



NEW MEMBER EDUCATION PROGRAM DEVELOPMENT GUIDELINES

The Office of Fraternity & Sorority Life is charged with the responsibility to review and approve fraternity and sorority New Member Education programs with assistance from the student led governing Councils.

These Guidelines are considered rules under the Campus Student Conduct Code and therefore failure to adhere to them is a violation of the Code, which may result in discipline and sanctions under the Code.

Chapters should use the following guidelines in preparing their New Member Education programs for review:

GUIDELINES FOR CREATING A CHAPTER NEW MEMBER EDUCATION PROGRAM

- 1) Be sure to utilize **resources provided by your inter/national organization**. Does your organization have a standard new member education program? Does it allow for flexibility in activities or events? The chapter should **not** just copy information from a national publication but put some thought in how the guidelines provided by national headquarters are applied to the WVU experience.
- 2) The following topics are **encouraged** in all New Member Education Programs. Those highlighted in **RED** are required:
 - a) A comprehensive history of West Virginia University and its fraternity and sorority community;
 - b) A comprehensive history of the local Chapter at West Virginia University;
 - c) A explanation of the differences between the Interfraternity Council, the Panhellenic Association, the National Pan-Hellenic Council, and the Multicultural Greek Council;
 - d) The roles and purpose of the Chapter's Alumni Board and Housing Corporation Board (if applicable);
 - e) The roles and purpose of the Office of Fraternity & Sorority Life at West Virginia University. The New Member Educator should schedule a tour of OFSL in the Mountainlair Student Union for the entire new member class;
 - f) The history and purpose of the concept of "community service" and "philanthropy" and its historical roots in fraternity and sorority membership;
 - g) **Review in depth the New Member Bill of Rights**
 - h) An explanation and demonstration of WVU Engage so that new members understand this program and how it is used;

- i) **The West Virginia University Chapter Accreditation Program for IFC, Panhellenic, and NPHC.**
- j) **All new members must complete the PreventZone online Hazing Prevention Education modules located at wvu.prevent.zone**
- k) The purpose, roles, and responsibilities of your respective governing council including the various positions on the Executive Board and their roles and responsibilities.
- l) The purpose, roles, and responsibilities of the Chapter's Executive Board and governing structure.
- m) The purposes, roles, and responsibilities of the Fraternity's Inter/National Headquarters, including the name of the Executive Director.
- n) **Review in depth the Office of Fraternity & Sorority Life Policies & Procedures Manual**

PROHIBITED ACTIVITIES

The prohibited activities listed below should not be ignored. Any effort to circumvent these policies by the Chapter finding or creating "loop holes" because the exact activity is not clearly defined or outlined or prohibited below will **not** be accepted as an excuse.

The Chapter's New Member Education Program is a time for the New Members to be **educated**. This is not a time for the New Members to be treated as second-class members of the Chapter.

A New Member may not volunteer or agree to participate in any of the activities prohibited below. It is the Chapter's obligation and responsibility to provide clear direction and supervision to the New Members during their New Member Education Program.

These policies apply to **all fraternity and sorority chapters at West Virginia University**. Fraternities who initiate their New Members at the beginning of the relationship with the Chapter, for example, Alpha Gamma Rho, Sigma Alpha Epsilon, and Sigma Phi Epsilon are also responsible for these policies through the **entire semester** of the New Member's initiation. The fact that the New Members are initiated Brothers at the beginning of their process does not permit the New Members to be exempt from any of the activities that are prohibited.

Violations will result in the Chapter and/or individuals being referred for disciplinary action in accordance with the West Virginia University Student Code of Conduct, and cases will be forwarded to the University Police Department for additional action. No member of the chapter may stand by or knowingly ignore the actions of any other member of the chapter while new members are being hazed and/or these policies are being violated.

- 1) **Cleaning:** Cleaning of the Chapter House, grounds, or any member's residence or property is not permitted.
- 2) **Morning Hours:** New Members may not be present on chapter property prior to 8:00 am seven days each week during the New Member Education program unless approved by the Office of Fraternity & Sorority Life.

