement and Conduct and the Dean of Students will conduct an initial review. The organization may be asked to provide additional documentation and/or more thorough documentation to support the request for university registration.
3. Once the entire application has been reviewed, the Office of Student Engagement and Conduct and the Dean of Students will make a final determination and notify the organization of their status.
4. Official start dates will coincide with the beginning of either the fall or spring semester.
5. Upon acceptance, the organization will follow processes for the respective NPHC Council.

Policies

1. Greek-letter organizations registered by Central State University are expected to comply with all University policies and procedures, particularly those specific to Greek organizations.
2. Only undergraduate students enrolled at Central State University may affiliate with registered and recognized Greek-letter organizations at Central State University.
3. Newly formed Greek-letter organization must have at least five (5) full-time, active, undergraduate members to become a registered student organization. Following the first year, all registered Greek-letter organizations must have at least five (5) full-time, active, undergraduate members on the roster at all times.

Applications/Qualification Specifics

Each area shall be documented within the application.

1. Declaration of Intent: Submit a written letter from the Inter/National Office expressing a desire to form an undergraduate chapter at Central State University.
2. Constitution and By-laws of the organization.
3. The organization must show proof of General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single Limit.
4. Organization Contact Information. Provide the following:
 - a. Inter/National Organization mailing address
 - b. Headquarters phone number
 - c. Headquarters fax number
5. Indicate the category of registration desired/and or appropriate:
 - a. National Pan-Hellenic Council
6. If the organization is reactivating, please refer to the Reactivation Policy
7. Chapter Advisor: Provide the name, email and phone of the alumni/ae who will serve as the primary chapter advisor.
8. Describe the Advisory Board set-up and expectations of the volunteer advisors (chapter meeting attendance, convention attendance, advisor training attendance, etc.)
9. Outline the requirements that must be met before the chapter can be registered/re-activated
10. Provide copies of the following organization policies, procedures and programs:
 - a. Academic Policy (GPA, programming and study requirements)
 - b. Financial Policies (Dues, New Member Fees, Initiation Fees, Chapter budget)
 - c. Hazing Policy
 - d. Judicial Policies and Procedures
 - e. Leadership Development Program(s)
 - f. Membership Contract
 - g. New Member Education Program
 - h. Intake Process
 - i. Officer Training Program
 - j. Recruitment Program
 - k. Risk Management Policy and Procedures
11. Interest Groups Roster. Roster should include the following information:
 - a. Student ID #
 - b. Student Name

Greek-letter Organization Advisors

At Central State University, all social and service organizations are required to have an individual who counsels, guides and advises them. These advisors serve to aid the organizations in sponsoring wholesome and engaging activities for the campus community. Campus advisors must be fully aware of the University's expectations and policies.

Expectations/Role of Chapter and Campus Advisors

1. Be a full-time employee of Central State University (faculty and/or staff). The primary advisor may be an advisor assigned by the alumni/ae chapter.

2. If a member of a Greek-letter organization, must be financially active and in good standing with their Inter/national organization.
3. Be knowledgeable of the organization's constitution, bylaws, policies and procedures.
4. Be aware of the expectations of the Inter/national body (if applicable) and the University.
5. Be available to serve on the Greek Affairs Committee
6. Be a liaison between the University and the organization.
7. Possess an awareness of all current Central State University policies governing students and organizations.
8. Attend all activities, projects and programs of the organization or appoint a faculty/staff or alumni/ae chapter designee if necessary.
9. Attend mandatory meetings, workshops, or sessions required by the University.
10. Approve requisition form, fundraising forms, and community service forms.
11. Sign all organizational paperwork as required by the University from the organization.

Central State University Greek Affairs Committee

The Central State University Greek Affairs Committee consists of the Dean of Students, the Director of Student Engagement and Conduct, selected campus community members/departments, and the campus advisors of all Greek-letter organizations on campus.

The Greek Affairs Committee serves in an advisory capacity to the Greek-letter organizations on campus and provides insight and assistance in the development of policy as it relates to matters of Greek Life on campus.

