

Campus Activities and Student Leadership
Step/Stroll/Salute Policy

Introduction

The Office of Campus Activities and Student Leadership (CASL) at William Paterson University (WPUNJ) believes in supporting the traditions of Greek-letter organizations that positively add to the quality of our students' collegiate experience. CASL understand the long-standing history of stepping/strolling/saluting, and view these practices are important in the development of a good social experience. With this in mind, CASL has adopted the following guidelines to provide our fraternities and sororities a foundation to cultivate the practice of stepping/strolling/saluting in an environment that is amicable and productive.

Who Can Participate and How Can they Participate?

- I. Only organizations that are officially recognized by Greek Senate and CASL of William Paterson University have permission to step/stroll/salute based upon the following guidelines:
 1. No step/stroll/salute will involve the degradation and /or the belittlement of any other Greek-letter organization including fraternities and sororities affiliated with the National Association of Latin Fraternal Organizations (NALFO), Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), National Panhellenic Conference (NPC) or our local United Cultural Greek Council (UCGC).
 2. No performance which takes the form of dancing, saluting, singing and/or skits should be make excessive use for the following:
 - A. Lewd: words or actions that overly suggest sexual acts. Examples include, but are not limited to, sexually touching another person or showing/flashing yourself.
 - B. Indecent or obscene behavior and language: acts or words that are offensive to accepted standards of decency or modesty. Examples include, but are not limited to, "giving" someone the middle finger or gratuitous use of profanity.
 - C. None of the following will be tolerated: slander according to affinity groups (i.e. gay/racial/religious/gender); anything that promotes violence.
 3. All "props" used in any performance must be cleared, at least two weeks prior to the event by the CASL. No props shall be used in conflict with our University Special Events Policy of WPUNJ. Props are portable objects that may be considered part of a performance or costume. These include, but are not limited to, bricks, masks, machetes, chains, collars, chairs, shields, staffs, and canes.
- II. Organizations or individuals that are not officially recognized by Greek Senate and CASL of William Paterson University cannot step/stroll/salute at any William Paterson University event without the sponsorship of a William Paterson University recognized organization and/or written permission from CASL. Written permission can only be obtained by submitting the following within (at least) two weeks of the date of the performance:
 1. The name of the University recognized sponsor organization.
 2. The name of the organization performing.
 3. The contact information of the Guest organization wishing to perform on campus.
 4. The name of the College or University where that organization is recognized along with the contact information of that staff member who oversees Greek Life.
 5. All individuals that will be perform at the William Paterson University show.

Any organization not recognized by William Paterson University, who is invited to participate in a step/stroll/salute performance, must read and sign the step/stroll/salute sponsorship form and guidelines.

Organizations that do not follow the above process to receive permission will be asked to cease their performance immediately and will be asked to leave the University at said time. The Office of Campus Activities and Student Leadership will then alert the appropriate University Greek Life Advisor and their National/Regional body about the violation of our Universities policies. The organization that sponsors said step/stroll/salute show or event will then be held accountable for the actions or behaviors of those organizations they both officially sponsor and those who have not followed this guideline.

Presentation of New Members (if applicable):

All organizations must adhere to the following guidelines when presenting new members to the campus community.

- I. Presentation of new members must take place no more than **30 calendar** days after the members have been initiated into the organization or prior to the last day of classes (Reference the current Schedule of Classes), whichever comes first. Any request that falls outside of this timeline must be cleared with the Council Advisor.
- II. Guidelines for those who present new members using a "show" (ie: "probate," "rollout," "neophyte show"):
 - A. When planning shows new member shows, please check date and time does not conflict with another Greek organization's event.
 - B. Must adhere to step/stroll/salute policy.
 - C. No alcoholic beverages will be permitted. Obviously intoxicated participants/guests will be removed from campus.
 - D. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc.
 - E. Canes, paddles, bricks, staffs, sticks, etc. may be used as a part of the performance (with previous approval) but may not be used as a weapon to harm another individual.
 - F. Disruptions by other attending organizations will not be tolerated. Groups/individuals will be removed, the presentation show will be stopped immediately, and the groups involved will be held accountable. WPU Police will shut down the event if they feel there is a threat.
 - G. No excessive references to hazing and/or other illegal activities.
 - H. Start and end times must be adhered to or additional charges will be incurred. A representative from the presenting organization is expected to be at the venue by the start time.
 - I. The duration of the presentation show should be no longer than 2 hours total. Shows must start within **30 minutes of the scheduled time advertised**. Members of the presenting organization must vacate the area after the show is over. (This with help with crowd disbursement). The presenting organization will be responsible for ensuring the site used is left in its original state after use.
 - J. The council advisor or his/her designee (full-time, professional or graduate staff) **MUST** be in attendance at all New Membership Presentations.

Approval Process

Follow the procedures below to approve your step/stroll/salute activities and/or new member presentations:

- I. Submit an event request on Pioneer Life within the proper time frame.
- II. The organization **MUST** meet with the Council Advisor and go over the show before any approval will take place. Please make sure to have the following questions answered to help move the process along:
 - A. List a brief outline of the show.
 - B. What props will be used in the performance?
 - C. How will the props be used?
 - D. Anything concerns you may have that you want/need to ask CASL about?
- III. All new member presentation
- IV. Any changes after approval has been received must be made and approved by the Council Advisor within 48 hours of the event.
- V. No event is considered approved until the organization receives written confirmation from CASL.

Violations of Policy

Organizations that violate the any of the policies listed above will be held accountable. Violating this policy may impact your ability to operate at WPUNJ. The process is outlined in the WPUNJ Student Handbook (which can be accessed through the WPU website). In order for a violation to be brought forth and the judicial process to move forward, the following steps must be taken:

- I. A formal report must be submitted in writing to CASL outlining the name of the organization, the date and time of the event, and the nature of the violation. Please note, any member of the William Paterson University can submit a report. While CASL takes into consideration the source of the report, the staff will investigate each report with the same level of care.
- II. Once the report is submitted and received by CASL, one of the staff persons will commence an investigation of the charges.
- III. After the investigation is complete, a decision will be rendered. If the evidence warrants sanctions, these may range from a warning letter to suspension of organizational privileges for a specified amount time. Please note that CASL strives to make sure the sanction matches the violations. When deciding on a sanction, CASL staff looks at the entire disciplinary history of an organization while at WPUNJ.

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Name of Sponsoring Organization: _____

Name of Guest Organization: _____

Contact for Guest Organization:

Name: _____

Phone Number: _____

Email Address: _____

College/University of Guest Organization: _____

Name of College/University Advisor for Greek Life: _____

Phone Number: _____

Email Address: _____

Please list all individuals performing below, please include the names, chapter/ university they attend if different than above, and contact information: