INTRODUCTION TO THE STANDARDS
Rider University recognizes the value of social fraternities and sororities in offering a congenial, stimulating atmosphere for the development of character of University men and women. Furthermore Rider University recognizes that social fraternities and sororities are vital components of our institution. These organizations provide many Rider University students with the opportunity to learn positive leadership, academic, and interpersonal skills. Greek organizations serve to develop good citizens for our communities.

The Greek Living Unit Policy will serve as the governing policy for social fraternities and sororities. This Policy will outline the housing expectations for social fraternities and sororities that occupy Rider University residence halls and living units. The Greek Living Unit Policy will furthermore provide social fraternities and sororities with unique living opportunities in Rider University residence halls and living units within the parameters of Rider University policies and regulations.

This policy will serve to promote involvement by students in social fraternities and sororities, provide for better living conditions for these groups within University residence halls and living units, and foster a strong relationship between social fraternities and sororities, non-Greek students, and the Rider University faculty and staff.

I. GENERAL UNIVERSITY POLICIES AND REGULATIONS
A. Greek residential organizations shall be defined as an entity, separately organized from Rider University and which is a club, fraternity, sorority or similar organization recognized by Rider University and for which Rider University provides a residence hall or other living unit.

B. Students who are part of Greek residential organizations will be subject to Office of Residence Life Housing Agreements. The Greek Living Unit Policy will apply to all Greek residential organizations.

C. All Rider University “Residence Policies and Regulations”, as outlined in The Source, Office of Greek Life policies and Office of Facilities Management policies shall govern Rider University fraternities and sororities.

D. Exception shall be made to section I.C above with regard to the authorized registered parties in public areas of the living units. The Office of Greek Life “Social Event Policy” shall govern the organization of parties in reference to Greek residential organizations.²

E. Rider University reserves the right to immediately remove any Greek residential organizations from University housing for reasons it deems as health, safety, legal or economic threat.

F. Rider University reserves the right to inspect all living units and residence halls.²

II. HOUSING CRITERIA
A. This Greek Living Unit Policy will recognize all housing arrangements that are in existence at the policy’s inception.

B. All members of Greek organizations must live in the residential unit if there is a space available. Students who are identified as members will not be permitted to participate in the room selection process managed by the Residence Life Office.
1. Chapters that do not fill their house will be given action steps to increase quality membership in their organization. These action steps will be developed in consideration of the housing needs of the entire campus. These may include University meal plans, education programs or workshops for some or all members, assignment of rooms to unaffiliated students, etc.

2. The Office of Greek Life will inform all new members in writing of this requirement and provide details of the Greek Room Selection Process as well as costs associated with joining and living in Greek living units. Members are required to complete the security deposit, room deposit, and housing agreement as in any residence on campus.

3. Each chapter must provide detailed information to the Office of Greek Life regarding dues and meal plans at the start of each semester to ensure accurate information is provided to new members.

C. All Greek organizations will be subject to an annual Chapter Audit except as otherwise explicitly stated in this policy. The Chapter Audit will cover Chapter Operations, Membership Development, House Operations, Programming and Leadership, and Citizenship.

1. Chapter Audits shall be complete no later than March 1st of every calendar year and shall cover the previous calendar year.

2. Chapter Standards of Operation and Chapter Audits will be created, amended, and revised by the Office of Greek Life in consultation with the Office of Residence Life and the Rider University Interfraternity Council, the Panhellenic Council, and the Intercultural Greek Council and other Rider University administrative offices.

3. The Director of Greek Life and the Dean of Students reserve the right of final approval for all amendments and revisions to the Chapter Audit.

4. The Chapter Audit Review Board will be invested with authority to review all annual Chapter Audits. The Board shall be composed of no less than one Rider University faculty member, one member of the Rider University Public Safety Office, one member of the Rider University Office of Facilities Management, one member of the Rider University Division of Student Affairs, and the presidents of the Rider University Interfraternity Council, Panhellenic Council, and the Intercultural Greek Council.

   a. No president of any of the above mentioned governing boards shall deliberate or vote on any issue affecting the Greek organization for which they are a member.

   b. No Rider University faculty or staff member who directly advises or serves on an alumni board of directors for a Rider University Greek organization shall serve on the Chapter Audit Review Board.

   c. The Director of Greek Life shall serve as an ex officio, non-voting member of the Review Board and shall convene the Review Board.