The goals of the Greek Affairs Committee include:

1. Insuring organizations uphold the academic standards necessary to gain and maintain membership in Greek-letter organization
2. Participate in Greek Life activities sponsored by the Greek-letter organizations on campus.
3. Serve as role models for campus Greek-letter organizations
4. Ensure Greek-letter organizations abide by the policies of Central State University
5. Encourage organizations to promote and participate in leadership development activities
6. Encourage organizations to participate in campus sponsored activities and events
7. Insure Greek-letter organization maintain good financial practices
8. Encourage organizations to implement programs that make positive social, cultural, and intellectual contributions to the campus community.

The Greek Affairs Committee will meet at least once during the academic year and will meet two (2) times per year with students during NPHC meetings.

Cease and Desist /Suspension–Central State University Declared

If an organization is placed on Cease and Desist order by Central State University, the order will be communicated to the organization by phone, email and/or letter. Cease and Desist means **ALL** activities must stop from the moment of official notification, by phone, email, or letter. If an organization is found to be continuing any previously scheduled activities after being issued a Cease and Desist order, that organization will be declared immediately inactive and will not be allowed to complete any activities.

Organizations are allowed to wear paraphernalia, conduct previously scheduled chapter/business meetings, and community service OFF CAMPUS.

Organizations are NOT allowed to:

1. Stroll or step at ANY EVENT
2. “Call Off” at ANY EVENT
3. Have any gatherings at their plot
4. Conduct any events on campus outside of a chapter/business meeting

Cease and Desist-Organizationally Declared

Central State University will uphold any Cease and Desist orders/Suspensions issued by any National or Regional office.

Reinstatement after a period of Cease and Desist or Suspension with a minimal number of current members:

1. A letter or statement from the National or Regional office should be provided to the Office of Student Engagement and Conduct providing permission for chapter activities (intake, events, etc.) to resume.
2. An outline of planned activities and who will be conducting said activities.
3. If membership intake is planned, a list of those Alumni/Graduate chapter members who will be participating with the undergraduate members in the membership intake process must be provided to the Office of Student Engagement and Conduct.
4. Alumni/Graduate Chapter members must fill out and return the Membership Intake packet.
5. The chapter will be required to plan a minimum of two (2) events within the guidelines established for each Greek organization, before the end of the current semester. Event will be specified by Student Engagement and Conduct.
6. The chapter will have one semester to complete guidelines provided for each Greek organization prior to conducting Membership Intake.

Reinstatement after a period of Inactivity with No Current members as undergraduate students:

If an organization is eligible to return to Central State University’s campus after a period of inactivity due to the graduation of all members, or otherwise no longer on campus, or after a period of suspension, that organization will adhere to the following rules:

1. A letter or statement from the national or regional office should be provided the Office of Student Engagement and Conduct providing permission for chapter activities (intake, events, etc.) to resume.
2. An outline of planned activities and who will be conducting said activities
3. If membership intake is planned, a list of those Alumni/Graduate chapter members who will be participating in the membership intake process.
4. Alumni/Graduate Chapter members must fill out and return the Membership Intake packet.
5. Once candidates for membership are initiated as full members of the organization, a meeting should be scheduled with the Office of Engagement and Conduct and the chapter to review the policies and procedures of the Office of Student Life & Development.
6. The chapter will be required to plan a minimum of two (2) events within the guidelines established for each Greek organization before the end of the current semester.
7. The chapter will be required to complete one semester of the guidelines provided for each Greek organization prior to conducting membership intake as a chapter.

Disciplinary Procedures:

For those organizations that may violate any policies stated below (and others that may be verbally expressed), the ramifications may include community service, sanctions, cancellation of events, Cease and Desist, suspension and/or expulsion depending on the severity of the infraction.

1. Destroying personal property/organizational property.
2. Fighting
3. Verbal disrespect towards authority (faculty, staff, campus police and safety, etc.)
4. Illegal party or meetings
5. Unauthorized events on campus
6. Violations of the student handbook.

Appendix Forms and Policies

SEC2 Form: Inactive Members Explanation Form

Organization _____ **Chapter** _____

Please type or print the name and student ID number of each **inactive** member in your chapter who is still enrolled at the Central State University. Indicate the reason for being inactive (Academic – below 2.70 GPA, Suspension, Disciplinary, etc.). The names must coincide with the names indicated on the *Chapter Registration Application*.

SID	Name	Reason for Inactive Status

Chapter President _____
(please print)

Signature _____ Date _____

Campus Advisor _____
(please print)

Signature _____ Date _____

Graduate Advisor _____
(please print)

Signature _____ Date _____

Student Engagement and Conduct Use ONLY

Date Received _____ Registration Approved: Y N

Director of Student Engagement and Conduct _____

SEC3 Form: Application for New Membership Intake

The _____ Chapter of _____ seeks to host New Membership Intake activities for the _____ semester of the year 20_. We understand that we must notify Student Engagement and Conduct in writing and resubmit this form should our decision change. We also understand that if we engage in any intake activities that are not a part of the Inter/National process, it will be reported to the advising graduate chapter, the state/regional office, and the Inter/National Office and could result in disciplinary actions for the chapter.

New Membership Intake Calendar of Activities:

Date	Activity	Time	Location

Any activity anticipated to take place on campus, a **Space Requisition Form must be completed at least 30 days from the requested date(s) of events. No requests will be honored if submitted less than 30 days. NO EXCEPTIONS.** Once the Intake Calendar has been submitted to and approved by Student Engagement and Conduct, any requested changes must be submitted in writing from the Graduate Advisor no less than two (2) business day prior to the previously scheduled event date.

By signing below, you understand and agree to the expectations for participating in New Membership Intake at Central State University. You also acknowledge that if any evidence is found of hazing, a full investigation will be conducted and disciplinary sanctions being imposed on the organization.

	Name	Phone	Email
Chapter President			
Intake Coordinator			
Campus Advisor			
Graduate Advisor			

Chapter President Signature _____ Date _____

Intake Signature _____ Date _____

Campus Signature _____ Date _____

Graduate Signature _____ Date _____

Student Engagement and Conduct Use ONLY

Date Received _____ Registration Approved: Y N

Director of Student Engagement and Conduct _____

SEC4 Form: Prospective Member Application

Each student who has expressed interest in and has been invited by a Greek-letter organization must complete this form. All sections must be completed thoroughly. Any incomplete application will not be approved for participation in New Membership Intake. Please make copies as necessary.

Name: _____ SID: _____

Phone: _____ Email: _____

Total Credit Hours: _____ Cumulative GPA: _____

Address:

Campus: _____
Residence Hall Room

Home: _____
Street Address City/State Zip Code

Emergency Contact:

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

OFFICE OF STUDENT ENGAGEMENT AND CONDUCT ONLY

Date received by: _____

GPA per Banner: _____ Credit Hours per Banner: _____

SEC Staff Signature: _____

SEC6 Form: New Membership Intake Prospective Member Eligibility Form

Organization _____

Chapter _____

		Office of Student Engagement & Conduct Only					
SID	Name	CUM GPA	CUM CH	Current CH	Acct Bal.	Conduct Clearance	Intake A/D

Campus Advisor _____
(please print)

Signature _____

Graduate Advisor _____
(please print)

Signature _____

Director of Student Engagement and Conduct _____
(please print)

Signature _____ Date _____

University Registrar _____
(please print)

Signature _____ Date _____

Dean of Students _____
(please print)

Signature _____ Date _____

CENTRAL STATE UNIVERSITY ANTI-HAZING AGREEMENT

The sorority and fraternity community at Central State University is committed to providing a positive experience for all members free of hazing. Each year, chapters are asked to complete educational training with their members to promote healthy and beneficial new member education periods. All currently registered members of the Greek Life Community at Central State University are certified and affirmed for New Membership Intake following their commitment to the following agreement:

Anti-Hazing Agreement

We certify the following:

1. We have read and understand Central State University's policy against hazing.
2. We have read and understand the State of Ohio Law against Hazing.
3. We have read and understand our chapter's Inter/National and local anti-hazing policy.
4. We verify that all policies have been read by all of our chapter members.
5. We verify that all new members will receive a copy of these policies
6. We verify that all activities sponsored or required by our chapter, in whole or part, comply with these policies.
7. Failure to of my organization to uphold these policies, in whole or in part, will result in the referral to Student Engagement and Conduct and Judicial Affairs for the **organization and individuals** involved for disciplinary actions.

