New Member Education Program Guidelines

Member Education
Member education is an ongoing process of accepting new members and educating current members. The specific plans for membership intake and ongoing member development are referred to hereafter as ‘Member Education Programs’. Fraternity and sorority chapters, undergraduate societies and senior societies will hereafter be referred to as ‘organizations’. ‘New Member’ means pledge, associate member, aspirant, etc. with less than one term of membership in the organization. Member education programs serve as the organization’s agreement with the College, and therefore must be submitted each term the organization has new members.

New Member Educators
New member educators are responsible for filing member education programs with the Office of Greek Life Director or their designate and/or the Student Organization Accountability Program Director and making their organizations members fully aware of all new member policies.
New member educators must:
- Prior to formal recruitment, sink night, intake process or tapping period, each organization should discuss with all members the role(s) each member plays and what is and is not acceptable as new members are oriented to the organization. All members should take responsibility for member education.
- Provide each new member with a copy of this document on the first day of membership in the organization.
- Submit names of each new member to the Office of Greek Life as soon as possible after joining the organization.

New Member Education Policy
Before new member education begins, each new member educator within an organization must attend a training session held by the Office of Greek Life Director or their designate and/or the Student Organization Accountability Program Director. Training sessions will take place at the beginning and/or end of each academic term. Exceptions to this policy can be granted by the Office of Greek Life Director or their designate and/or the Student Organization Accountability Program Director. 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 organization would like to conduct new member education, an individual training session should be requested by the new member educator. These policies and procedures are applicable to all organizations when those organizations wish to take new members.

Member Education Guidelines
- New members shall be initiated immediately after the end of formal recruitment, sink night, intake process or tapping period 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 may have up to 3 weeks to initiate, provided that their programs are approved by the Office of Greek Life and/or the Student Organization Accountability Program Director, follow the national headquarters' outline exactly and are educational in nature. Initiation must immediately follow the intake process.
- Any exception to this policy must be approved by the Office of Greek Life Director and/or the Student Organization Accountability Program Director in writing and include an outline of advisor involvement/oversight for the exception to be granted.
- Organizations have six weeks from the date of affiliation/induction to conclude all new member education activities.
- No more than fifteen (15) hours of activities per week may be required, not including study hours.
- No activities may occur between midnight and 7 a.m. Sunday through Thursday.
- No overnight activities are allowed without prior written permission from the Office of Greek Life Director and/or the Student Organization Accountability Program Director, and if approved, must be included on the New Member Program submitted to and approved by your organization’s advisor.
- Academic performance by new members must take priority over new member activities. No required member activities may be scheduled which conflict with academic commitments.
- No alcohol shall be present at any new member program, activity or ritual of the organization.
Member education programs:

- Must be submitted every term that an organization wishes to participate in recruitment/membership intake/tapping and reviewed prior to start of recruitment/membership intake/tapping period. (Deadlines for filing programs will be determined by the Office of Greek Life Director or their designate and/or the Student Organization Accountability Program Director for each term).
- Must be filed with and approved by the Office of Greek Life Director or their designate and/or the Student Organization Accountability Program Director prior to proceeding with the outlined program.
- Must have the signatures and approval of the new member educator, the presiding organization president and the organization’s advisor.
- New members may not participate in separate ‘new member only’ activities or programs. Exceptions can only be made by the Office of Greek Life Director or their designate and/or the Student Organization Accountability Program Director.
- Any activity that occurs outside the parameters described in the approved member education program is not permitted.
- Once approved, the program may not be altered without being submitted and approved again.

Hazing is prohibited; please read Dartmouth College’s Hazing Policy

Member Education Program Content

The member education program must be provided to all new members at the beginning of the program, and should include the following:

- **Statement of Purpose, including the mission and goals of the program**
  
  This should introducing the principles of the organization and the primary goals and learning outcomes of the member education program

- **Expectations of Members**
  
  New members must be told in the beginning everything that they will need to accomplish as a member. Examples include GPA requirement, community service hours, study hours, dues, organization activities, etc.

- **Scholarship Program**
  
  Academics should be the new members’ 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 classes, projects or exams

- **Big Brother or Big Sister Program**
  
  A Big Brother or Big Sister program can provide valuable resources for the new members and can help the new member become acclimated to the new organization. A list of expectations should be articulated in the program for big brothers / sisters, including academic support and integrating the new members into the organization. No new members can be asked to do any special duties or activities by their big brother or sister

- **Membership Contract**
  
  Each new member of a fraternity or sorority must electronically sign a new member contract at the Office of Greek Life website.

- **Letter to Parents**
  
  Communication with parents is critical in welcoming the new member to the organization. Organizations should communicate with parents on a regular basis. Each new member educator must send a letter immediately following recruitment / intake introducing themselves to the family, discussing financial obligations and providing contact information. Parents should be encouraged to contact the organization if there are any perceived problems with the member education process. The initial letter that will be sent by the new member educator must be submitted to the Office of Greek Life Director or their designate and/or the Student Organization Accountability Program Director, along with the New Member program.

- **Internal judicial procedures**
  
  Each organization should have an internal judicial procedure to deal with any 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 organization events, including dates and locations**
  
  All member activities should be listed on a calendar of events for the entire duration of time the organization has new members, along with the dates, times and locations.

- **Explanation of confidential reporting system for hazing violations within the organization**
  
  New members should have the ability to talk to with members regarding any hazing activities. The organization 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 organization or its officers, the national organization if applicable, the College or law enforcement officials.
The following must be detailed and approved by the Office of Greek Life Director or their designate and/or the Student Organization Accountability Program Director but don't need to be provided to new members:

- **Goals of the new member education program**
  List the goals and learning outcomes the organization expects members to gain from the educational program and how the activities teach and reinforce the values, mission or principles of the organization to the members.

- **Detailed description of all new member activities**
  The program must include a detailed description of all member activities and describe how those activities relate to the goals and learning outcomes of the program. As some activities are ritualistic in nature, please indicate those on the program.

- **Organizational history**
  Education about the organization is important. Include the basic information the organization plans to teach the new members, including methods used to test the new members.

- **Leadership Development**
  Leadership is an important aspect. 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 officers.

**Fresh Steps – end hazing by committing to group principles through organizational development alternatives**

- Members of an organization who are concerned that some of its activities do not comply with Dartmouth College’s hazing policy may consult the Office of Greek Life Director or their designate and/or the Student Organization Accountability Program Director 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 organization 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.