5. The Chapter Audit Review Board will calculate and score all Chapter Audits.

6. The Chapter Audit Review Board will determine the minimum, acceptable standards [score] on Chapter Audits for group(s) and the privileges/penalties associated with the standards. These minimum, acceptable standards must be set prior to March 1st of each year, must be presented in writing to each Greek residential organization prior to March 1st of each year, and will be recommended by the Review Board via a simple majority vote. The recommendation is subject to final approval by the Director of Greek Life and the Dean of Students.

7. If a Greek residential organization fails to meet the minimum standards outlined by the Chapter Audit Review Board, they shall be on “chapter probation”. In addition to being placed on probation, the student leadership of the Greek organization will be called before the Chapter Audit
Review Board for an explanation of housing probation and suggested solutions on how to end probationary status.

8. Failure of a Greek residential organization to meet the minimum, acceptable housing standards set by the Chapter Audit Review Board while under the jurisdiction of chapter probation will result in the termination of housing in a Greek living unit. The date of termination will be no later than April 1st of the same year of termination. The purpose of this is to allow the members who are eligible to participate in the Residence Life Room Selection Process.

9. If Greek residential organizations meet the minimum standards of the Greek Chapter Audit Review Board, while under the jurisdiction of housing probation then the housing probation shall be ended.

10. If at any point Rider University classifies a residence hall or living unit as a Greek living unit or an existing Greek living unit is deemed vacant by Rider University, a social fraternity or sorority or any combination of social fraternities and/or sororities can petition Rider University to occupy the aforementioned living unit.

11. Completion of the Chapter Audit by an organization not currently residing in a living unit will constitute a petition for Greek living unit housing. The Chapter Audit Review Board shall review the petition. No social fraternity or sorority or any combination of social fraternities and sororities that has had its privilege of living in a Greek living unit terminated within six months prior to petitioning shall not be eligible to petition for space within a Greek living unit.

12. In the event of a vacancy in a Greek living unit as deemed by Rider University or in the case of a living unit or residence hall being deemed a Greek living unit by Rider University, the Director of Greek Life may place with the approval of the Dean of Students and the consultation of the Chapter Audit Review Board a social fraternity or social sorority or combination of social fraternities or social sororities into the Greek living unit based upon a review of submitted petitions.

13. The Dean of Students shall hear any appeals of decisions from the Chapter Audit Review Board. The Dean of Students or his/her designee shall serve as the final arbitrator of housing criteria issues.

D. University House shall be deemed a “feeder program” for the rest of the Greek living units, and will be subject to the Chapter Audit process. University House shall not be classified by Rider University as a living unit for one Greek organization without proper notification of all organizations that currently reside in University House.

1. In the case of University House, while classified a “feeder program”, each floor of the living unit will be classified as a separate living unit for the purposes of the Audit.

2. The Chapter Audit Review Board may set different minimum standards for each of the separate floors of University House based on the needed occupancy numbers for each floor. These special standards for University House must be presented to each social Greek organization by the Review Board at the same time as the standards outlined in section II. C. 6 of this policy.

3. In the event that University House is no longer deemed a “feeder” program, the provisions for special University House housing standards shall be nullified. This shall also apply to any other building that has been deemed a “feeder” program after the inception of this policy

III. MANAGEMENT OF GREEK LIVING UNITS

A. House managers will be the official liaison between his/her own Greek chapter(s) living in a Greek living unit and the University or a University designated representative in all matters pertaining to the operations of the living unit.
1. House manager duties and responsibilities shall be outlined and determined by the Office of Greek Life and the Office of Residence Life. They will be provided with a manual of information that further defines their duties and responsibilities.

2. The Office of Greek Life will work with chapters to select and employ a current chapter member in the position of house manager. The process is as follows:
   a. The chapter occupying the Greek living unit shall nominate candidates for house manager.
   b. Candidates will complete and submit a standard application form.
   c. Candidates in each respective chapter will be interviewed by the Director of Greek Life and members of the Residence Life Office. Chapters will be notified of each candidate's eligibility. Please note that special consideration will be given to candidates who have participated in levels 1, 2 or 3 of the "Training in Residence Education" courses offered by the University and those who have previously served as a Resident Advisor at Rider University.
   d. If more than one candidate is eligible, the chapter may elect/appoint their house manager from among the approved candidates. If only one candidate is eligible, the Office of Greek Life will proceed with hiring that House Manager.
   e. Should it be necessary to replace a house manager, the same process outlined above will be employed to identify a suitable replacement.
   f. In rare occasions, a house manager may be appointed via mutual agreement between the Director of Greek Life and the respective chapter president if the process outlined above does not produce an acceptable candidate for house manager.
   g. The Assistant Dean for Campus Life shall serve as the final arbitrator when mutual agreement cannot be met between the chapter and the Director of Greek Life. The decision of the Assistant Dean for Campus Life shall be final.

3. The term of office for a house manager shall be two academic semesters commencing in September, following the completion of training. Any house manager seeking re-appointment must follow the same process for initial house manager appointments.

4. The Director of Greek Life may terminate a house manager for a violation of any provision of The Source, the "Greek Living Unit Policy", the house manager job description, violation of law or governmental regulation, in competency, negligence in performing duties or violation of any other University social without consultation of the respective chapter. The Assistant Dean for Campus Life shall serve as the arbitrator in any case of disagreement between the Director of Greek Life and the respective chapter, with his or her decision being final.

5. The remuneration of a house manager shall be set and provided by the Office of Greek Life.

6. House managers are employees of Rider University and therefore must be in good standing with the University.

7. If at any time for any reason, a chapter is without a House Manager, the chapter will be on temporary probation and the duties of the house manager will be performed by the Graduate Assistant for Greek Life.

B. Rider University will maintain all University residence halls and living units designated as Greek living units.

C. This maintenance will not include any non-Rider University equipment, including kitchen appliances, or any non-Rider University furnishings.
1. Each chapter wishing to utilize their kitchen as a fully licensed eating establishment must have an alumni representative or alumni board who will serve as the Housing Corporation with the primary responsibility for kitchen operations.

2. Living unit kitchen operations and cleanliness must be maintained by the group(s) that occupies the living unit under the supervision of the housing corporation. All living unit kitchens must meet all University, municipality, and State regulations and standards.

3. Each Greek living unit kitchen manager(s) are responsible for the cleanliness of each Greek living unit kitchen. Kitchen managers are appointed for each Greek residential organization. The chapter(s) are responsible for cleaning the kitchen during the academic year.

4. Rider University will thoroughly clean all Greek living unit kitchens, including fryer filters and grease traps, at the conclusion of every academic year.

D. At the start of each academic chapters will submit a deposit of $200 to Rider University and will be provided with basic cleaning equipment and supplies including but not limited to a mop and bucket, vacuum, broom and dustpan, and trash bags. The chapter is responsible to identify suitable means of storage of the equipment and supplies within the living unit. Chapters that successfully maintain and store their equipment may either forward the deposit for the next academic year or request a refund.

E. Each Greek living unit is responsible for cleaning of their living unit; especially after social events and social functions, beyond “routine cleaning”. At the start of each semester the Office of Facilities Management will provide each living unit with a description of what constitutes “beyond routine cleaning”.

1. If after a social event or social function the Office of Facilities Management determines a Greek living unit must be cleaned “beyond routine cleaning”, the Greek living unit house manager(s) will be contacted by the Office of Facilities Management and cleaning issues will be discussed. If the House Manager cannot be reached directly, Facilities Management will contact the Graduate Assistant for Greek Life to serve as a liaison.

2. In addition the Office of Facilities Management reserves the right to impose fines for “beyond routine cleaning” done by University staff or University contracted staff.

F. Greek living unit house managers or a member of the Office of Greek Life shall submit work orders to the Office Facilities Management for living unit repairs.

G. The Office of Facilities Management will inform each Greek living unit house manager(s) of all University mandated repairs and/or renovations in a timely manner before the start of any repairs and/or renovations.

H. At the conclusion of each semester a representative for the Office of Facilities Management and Greek living unit house manager(s) will make a list of major repairs and renovations that are needed within each Greek living unit. The representative for the Office of Facilities Management and the Greek living unit house manager(s) will prioritize the repairs and renovations. The outlined repairs and improvements will be prioritized along with repairs and renovations with other residence halls. This list shall be submitted to the Office of Greek Life for potential inclusion in the list of scheduled renovations and repairs.

I. If a chapter wishes to implement repairs or renovations that are not on the priority list for the Office of Facilities Management, they may do so with proper approval for all work and proof of proper funding.

J. All University residence halls and living units that are used solely to house Greek organizations shall be subject to the following guidelines at the end of each academic year

1. No one may leave personal belongings, including furniture, in living unit rooms at the conclusion of the academic year. If any personal belongings are left in the living unit rooms, the belongings will be removed and disposed of and the occupants of the rooms will be charged a fee for the
disposal of the belongings/materials.