All forms are on file in Student Engagement and Conduct and are signed by the President, Chapter Advisor(s), and all current members.

State of Ohio Law against Hazing

Ohio is one of 44 states that has an anti-hazing law. Individuals may be held criminally or civilly liable. The Ohio Revised Code provides:

2903.31 Hazing.

(A) As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

(B)(1) No person shall recklessly participate in the hazing of another.

(2) No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

(C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

2307.44 Hazing Civil Liability.

Any person who is subjected to hazing as defined in division (A) of section 2903.31 of the Ohio Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from hazing. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other institution, an action may also be brought against any administrator, employee, or faculty member of the school, university college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college or other educational institution. If an administrator, employee, or

faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743 of the Ohio Revised Code the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other education institution, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time that cause of action arose.

Central State University Student Code of Conduct's Policy against Hazing Activities

Central State University prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, if an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the *Student Code of Conduct*. Any person suffering from an incident of hazing, witnessing an incident of hazing, and/or have knowledge of an incident of hazing shall report the incident to the Director of Student Engagement and Conduct, the Dean of Students, and/or the Vice President of Student Affairs and Enrollment Management.

- The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.
- The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited.
- The forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.
- The creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.
- Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.
- An illegal pledging or intake activity into an organization that is currently under suspension or otherwise not legally recognized by the University is prohibited.
- Illegal recruiting of any female in a court or auxiliary organization is prohibited.
- Paddling in any form, creation of excessive fatigue, creation of fear, physical or psychological shock, creation of pain or injury, harassment, and moral embarrassment is prohibited.
- Any inductee (pledgee) who willingly participates in any acts of hazing will also be in violation of the University's hazing policy, and subject to disciplinary proceedings.
- Holding or attending private meetings pertaining to Membership Intake activities, not sanctioned by the advisor or CSU, and in the absence of an advisor.
- **All other activities, which violate fraternal, local, state, or federal laws or the regulations and policies of Central State University are prohibited.**

Both individuals and chapters at Central State University can be held responsible, sanctioned, and even dismissed from the institution for breaking this policy.

SEC8 Form: ADVISOR ANTI-HAZING COMPLIANCE AGREEMENT

All Advisors Must Sign and Submit Notarized

As a Representative/Advisor for _____ (organization), I am aware of the hazing policies for my organization, Central State University, and the State of Ohio's laws on hazing.

As an advisor for this organization, I am aware that any and all incidents of possible hazing that are reported to me will be reported to the Office of Student Engagement and Conduct and/or other proper authorities IMMEDIATELY.

I understand that I can and will be held liable for not taking action once reported to me, as an advisor, that hazing is or may be occurring. I understand that I am obligated to report possible acts of hazing that may be brought to my attention.

PLEASE SUBMIT THIS DOCUMENT SIGNED AND NOTARIZED. SUBMIT WITH ALL FORMS AND REQUIRED DOCUMENTS.

Organization: _____

Chapter: _____

Chapter Advisor's Name: _____
(Please Print)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Campus Advisor: _____ Extension: _____

Date: ____/____/____

Advisor's Signature

Date

Campus Advisor's Signature

Date

Director of Student Engagement and Conduct

Date

SEC9 Form: CANDIDATE ANTI-HAZING COMPLIANCE AGREEMENT

The following outlines the expectations of all candidates for new membership in all Greek-Letter organizations at Central State University. This contract is to be completed and submitted to the Office Student Engagement and Conduct within 48 hours of your official notice that you have been accepted as a potential member of your respective organization.

HAZING IS PROHIBITED

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities. Hazing is a violation of Central State University policy. Individual or organizational violations will be **IMMEDIATELY** investigated and, if found responsible, issued sanctions of suspension. Additional sanctions may be appropriate depending on the severity of the violation. It may also result in disciplinary actions being taken against individual members of the organization, a group of members of the organization, or the entire chapter of an organization. Hazing incidents at Central State University will be reported to the National Headquarters of the respective Greek organization(s).

Hazing is defined as any action or activity that:

(The list below is not intended to be exhaustive, rather a summary of prohibited actions. Please review the Central State University Hazing Policy and Ohio State Law Concerning Hazing for more information.)

