

Fraternity and Sorority New Member Education Program Guidelines & Registration Packet for Spring 2020

I. New Member Education Approval Policy

All fraternal organizations must submit a copy of their new member program to the Department of Student Engagement and Activities prior to the distribution of bids/invitations to conduct a new member education/intake process at Stony Brook University. New member education may not begin until the chapter is notified their plan has been approved by the University. Only activities submitted via this new member packet may be conducted. Any unapproved activities involving new members will be considered a violation of University policy and result in organizational conduct proceedings.

New Member Educators must attend the **required New Member Educator training on Friday, November 22, 2019 at 2pm in Frey Hall 313**. If a New Member Educator is unable to attend the required training, **they must meet** with a staff member in The Department of Student Engagement & Activities.

A completed New Member Education Program Registration Packet includes:

1. Proof of attendance at required New Member Educator Training
2. New Member Education Policy with signed Verification of Responsibility
3. New Member Education Program Registration Form
4. Chapter Statement of Compliance and Responsibility
5. A copy of the national organization new member program (if applicable)
6. Detailed New Member Education Plan
7. Detailed calendar of all approved new member activities

All documents submitted to the Department of Student Engagement and Activities regarding New Member Education Programs may be shared with University officials and national organization staff as needed. In the event that any dates and times need to be changed on the calendar of events, the chapter president or new member educator must request and receive approval from the Department of Student Engagement and Activities, in writing, **no less than two (2) school days prior** to the new event time.

****All information aside from signatures must be typed****

Registration Deadline: December 16, 2019 5:00PM

Please Submit Hard Copy Completed Packets in SAC 218

New Member Eligibility Policy

The way in which fraternities and sororities recruit new members clearly differs from other student groups. New member recruitment and intake is a process that can be fun, exciting, and a tremendous learning experience for students. Limiting membership through the establishment of high standards and appropriate guidelines is not necessarily a problem. However, the New Member Education Program is a time when abuses are not unheard of and have occurred throughout the nation. Therefore, we need to establish a new member education process that supports the academic pursuits of students; does not interfere with the lives of the students not wishing to affiliate with fraternities and sororities; does not interfere with the normal day-to-day operations of the University; allows students to make educated choices; promotes objective, non-discriminatory selection; promotes inter-fraternity/sorority cooperation and a positive fraternity/sorority image; and is a positive experience for the new member. The following guidelines must be adhered to:

- A. All students wishing to join a fraternal organization at Stony Brook University must be a full-time, regularly enrolled student, have at least a 2.5 cumulative grade point average, and have earned a minimum of 12 credit hours (credit hours must have been accrued during matriculation at a college campus. Advanced placement credits or other credits acquired during high school cannot be included). No student may be offered membership/a bid unless they have been cleared as eligible by the Department of Student Engagement and Activities
- B. No student is allowed to participate in a new member education process without first being confirmed by signing a Fraternity/Sorority Membership Acceptance Agreement with the Department of Student Engagement and Activities. Upon signing the agreement and meeting the minimum requirements, the student will be approved to participate in the new member education process. The Department of Student Engagement and Activities **must be notified in writing within 24 hours of any changes to a new member class roster**. Omission of students participating in the new member process and failure to submit accurate Membership Acceptance Agreements and Initiation Reports is a violation of this policy. All membership list submitted to the Department of Student Engagement & Activities must match information provided to national offices. Students who withdraw or are removed from a new member process must meet with the Department of Student Engagement & Activities for an exit interview. It is the New Member Educators' responsibility to ensure exit interviews are scheduled and records are accurate when a change occurs. Failure to do so can result in new member program policy violations.
- C. All organizations must follow the recruitment procedures of their specific sub-council (NPHC, PGC, LGC, IFC, Panhellenic, MGC) and the Department of Student Engagement and Activities.

New Member Activity Policies

- A. The purpose of all recruitment and new member education programs shall be to develop well rounded members of the fraternal community. A new member activity is defined as any activity or event taking place during the new member process in which new members are present. Each new member activity must be purposeful in keeping with the University's mission of education and human development. **Alcohol and drugs may not be in any way part of the recruitment/intake or new member education process.**
- B. Stony Brook University recognizes the following legitimate purposes of new member education:
 - To educate the potential new members about the ideology, history, and ceremonies of the fraternity or sorority.
 - To instruct potential new members on their purpose and responsibility to the fraternity or sorority, to the University and to the community.
 - To broaden the understanding between active members and potential new members, and to promote a sense of unity between them.

- To carry out activities of campus and civic value.
 - To continue the tradition of fraternity and sorority membership as a matter of special pride and achievement as long as these traditions do not violate university policies, or place the prospective member in physical, mental, or emotional jeopardy.
- C. Individuals may only join an organization during the University's designated recruitment and new member education timeline. The University shall set the official dates (one in the fall semester and one in the spring semester) and each recruitment/intake process will be coordinated by the respective council. No organization may recruit or intake outside of the University-sanctioned dates. All recruitment/intake and new member activities must take place on Stony Brook University's campus.
- D. Individuals may join only one fraternity or sorority at a time and may withdraw from the new member education process at **any time**. Students who withdraw or are removed from a new member process must meet with the Department of Student Engagement & Activities for an exit interview. It is the New Member Educators' responsibility to ensure exit interviews are scheduled and records are accurate when a change occurs.
- E. **The maximum length of the New Member Education Period is six (6) weeks.** The day that bids are distributed/ participation in a new member process is offered is considered the start of the new member process. New member activities cannot begin before "Bid Day" as determined by the Department of Student Engagement and Activities and all new members must be initiated before the initiation deadline for the semester. A new member education program plan must be submitted and approved by the designated deadline. An extension of activities may be requested **ONLY** by a national headquarters and must provide sufficient reasoning as to why an extension is necessary. There is to be no programming during "Spring Break;" this week will not count as week therefore the program may last a total of 7 weeks if Spring Break falls within the program.
- F. During the new member period, **all new member activities are restricted to the Stony Brook University campus** and may only take place during the below hours (unless your National organization mandates earlier hours): **New member activities may NOT take place in personal residences either on or off campus or residence hall rooms.**

Sunday - Thursday 10:00am -11:00pm & Friday & Saturday 10:00am –Midnight

- However, in the interest of promoting and maintaining a highly positive, well-rounded educational pledging experience, off-campus activities involving cultural events, community service projects and other educational opportunities shall be allowed with mandatory prior, written approval by the Department of Student Engagement and Activities and may require advisors be present. For any off-campus activity, organizations must submit the Event Request Form for official approval through the office and provide all required paperwork.
- G. New member activities should allow for adequate class/study time and **must not conflict** with the academic regulations and requirements of Stony Brook University. New members whose class and work schedules conflict with the scheduled new member activities must be excused from those activities and/or those activities must be rescheduled for a time when they do not interfere with a new member's class schedule. All academically related study times must be approved via the program submission.
- H. Only new member activities approved by the Department of Student Engagement and Activities may be conducted. Any changes to the new member plan must be received and approved by the Department of Student Engagement and Activities within two school days prior to the event time. Any deviations from your plan will be considered a new member policy violation.

- I. All new members must attend a New Member Education Workshop with the Department of Student Engagement and Activities before the required deadline.
- J. All new members and active members must complete an online hazing prevention module and an online Fraternity and Sorority 101 module provided by the Department of Student Engagement & Activities **within the first week of new member education process.** All new members and active members must complete Red Watch Band Training.

Alumni/Affiliate Involvement Policy

- A. During the new member period, all new member activities must involve **only current undergraduate students** who are registered students at Stony Brook University. Each organization is responsible for the actions of any of its members, alumni members, or their affiliates from other schools, in any activity relating to the organization in general and new member activities. Any organization found to be encouraging or arranging new member involvement with alumni members will be in jeopardy of having their new member process suspended. Organizations whose national process requires alumni participation must receive written approval by the Department of Student Engagement and Activities prior to the start of the new member process. Alumni who are registered volunteers with a national organization functioning in this role will be approved to participate in new member activities as long as proper notice is given.
- B. Stony Brook University does not permit any activity that incorporates a cross-campus process. Thus, chapters recognized by Stony Brook University may not recruit/bid non-Stony Brook University students. Furthermore, the practice of influencing and/or harassing new members of another fraternity or sorority is prohibited.

Anti-Hazing & Jurisdiction Policies

- A. In accordance with New York State Law, Stony Brook University does not approve, condone, or tolerate any form of hazing or other illegal activities.
- B. It is the responsibility of each chapter to ensure that all new members attend the New Member Education Workshop scheduled by the Department of Student Engagement and Activities each semester.
- C. All new members and active members must complete an online hazing prevention module and an online Fraternity and Sorority Life 101 module provided by the Department of Student Engagement & Activities. All new members and active members must complete Red Watch Band Training.
- D. All fraternities and sororities recognized by Stony Brook University are under the jurisdiction of the Department of Student Engagement and Activities. Stony Brook University and Department of Student Engagement and Activities policies supersede all national and local organization policies. Groups found in violation of these policies are subject to judicial sanctions.
- E. Hazing is a violation of the Stony Brook University Code of Student Responsibility which states, "In connection with an affiliation to any organization, group, team, or sports club: no student shall (i) endanger the mental, physical, or emotional health of a person, intentionally or recklessly, by commission or omission, regardless of whether the other person has consented to the activity; (ii) participate in activities on or off University property, involving the forced or expected consumption of alcohol, drugs or other substances, or damage, destroy, tamper with, or remove public or private property."