2. If Rider University furnishings are not provided to a Greek living unit, then personal furnishings will be permitted to remain in living unit residence rooms. This includes beds, dressers/wardrobes, couches, and tables only. Other belongings will not be permitted to remain in the living unit's rooms. As stated in the section above, any other belongings will be removed and disposed of at the expense of the living unit room occupants.

3. Residents will be permitted to store objects/belongings in designated living unit lounges with the conditions noted below. The Office of Greek Life shall determine designated living unit lounges.
   a. ANY objects/belongings of any value may not be stored in living unit lounges. Rider University is not responsible for the theft of or damage to any objects/belongings stored in living unit lounges.
   b. Living unit house managers shall manage the storage of all objects/belongings in living unit lounges.
   c. Living unit house managers must record all objects/belongings placed into living unit lounges. House managers must oversee the orderly placement of objects/belongings into the lounge.
   d. Students will not have access to any objects/belongings stored in living unit lounges, unless granted access by the Director of Greek Life.

K. House managers are responsible for master key(s) to their living units. Failure to keep master keys secure will result in the removal of the house manager from his or her position.

L. House managers must complete a key and a room inventory when issuing a room key to a resident and when collecting a room key from a resident. Failure of a student to comply will result in disciplinary action.

IV. LIVING UNIT DAMAGES AND FINES
   A. Greek living unit house managers are responsible for identifying individuals responsible for causing damage or the need for excessive cleaning. The Office of Residence Life will assess fines for living unit damage and excessive cleaning.
   B. Living unit house managers or the Office of Greek Life can assess “Common area” fines. These fines will be equally distributed among all residents of the living unit. Fines will be charged to the residents’ Rider University bills.
   C. Living unit house managers or the Office of Greek Life can assess “Individual” fines. These fines will be charged to particular residents of the living unit. Fines will be assessed to the each individual’s Rider University bill.
   D. When the Office of Facilities Management or the Office Greek Life determines fines should be assessed to a Greek living unit and the living unit’s house manager(s) have not assessed an adequate amount of fines, either “common area” or “individual” fines will be assessed at the discretion of the Director of Greek Life.
   E. At the start of each academic year, the Office of Facilities Management will make available to each Greek living unit house manager(s) a listing of fine amounts for damage and beyond routine cleaning.

V. MISCELLANEOUS
   A. Rider University will endeavor, as university resources dictate, and reserves the right to provide proper and adequate residents’ room furnishings, as determined by the Office Residence Life and the Office
of Greek Life, for all residence halls it classifies as Greek living units.

1. If the University is unable to provide proper and adequate furnishings for the Greek living units, then the University will provide a furniture allowance for chapters. Rider University will set the maximum furniture allowance.

2. The Office of Greek Life will provide a sampling of acceptable furniture that may be purchased by the Greek Rebate Funds. Reimbursement for purchases made that are not included in that sample will be at the discretion of the Office of Greek Life.

B. All residence halls and living units classified as Greek living units are Rider University facilities and as such Rider University maintains the right to determine the designation of university living units as Greek living units.

C. All Greek organizations must carry at least $1,000,000 comprehensive liability insurance and list Rider University as “additionally insured”. Those chapters with fully operating kitchens and hired cooks must carry at least $500,000 in Workmen’s Compensation insurance. Evidence of this insurance coverage must be submitted to the Office of Greek Life before the policies expiration date for the following year.

D. This policy shall be presented and explained to all house managers and chapter presidents by the Office of Greek Life at its annual retreat. This policy shall be open to an annual review each year. The Director of Greek Life shall be obligated to convene a meeting of all chapter presidents and/or house managers no later than April 1 for this purpose. Any suggested revisions to this policy by the chapter presidents must be approved by the Director of Greek Life and the Dean of Students.

E. All recommendations of this annual review must be presented to the Assistant Dean for Campus Life for final approval.

ADDENDUMS

A Greek Social Event Policy and Forms
B Inspection Schedule and Checklists: fire safety, kitchen, maintenance
C Chapter Audit
D Chapter Audit Timeline
E Chapter Standards of Operation
F Chapter Privileges and Probation Penalties
G House Manager Manual
H Maintenance Guidelines for Wear and Tear
I Housing Corporation Regulations
J Kitchen Management Handbook
K Renovation Policy and Request Form
L Room Damages Form
M Furniture Rebate Policy
N Sample Furniture Allowance
O Sample Certificate of Insurance