

## **Member Education, New Member Educators and Policies**

### **A. New Member Educators**

New member educators are responsible for filing member education plans with the GLOS office and making their organizations fully aware of all new member policies.

### **B. Member Education**

1. Member education is an ongoing process of accepting new members and educating current members and the specific plans and programs for membership intake and ongoing member development.
2. Member education serves as the organization's agreement with the College, and therefore must outline details of the member program when the chapter has new members.
3. Member education must:
  - a. Be submitted every term that an organization wishes to participate in membership intake or recruitment.
  - b. Be submitted and reviewed prior to start of intake or recruitment activities. (Deadlines for filing reports will be determined by the GLOS office for each term).
  - c. Have the signatures and approval of the new member educator, the presiding chapter president, and the chapter advisor.
  - d. Be approved by the GLOS office prior to proceeding with the outlined program.
  - e. New members may not participate in separate new member only activities or programs. Exceptions can only be made by the Director of Greek Letter Organizations.
4. Any activity that occurs outside the parameters described in the approved member education program is not permitted.

### **C. Member Education Policy**

Before any Member Education begins, each new member educator within a chapter must attend a training session sponsored by GLOS. Training sessions will take place at the beginning and/or end of each academic term. Exceptions to this policy can be granted by the Director of GLOS. The absence will only be approved when documentation regarding the absence from the training session is submitted. If a training session is not offered before the chapter would like to conduct new member education, an individual training session can be requested by the new member educator. These policies and procedures are applicable to all chapters when those chapters wish to take new members.

#### **1. Member Education Guidelines**

"New Member" refers to those members of the organizations with less than one term of membership. New members shall be initiated immediately after the end of formal recruitment, sink night or intake process and may not be asked to perform activities unique to new members, unless they are purely educational in nature. Cultural groups with prescribed intake processes where advisors are specifically trained and in attendance at the program may have up to 3 weeks to initiate, provided their programs are approved by the college, follow the national outline exactly and educational in nature. Initiation in such situations must immediately follow the intake process. Any exceptions to this policy or the

member education guidelines must be granted by the Director of GLOS in writing and include an outline of advisor involvement/oversight for the exception to be granted.

- a. No member activities may occur one week before the week of final exams if the organization has new members during the term in question.
- b. Chapters must follow the approved submitted outline for any member activities involving new members.
- c. No more than fifteen (15) hours of activities per week occur while the chapter has new members, not including study hours.
- d. Because members and new members must be allowed time for sleep and study on evenings prior to classes, no activities may occur between midnight and 7 a.m. Sunday through Thursday while the chapter has new members. No overnight activities are allowed without prior written permission from GLOS, and must be included on the calendar submitted to and approved by the chapter advisor.
- e. Academic performance by new members must take priority over member activities. No required member activities may be scheduled which conflict with academic commitments.
- f. No alcohol shall be present at any new member program, activity or ritual of the chapter.
- g. Hazing is prohibited; please see Dartmouth's Hazing Policy. The chapter must provide each new member with a copy of the member education guidelines on the first day the new member is in the organization and submit names for each new member to allow access for a signed new member contract within the first week of affiliating.

## 2. **Member Education Program Content**

Content of the member education program must be approved by the Chapter Advisor and the Director of GLOS. Once approved, the program will be on file and may not be altered without prior approval from the Director of GLOS. Content of the member education program must be provided to all new members at the beginning of the program, include the following:

- **Statement of Purpose**, including mission and goals of the program. This should be a paragraph introducing the principles of the chapter, and the primary goals and learning outcomes of the member education program.
- **Expectations of a New Member**. New members must be told in the beginning everything they will need to accomplish as a member. Examples include GPA requirement, community service hours, study hours, dues, chapter activities, etc.
- **Expectations of a current Member**. Before member education begins, each chapter should discuss with all members the role(s) each member plays (what is and what is not acceptable) as new members are oriented to the organization. All members should take responsibility for member education.
- **Scholarship Program**. Academics should be the new member's first priority during member education. Programs should be designed in a way that emphasizes the

importance of academics, and member activities should never interfere with studying for serious projects or exams. Study hours/tables should be included on the calendar.