- A. Brings about physical, emotional, mental or psychological harm to the potential member(s) or humiliating in its intent.
- B. Is vulgar, abusive, physically exhausting or dangerous.
- C. Disrupts an individual's academic, professional, and personal endeavors.
- D. Abridges a person's moral, religious, or dietary beliefs.
- E. Compels an individual to break rules and regulations of the college, university, fraternity, sorority, or any other authoritative entity.
- F. Holding or attending private meetings pertaining to Membership Intake activities, not sanctioned by the advisor or CSU, and in the absence of an advisor.

State of Ohio Law against Hazing

Ohio is one of 44 states that has an anti-hazing law. Individuals may be held criminally or civilly liable. The Ohio Revised Code provides:

2903.31 Hazing.

- (A) As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
- (B)(1) No person shall recklessly participate in the hazing of another.
- (2) No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.
- (C) Whoever violates this section is guilty of hazing, a misdemeanor of the fourth degree.

2307.44 Hazing civil liability.

Any person who is subjected to hazing, as defined in division (A) of section 2903.31 of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering that result from the hazing. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743 of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable. **The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institution, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.**

Central State University Student Code of Conduct's Policy against Hazing Activities

Central State University prohibits hazing by campus groups, organizations, and/or individuals. Any person or organization that, in the course of an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury or mental distress to that individual or group of individuals will be in violation of the Student Code of Conduct. Any person suffering from an incident of hazing, witnessing an incident of hazing, or have knowledge of an incident of hazing shall report the incident to the Vice President of Student Affairs and Enrollment Management or the Dean of Students.

- The threat to inflict bodily harm or the action of inflicting bodily harm to an individual as part of an initiation rite is prohibited.
- The forced purchase or consumption of alcohol or drugs as part of an initiation rite is prohibited.
- The forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite is prohibited.
- The creation of excessive fatigue or prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite is prohibited.
- Forced participation in any other activity that endangers the physical or mental health of an individual is prohibited.
- An illegal pledging or intake activity into an organization that is currently under suspension or otherwise not legally recognized by the University is prohibited.
- Illegal recruiting of any female in a court or auxiliary organization is prohibited.
- Paddling in any form, creation of excessive fatigue, creation of fear, physical or psychological shock, creation of pain or injury, harassment, and moral embarrassment is prohibited.
- Any inductee (pledge) who willingly participates in any acts of hazing will also be in violation of the University's hazing policy, and subject to disciplinary proceedings.
- Holding or attending private meetings pertaining to Membership Intake activities, not sanctioned by the advisor, CSU, and/or National Organization and in the absence of an advisor is prohibited.

- **All other activities, which violate fraternal, local, state, or federal laws or the regulations and policies of Central State University.**

The undersigned potential new member understands that he/she has the following responsibilities:

- To understand and abide, in fact and in spirit by the above definition of hazing;
- To maintain his/her satisfactory academic standing with the University while participating in the membership intake process;
- To refrain from questionable activities that may jeopardize or demean the image of the individual, the fraternity/sorority, and/or the University;
- To make a constructive contribution to his/her membership intake program and chapter.

The undersigned chapter officers understand that he/she has the following responsibilities:

- To understand and abide, in fact and in spirit by the above definition of hazing;
- To conduct a membership intake program tapered to the needs of individuals, that is a positive, educationally sound, growth experience and following the guidelines/policies of Central State University.

SEC10 Form: CANDIDATE ANTI-HAZING COMPLIANCE AGREEMENT FORM

The undersigned in consideration of good academic standing as a student at Central State University, and for other good and valuable consideration, do hereby acknowledge his/her willing and voluntary compliance with Central State University's Anti-hazing Policy and similar policies of the _____ Chapter of _____, in which membership is sought.

I, _____, acknowledge that the Central State University and (organization) _____, Inc. have established policies against hazing in any and all forms, whether it be physical, or mental maltreatment of an individual. I understand hazing is also against state law and could result in punishment up to and including incarceration. Furthermore, for my safety and well-being, I agree to weekly and/or randomly scheduled visual examinations performed by the Central State University Student Health Center staff during the membership intake process, and up to six weeks after my induction into the organization. I understand that if I do not attend the visual examination appointment, I will be ineligible to continue in Membership Intake of said Greek organization at present and may jeopardize participating in any future Intake activities on the campus of Central State University.

I understand and agree that Central State University policy and fraternity/sorority documents prohibit hazing at all times and appropriate sanctions and penalties, up to and including expulsion from the University and expulsion from the fraternity/sorority apply to those who plan, administer and/or consent to acts of hazing. I further understand that I have a duty and responsibility to promptly report hazing activities to the Dean of Student Affairs, Office of Student Engagement and Conduct and that Central State University will investigate and discipline those individuals who engage in hazing. I also acknowledge that I will not hold Central State University liable if I willingly allow myself and/or others to be hazed.

I certify that I have read and agree to the conditions above. Furthermore, I understand fully, and acknowledge a copy of this form bearing my signature will remain on file in the Office of Student Engagement and Conduct.

Name of Organization: _____

Chapter: _____

Name of Potential Member: _____ ID #: _____
(Please Print)

Signature of Potential Member: _____ Date: ____/____/____

President: _____
(Please Print)

President Signature: _____ Date: ____/____/____

On-Campus Advisor: _____
(Please Print)

On-Campus Advisor Signature: _____ Date: ____/____/____

Chapter Advisor: _____
(Please Print)

Chapter Advisor Signature: _____ Date: ____/____/____

Director of Student Engagement and Conduct: _____
(Please Print)

Director of Student Engagement and Conduct Signature: _____ Date: ____/____/____

SEC11 Form: Greek Letter Organization Reactivation Policy & Agreement

The Greek-letter organization reactivation policy outlines the required procedures for reactivation of an inactive Greek-letter organization that was previously recognized by the Office of Student Engagement and Conduct at Central State University. To be considered a candidate for reactivation the organization must have been recognized by the University within the last two (2) years.

In order to regain privileges to operate on campus, Chapters must make efforts to ensure the Chapter is qualified to reactive and the University is prepared to provide the necessary advising and resources.

Prior to approval:

1. A letter of support must be submitted from the Inter/National office of the organization, the Regional Undergraduate Coordinator or Advisor and the local Alumni Chapter President. This letter must indicate that the offices are aware and in support of the re-entry/reactivation on the campus of Central State University.
2. A face-to-face meeting with the local Alumni Chapter Advisor, the on-campus Advisor and/or regional representative with the staff of Student Engagement and Conduct.
 - a. This meeting will outline the expectations, review the policies of the University, and discuss the process of inducting new members
 - b. A local Alumni chapter will be required to oversee the next **two (2)** new Member Intake Processes.
 - c. Submit bi-weekly updates from both the Chapter President and the Alumni Advisor during the process and until the process is completed. The updates should consist of:
 - i. A copy of the New Member Education plan/schedule
 - ii. A financial plan documenting expected dues, fundraisers, etc.
 - iii. A sustainability plan that outlines future success of the chapter following reactivation.
 - d. Before the intake process can begin, organizations are required to identify a Campus Advisor who will assume responsibilities following the completion of the new member inductions. The Campus Advisor does not have to be a member of the organization, unless it is a requirement of the Inter/National Office.
 - e. A copy of the Intake Coordinator Certification provided by the Inter/National organization must be provided to the Office of Student Engagement and Conduct.
3. Documentation of the general liability insurance policy, risk management policies and procedures, by-laws and any other supporting documentation are to be submitted as well.

Following Approval:

Reactivation will be on a probationary status which will last for **one full calendar year (2 semesters)** from the day of approval for re-entry/reactivation. During this period, organizations will be required to:

1. Attend the **Anti-Hazing Workshop** facilitated by the Office of Student Engagement and Conduct
2. Attend the **Aspiring Leaders Workshops** facilitated by the office of Student Engagement and Conduct
3. Complete a minimum of **three (3) community service initiatives per semester**.
4. Complete all Inter/National Programmatic Initiatives as outlined by the Inter/National Office and supply supporting documents/evidence to Student Engagement and Conduct.
5. Submit Academic Progress Plan and a report of all perspective members before and after induction.
6. An outline of the Inter/National Judicial Policies and Procedures
7. New Member Education Programs
8. The Inter/National Intake Calendar

- 9. An outline for Leadership Development and Officer Training Activities
- 10. The Inter/National Hazing Policy
- 11. Refrain from overt acts during University events such as Convocation, Graduation, and Baccalaureate

Greek-letter Organization Reactivation Agreement

By signing below, you state that you understand and agree to the expectations for rejoining the Greek community of Central State University. You also agree that any violations that take place during the probationary period will result in the withdrawal of your official recognition by the University.