- 3) **Evening Hours:** New Members may not be present on chapter property after 10:00pm Sunday through Thursday or after 12:00 am Friday and Saturday during the New Member Education program unless approved by the Office of Fraternity & Sorority Life.
- 4) **Exercises or Any Military-Related Activity:** Calisthenics, exercises, standing at attention, or any activity where new members are expected to behave, participate, or act in any way different from another member of the chapter are not permitted **under any circumstances** during the new member education period.
- 5) **Road Trips:** Road trips are not permitted during the new member education period unless approved by the Office of Fraternity & Sorority Life.
- 6) **Uniforms:** Uniforms for new members, of any kind, are prohibited. The Chapter may not require the new members to dress in a specific uniform at any event unless approved by the Office of Fraternity & Sorority Life.
- 7) **Service:** New Members may not be used to perform any kind of service to the chapter or members of the chapter at any time, under any circumstance.
- 8) **Scavenger Hunts:** Scavenger hunts are not permitted under during the new member education period unless approved in advance by the Office of Fraternity & Sorority Life.
- 9) **Alcohol:** During any events where alcohol is present, new members may not be offered, asked, or pressured to consume alcohol at any time, including social functions, big brother events, or bid acceptance nights during the new member education program. Those new members who are age 21 or over may choose to drink of their own free will consistent with the expectations of the inter/national organization and WVU Student Conduct Code.
- 10) **Social Function Supervision:** New members **may not have primary responsibility** for supervising, monitoring, serving as alcohol-free monitors, etc. during any kind of social function, event, party, formal, etc. unless they are shadowing an initiated member.
- 11) **Pick-Ups:** New members may not be responsible for serving as a driver or passenger to pick-up anyone to transport them to the chapter house for any reason, at any time, under any circumstance.
- 12) **Overnight:** New members may not spend the night at the chapter house or at any member's residence as part of the new member education program without prior approval from the Office of Fraternity & Sorority Life. This includes New Member Retreats or off-site programs.
- 13) **Line-Ups:** Line-ups, for any purpose, **are prohibited** at all times throughout the new member education program.
- 16) **Non-Member Involvement in New Member Education:** Students who are not members of the fraternity/sorority have no role or responsibility in new member education; therefore, non-members may not be present, involved in new member activities, or have any role whatsoever during the new member education program, including members of fraternities in sorority new member education program and members of sororities in the fraternity new member education program.

- 17) **Meal Service or Any Level of Servitude:** New members may not serve meals, clean-up after meals, or provide any level of service to the chapter or any member of the chapter, for any reason, or under any circumstance.

SUBMITTING A NEW MEMBER EDUCATION PROGRAM FOR REVIEW & APPROVAL

Whenever an organization takes a new member class, they must submit their New Member Education program for review and approval by their respective governing council (IFC and Panhellenic) and the OFSL (all councils).

Submissions are collected electronically, specifically through WVU's subscription to Qualtrics. The link for submission is below:

https://wvu.qualtrics.com/jfe/form/SV_bqGLtGu9Uy5CI3b

This form asks the following questions:

- ✓ Name of organization, term of submission & planned date of initiation
- ✓ Name, position, E-mail, and cell phone number of person submitting the program
- ✓ Range of dues each new member will pay during new member education
- ✓ Acknowledgment of WVU policies governing new member education
- ✓ Day(s) of the week new member meetings are held and the projected length of each meeting
- ✓ Whether study hours are expected for new members and if so, how many per week
- ✓ Whether dining hours are expected for new members and if so, who pays
- ✓ When Big/Little occurs & a detailed description of how Big and Little Brothers/Sisters are selected
- ✓ Acknowledgement that alcohol should never be given as a gift during new member education
- ✓ Acknowledgement that inter-organization Big/Little "families" are prohibited
- ✓ Determining the level of expectation the Chapter has for new members to attend brotherhood/sisterhood, social, philanthropy/service, and education/accreditation events
- ✓ Determining the level of expectation the Chapter has for new members to meet/interview members of the chapter and alumni/ae
- ✓ Whether member "books" are a part of the new member education program
- ✓ Whether "quizzes" are a part of the new member education program. If so, determining how they are tested on knowledge and repercussions (if any).
- ✓ Determining how the topic of hazing is addressed in the new member education program
- ✓ Determining the chapter's stance on new members consuming alcohol during new member education
- ✓ Determining whether new members attend chapter members, and if so, what rights do they hold in meetings
- ✓ Determining whether there is a "pledge class project" and collecting information about that/those project(s)
- ✓ Acknowledging new member program expectations from OFSL
- ✓ Collecting information for your Alumni/ae Advisor Contact information

Upon completion of the survey, the Alumni/ae Advisor is sent a copy of the submission, as is OFSL. The student who submitted the survey will be contacted if more information is needed.