Leadership and Advisor Signatures

I certify that I have read, in its entirety, and understood the New Member Education Program and furthermore, I understand that as a leader/advisor of the chapter, I have a responsibility to assure that these regulations are adhered to by all the members of the organization and that I can be held accountable for the actions of the chapter

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| Chapter President (Print) | Chapter President (Signature) | Date |
| New Member Educator (Print) | New Member Educator (Signature) | Date |
| Assistant Educator <i>if applicable</i> (Print) | Assistant Educator <i>if applicable</i> (Signature) | Date |
| National Chapter Advisor (Print) | National Chapter Advisor (Signature) | Date |
| Campus Advisor (Print) | Campus Advisor (Signature) | Date |

New Member Education Program Registration Form

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|--------------------------|-------|--|-------|
| Organization | | Term | Year |
| | | <input type="checkbox"/> Fall <input type="checkbox"/> Spring | |
| Chapter President Name | Email | Phone | |
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| New Member Educator Name | Email | Phone | |
| | | | |
| National Chapter Advisor | Phone | Campus Advisor | Phone |
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Program Information

New Member Program Will Begin On (Date): _____

New Member Program Will End On (Date): _____

PLEASE NOTE: YOUR NEW MEMBER PROGRAMS MAY NOT EXCEED SIX WEEKS OF ACTIVITY

Please Check Your Start Date and End Date are No More Than Seven Weeks Apart Including the Break

All Programs must begin prior to February 21, 2020 unless an extension has been given in writing by the Department of Student Engagement & Activities

Eligibility checks take 5 business days

Required Documentation Needed: Please Make Sure To Submit the Below Information

No organization may begin a new member education/intake process without first submitting ALL of the required paperwork AND being granted written approval from the Department of Student Engagement and Activities. Only approved activities are permitted.

New Member Programs **Must** Include the Following:

1. Include a detailed list of all fees paid by a new member during the new member period. Describe how this is communicated to new members.
2. Description of alumni/ advisor involvement including names of all alumni members that will assist your chapter during the new member period. Documentation of national organization approval of specific alumni.

(*Only alumni who are registered volunteers with your national office may attend new member functions)

3. Statement of Purpose: The statement of purpose should include a paragraph about the specific goals of the program, a statement of organizational values and mission statement, and a reaffirmation about the anti-hazing statement.
4. New Member Expectations & Time Commitment: New members should be informed regarding everything required as new members and members including time commitment as well as their rights as a new member. Examples include GPA requirements, meeting hours, community service hours, study hours, chapter activities, etc. New members should also understand the expectations of an active member, which should not be less than the expectations of a new member.
5. Scholarship Program: Academics are the number one reason students attend Stony Brook University. Please explain how your new member process encourages academic success. Please Note: Any chapter whose new member class term GPA falls below the required 2.5 will be subject to restriction and/or required additional oversight of the new member process.
6. Calendar of ALL new member and chapter events, including dates, times and locations. Again ALL new member activities should be listed on a calendar of events for the entire new member education program including dates and times for ritual activities. *Please make sure to reserve space via 25 Live at least 3 weeks in advance. New Member Meetings can be requested through 25 Live as well. In your space request, please label your meetings as "Organization Name- Type of Meeting."*
7. Detailed description of ALL new member activities. The program should include a detailed description of **ALL** new member activities. As some activities are private, and ritualistic in nature, please indicate those on the calendar; for these activities you may list the general purpose rather than detailed description. Education about the organization is important. Please include the basic information planned to be taught to the new members at each meeting, including the methods utilized throughout. Every event listed on the calendar of events must have a corresponding description/agenda.
8. Explanation of reporting system for hazing violations within chapter. New members should have the ability to talk with the active members regarding any hazing activities. The organization should have a system in place that encourages new members to come forward to the actives regarding hazing incidents that may have occurred. **Please include information on how to report to both the national organization (if applicable) and the University (i.e. information on hazing prevention website, hazing amnesty policy, etc) as well as when these resources will be shared with your new members.**
9. Certification of Compliance and Responsibility: Must be signed by all members on the chapter's roster.
10. New Member Education Program Registration Form

Excellent Programs will also include the following:

- Letter sent to parents at the beginning of process
- Membership Standards
- Community Service Opportunities
- Philanthropy Opportunities
- Leadership Development Opportunities
- Campus Involvement Opportunities
- **Stony Brook Greek Community Information (Chapters, Councils, Etc.)**
- Internal Standards Process

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