Organization: _____

Alumni Chapter: _____

Undergraduate Chapter: _____

Alumni Chapter Representative: _____

Signature: _____ Date: _____

Regional Representative: _____

Signature: _____ Date: _____

On-Campus Advisor: _____

Signature: _____ Date: _____

STUDENT ENGAGEMENT AND CONDUCT ONLY

Received by: _____ Date: _____

Director of Student Engagement and Conduct: _____

Signature: _____

Dean of Students: _____

Signature: _____

Supporting Documents Submitted

- | | | |
|---|---|---|
| <input type="checkbox"/> Insurance Certificate | <input type="checkbox"/> Advisors Certification | <input type="checkbox"/> By-laws & Constitution |
| <input type="checkbox"/> Risk Management | <input type="checkbox"/> Intake Calendar | |
| <input type="checkbox"/> Anti-Hazing Agreement | <input type="checkbox"/> Academic Policy | <input type="checkbox"/> Financial Policy |
| <input type="checkbox"/> Officer Training & Leadership Development Plan | <input type="checkbox"/> Judicial Policies and Procedures | |

New Member Education Program Other _____

Reactivation Decision

Approved Denied

Reason for denial: _____

SEC12 Form: Hazing Incident Reporting Form

If anyone of the Central State University community suspects hazing behaviors, please contact the Director for Student Engagement and Conduct at 937-376-6421 or the Dean of Students Office at (937) 376-6493 or to report any questionable activities.

Background Information

Name: _____
 Phone: _____
 Email: _____
 Physical Address: _____
 Date of Incident: _____

Location of Incident: *(please be specific as possible. Did the incident occur on campus or off-campus? Please provide the address)*

Anonymous Reporting: Student Engagement and Conduct at CSU will investigate all reports, including those reported anonymously. However, please be aware that Student Engagement and Conduct's ability to investigate incidents depends on the accuracy and specificity of the information you provide. You are encouraged to provide as much detail as possible so that appropriate action can be taken to address the behavior. **You have the option to submit a report anonymously, but Student Engagement and Conduct may be limited in completing the investigation and taking disciplinary action without knowing the source of the report.**

Involved Parties

Please list the individuals (whether students or non-students) involved, including as many of the listed fields as you can provide.

Name:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Role:	<input type="checkbox"/> Victim <input type="checkbox"/> Alleged <input type="checkbox"/> Organization	Phone:
Email:		

Name:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Role:	<input type="checkbox"/> Victim <input type="checkbox"/> Alleged <input type="checkbox"/> Organization	Phone:
Email:		

Name:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Role:	<input type="checkbox"/> Victim <input type="checkbox"/> Alleged <input type="checkbox"/> Organization	Phone:
Email:		

Name:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Role:	<input type="checkbox"/> Victim <input type="checkbox"/> Alleged <input type="checkbox"/> Organization	Phone:
Email:		

Name:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Role:	<input type="checkbox"/> Victim <input type="checkbox"/> Alleged <input type="checkbox"/> Organization	Phone:
Email:		

Name:		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Role:	<input type="checkbox"/> Victim <input type="checkbox"/> Alleged <input type="checkbox"/> Organization	Phone:
Email:		

Incident Description/Narrative

Please provide a detailed description of the incident(s). Attach additional pages or documentation as needed.

Please type below:

Supporting Documentation: Photos, video, emails, and other supporting documents may be sent to the email address below.

When you have completed this document, please return to Student Engagement and Conduct in one of the following ways:

1. Email – GreekLife@CentralState.edu
2. Drop off to Student Engagement and Conduct
3. If you do not feel comfortable with dropping the form off to the Office of Student Engagement and Conduct, please provide it to the Dean of Students located in the **University Student Center, Suite 217** in a sealed envelope.