FRATERNITY AND SORORITY LIFE

New Member Bill of Rights

Each new member in a social fraternity and sorority has:

1. The right to a process that respects their human dignity and protects their mental and physical well-being.
2. The right to be treated as an individual.
3. The right to be fully informed about the membership process costs and requirements.
4. The right to ask questions and receive true and objective answers from members.
5. The right to be treated as a capable and mature person without being patronized.
6. The right to make informed choices without undue pressure from others.
7. The right to have a positive, safe and enriching new member period consistent with our Mountaineer values.
8. The right to new member activities that promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster chapter solidarity or otherwise promote the institutional mission of the host university.

To this end, no new member shall be asked by any person or persons to abandon or tolerate a violation of their rights. Such requests would include any act which:

1. Interferes with the academic process – causes the new member to miss or be ill prepared for classes, labs, study sessions, or tests. While it is acceptable for new members to be asked to participate in chapter study hours, that requirement should not exceed 6 hours per week.
2. Causes the new member to violate inter/national fraternity and sorority regulations and/or WVU policies.
3. Requires or pressures a new member to consume alcohol if of legal age or provides opportunity to consume alcohol as a new member who is underage.
4. Prevents the new member from securing normal amounts of sleep. All activity, unless otherwise approved, should not begin before 8:00 a.m. and should end before 10:00 p.m.
5. Requires or pressures a new member to do chores for collegiate or alumni members (including, but not limited to, driving around members and/or their guests (including members of other organizations), “shopping” for members, etc.).

6. Requires the new member to participate in assigned designated driver duties (only tolerable if all chapter members participate and a letter from the Inter/National Organization is provided approving the practice).
7. Is malicious – treats the new member in a “sub-human” manner, purposeless, or is intentionally cruel.
8. Is illegal – including the use of drugs and alcohol or committing a crime such as stealing or vandalism.
9. Violates the fraternal values of the fraternity or sorority.
10. Places the new member in physical danger or harm.
11. Asks new members to participate in any form of calisthenics, like running, unless connected to athletic training for a recognized competition (i.e., intramural team, Greek Week, etc.).
12. Places severe emotional stress on the new member.
13. Requires the new member to be present at activities for unreasonable periods of time.
14. Coerces new members to attend meetings/activities through fines/sanction that are not also levied against initiated members.
15. Requires the new member to participate in questioning activities such as “line-ups.”
16. Prescribes the wearing of anything to identify new member status (exception: badges).
17. Requires the new member to dress in costume when not appropriate to do so, or when that costume is specifically meant to embarrass or harass the new member.
18. Requires the new member to carry items that they would not normally bear (including paddles, bricks, signature books, etc.).
19. Prevents the new member from engaging in normal everyday conversation for a period of time or requires new member to honor a period of silence that inhibits academic progress.
20. Involves the abandonment of new member or active members thereby requiring them to find their own way back to campus or kidnapping of any kind.
21. Requires the blindfolding of the new member (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for Ritual).
22. Requires only the new member to stand when a collegiate or alumna/us member enters a room.
23. Requires the new member to intentionally deface the house/chapter room/suite/apartment, etc.; or requires the new member to clean the house/chapter room/suite/apartment, etc. of others.
24. Requires calling other new member derogatory “names” or actives referring to new members in a negative or derogatory manner.
25. Requires new member to enter the house/suite/building only from a specific door.
26. Requires new member to eat meals together unless the chapter is providing a meal plan for the new members. If so, new members should be offered the same food to eat as initiate members.
27. Requires new members to attend unscheduled, last minute, impromptu meetings called for the purpose of harassing, degrading or intimidating said members.
28. Requires new members to sleep in the house/suite/apartment together for any length of time without written permission from OFSL and the Inter/National Office.

29. Requires a new member to address or refer to members in a manner different from how they are address (i.e., Mr./Ms. Smith for initiates, Pledge Robert for new members).
30. Requires new member to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc. Some scavenger hunts have been approved as part of the new member calendar review. Those hunts take place during the daylight, without alcohol or timelines, and have specific purpose related to the history of the fraternity (i.e., finding the building where the first meeting of the fraternity was held or visiting the location of the bricks on campus).
31. Requires new members to spend their money, outside of the dues structure, to offset the cost of fraternity functions or to purchase items for the members.
32. Requires the new members to road trip in a car with less seatbelts than passengers, includes driving outside of the normal hours (8am to 10pm) or has a timeline involved for travel.

THIS LIST IS IN NO WAY EXHAUSTIVE

Any questions regarding violations of new members' rights or other questionable activities, including hazing, should be reported to OFSL at **304-293-8201**, UPD at **304-293-2677**, or the Office of Student Conduct at **304-293-8111**.