- **Big Brother or Big Sister Program.** A Big Brother or Big Sister, when used correctly, can provide valuable resources for the new member, and can help the new member become better acclimated to fraternity or sorority life. A list of expectations should be articulated in the program for the big brothers/sisters, including academic support and integrating the new members into the chapter. No new member can be asked to do any special duties or activities by their big brother/sister.
  - **Membership Card.** Each new member must electronically sign a member card within one week of joining.
  - **Letter to Parents sent at the beginning of process.** Communication with parents is critical in welcoming the new member to the chapter. Fraternities and sororities should communicate with them on a regular basis. Each new member educator must send a letter immediately following recruitment/intake introducing him or herself to the family, discussing financial obligations, and providing contact information. Parents should be encouraged to contact the fraternity or sorority if there is perceived problems with the member education process. The initial letter that will be sent by the new member educator must be submitted with the program.
  - **Internal judicial procedures** to ensure all members are following the program. Each chapter should have an internal judicial procedure to deal with violations of the member education program. Members should be held accountable for going against the ideals of the program and engaging in any hazing activities.
  - **Calendar of all member and chapter events**, including dates and locations. All member activities (including dates and times) should be listed on a calendar of events for the entire duration of time the chapter has new members.
  - **Explanation of confidential reporting system** for hazing violations within chapter. New members should have the ability to talk with members regarding any hazing activities. The chapter should have a system in place that encourages new members to come forward to members regarding hazing incidents that may have occurred. The system must include a prohibition on any form of harassment or retaliation against a member or new member who in good faith reports possible hazing activities to the chapter or its officers, the national organization, the College, or law enforcement officials.
- a. The following sections must be detailed and approved by GLOS but do not need to be included in the new members' information binders.
- i. **Goals of the member education program.** List the goals and learning outcomes the chapter expect members to gain from the educational program and how the activities members participate in teach and reinforce the values, mission or principles to the members.
  - ii. **Detailed description of all member activities including any educational programs for new members during the term new members are present.** The program must include a detailed description of all member activities and how those activities relate to the goals and learning outcomes of the program. As some activities are ritualistic in nature, please indicate those on your calendar.
  - iii. **Chapter and organizational history.** Education about the fraternity or sorority is very important. Please include the basic information the chapter plans to teach the new members, including the methods that will be used to test them.
  - iv. **Leadership Development.** Leadership is an important aspect of fraternity and sorority life. Leadership should be nurtured in new members from the beginning of

member education. New members can learn leadership skills through responsibility (such as planning a service project), or by pairing the new members with chapter officers.

**Fresh Steps - End hazing by committing to group principles through organizational development alternatives**

- i. Members of an organization or team who are concerned that some of its activities do not comply with Dartmouth's new hazing policy may consult the Director of Greek Letter Organizations and Societies confidentially for guidance. Under the Fresh Steps program, an organization that fully discloses past or recent behavior in violation of the Hazing Policy will receive assistance as the group develops a new plan to replace the activities in question. With this disclosure, and full implementation of the program, the organization will not face College disciplinary action for the previous activities disclosed.

**D. New Member Contracts**

1. New Member Contracts are forms that are signed online by the new member
2. New Member Contracts must be signed by all new members of organizations for the GLOS office to recognize membership in the organization.
3. Sections of New Member Contracts:
  - a. A copy and acknowledgement of New Hampshire and Dartmouth College's Hazing Policy.
  - b. A release form allowing the GLOS office, scholarship chair, president and advisor access to member GPA's.
  - c. A release form allowing the GLOS office, housing assignment coordinator, president and advisor access to member D-Plans.
  - d. A release form allowing the GLOS office access to the Office of Judicial Affairs outcomes involving sexual harassment or misconduct.