OFFICE OF STUDENT ENGAGEMENT AND CONDUCT ONLY

<p>Date received on: _____</p> <p>Received by: <input type="checkbox"/> Email <input type="checkbox"/> In person</p> <p>_____</p>	<p>Received from: _____</p> <p>SEC Staff Sign: _____</p>
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Investigation Procedure:

- Communicated receipt of report to the complainant**

- Email communication to the VP of SAEM, Dean of Students and Office of Judicial Affairs regarding incident report**
 Date: _____ By: _____
 Title: _____

- Communication sent to the accused organization to cease and desist all activities**
 Date: _____ To whom: _____
 Email: _____ Phone: _____

 Date: _____ To whom: _____
 Email: _____ Phone: _____

 Date: _____ To whom: _____
 Email: _____ Phone: _____

- Investigation interviews scheduled for:**
 Date: _____ Time: _____

- Investigation findings:** Responsible Not responsible

- Communication sent to organization and the complainant regarding findings**

Homecoming Greek Step Show

The Homecoming Greek Step Show is open to all registered, active, and recognized Greek-letter organizations of Central State University. During this event, organizations are given an opportunity to raise funding for their respective chapters.

Step Show Guidelines

1. **Application:** Applications to participate in the Homecoming Greek Step Show are due no later than **September 15th of the fall semester.**
 - a. Only one (1) team per organization may participate
 - b. In the event an organization is not active at CSU, an outside team could be contacted to be invited to participate as an exhibition team.
 - c. Applications must be submitted completed. Changes to the application must be submitted in writing to the Office of Student Engagement and Conduct no later than **two (2) weeks** from the show date.
 - d. No one will be added/removed from the participation roster unless in the event of an extreme emergency.
2. **Arrival Information:**
 - a. Each organization will be provided a time for rehearsal on the stage prior to the day of the show. Organizations are to arrive to the Step Show location during their assigned time. Failure to do so will forfeit their opportunity to rehearse for the show.
 - b. On the day of the event, all participating organizations must arrive no later than **two (2) hours** before the doors open for the show. All participating members must be present for check-in. All participating members must be active members of an undergraduate chapter.
 - i. **NON-PARTICIPATING MEMBERS WILL NOT BE GRANTED ACCESS TO THE SHOW WITHOUT THE PURCHASE OF A TICKET. NO EXCEPTIONS.**
 - ii. If special accommodations are needed for members with disabilities, please contact the Office of Student Engagement and Conduct no later than **seven (7) days** before the show date.
3. **Show Performance:**
 - a. Performances are not to contain obscene or indecent props or costumes, explicit language, vulgarity or attacks on other organizations. Such behavior will be cause for point deduction and/or disqualification.
 - b. The Office of Student Engagement and Conduct must approve all special effects equipment and/or props. No props are to resemble any type of firearm. No fire or pyrotechnics and no motorcycles.
 - c. All accompanying music must be clean/radio versions and provided to the sound technician at check-in. A member from the organization is able to assist with music during the respective organizations performance, but said member must be included on the participation registration.

4. Judges/Judging Criteria:

- a. Each participating organization is responsible for contacting an Alumni or Graduate member of their respective organization to serve as a judge. This information must be submitted with the participation application.
- b. Organizations will be judged on the following:
 - i. Creativity – performing new and innovative steps and utilizing a creative introduction and exit (20pts).
 - ii. Uniformity – coordinated uniforms (20pts).
 - iii. Execution – carrying out precise rhythmic syncopation of beats (20pts).
 - iv. Crowd Enthusiasm – crowd reaction to a positive performance (20pts).
 - v. Showmanship – overall manner of routine presentation (20pts).
 - vi. Point Deductions – deductions in the increments of 5pts. are possible in the following 3 areas:
 1. Use of obscene gestures, sexual innuendos, language, and/or music.
 2. Ridicule of other organizations
 3. Exceeding the 12-minute time limit
 - vii. Total points distributed – 100pts; total possible points deducted – 15pts.

Central State University, an 1890 Land-Grant Institution, is committed to the full inclusion of all people, and does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, marital or family status, military status, national origin, political beliefs, religion, sex, sexual orientation, or veteran status. If reasonable accommodations are needed, please contact the Department of Human Resources at 937-376-6540. Affirmative Action/Equal Opportunity Institution.