

# SIUE Fraternity and Sorority Life

## Guidelines for Conducting New Member Education: PHC

**Acknowledgement:** *These guidelines have been adopted/adapted from the University of North Carolina at Charlotte's Office of Fraternity and Sorority Life's Guidelines for Recruitment and New Member Education.*

The purpose of this document is to provide the sororities of the SIUE Fraternity and Sorority Community, their advisors, and prospective members with a source of information regarding recruitment and new member education for chapters governed by the **Panhellenic Council**. Chapter members, chapter advisors and the Kimmel Belonging and Engagement Hub will work together to ensure a successful and positive experience for all involved.

In order for the Kimmel Belonging and Engagement Hub to assist chapters with the recruitment and new member education process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct recruitment and new member education at Southern Illinois University Edwardsville. In the event of a discrepancy between the Kimmel Belonging and Engagement Hub's New Member Education Guidelines and an (inter)national organization's policies, the organization will follow whichever guidelines are stricter.

SIUE is supportive of virtual membership education as well as virtual ways to present new initiates.

### Meeting and Documentation:

1. All chapters conducting recruitment during a **non-formalized recruitment period** must submit recruitment flyers to the Assistant Director or designee or their designee **at least one week before** the recruitment events are to commence.
  - a. The flyer must include time, date, location, and any pertinent information related to the events that potential new members should know before the event.
2. **Prior to the official start of new member education**, the chapter president and new member educator will meet with the Associate Director or their designee. At this meeting the chapter will submit/provide:
  - a. Notice of New Member Education
  - b. A calendar of events, which should include a timeline of any new member education activities with dates, times, and locations. Activities must be approved **one week before** they commence. Activities to include on the calendar, if applicable:
    - i. Selection date(s)
    - ii. Start date of new member/member education.
    - iii. Initiation date and location.
    - iv. Any additional dates pertinent to the specific organization.
  - c. Your (inter)national organization's risk management policy and new member education guidelines.
3. Verification of New Members
  - a. All chapters conducting recruitment must submit a **Grade & Conduct Record Release Form** and the **Membership Reporting Form**. The grade/conduct record release form and membership reporting forms must be submitted **prior to the official start of new member education**. These forms list the individuals approved by your chapter. The grade/conduct record release form contains the following information:
    - i. List of candidates for membership that will include each new member's:
      1. Full Legal Name

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2. Signature
3. Student's 800 Number
4. Academic Release Waiver
- ii. Total Number of Candidates
- iii. Original Signature of Chapter President
- iv. Original Signature of Chapter Advisor

All documents supplied to the Kimmel Belonging and Engagement Hub are kept confidential from students, student workers, student leaders (including the respective governing council officers). They may be shared, at times, with university officials and national staff as needed. In the event any dates and times need to be changed on the new member education calendar of events, the chapter president or new member educator must notify the Assistant Director or designee or their designee (in writing)

## SIUE Anti-Hazing Policy

### **From Southern Illinois University Edwardsville's Student Code of Conduct and the University Anti-Hazing Policy:**

- A. Knowingly requiring the performance of any act by a student for the purpose of induction or admission into any group organization or society associated or connected with the University. The act must be one that is not sanctioned or authorized by the University.
- B. Engaging in any pastime or amusement by students whereby such pastime or amusement is conducted for the purpose of holding up any student or other individual to produce mental or physical discomfort, embarrassment, harassment, or ridicule that poses a hazard to the health and safety of the person.

### **From the State of Illinois' Hazing Act:**

1. The *Illinois Hazing Act* defines hazing as follows: A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:
  - a. the act is not sanctioned or authorized by that educational institution; and
  - b. the act results in bodily harm to any person

## Violations of SIUE Recruitment & New Member Education Guidelines

Violations of the new member education process may result in probation or suspension. Whether the chapter will be placed on probation or suspension is based upon the infractions and is at the discretion of the Office of Student Conduct in partnership with the Kimmel Belonging and Engagement Hub.

Probation is noted by a period of scrutiny wherein if the chapter commits any violations of the new member education process or any other rules set forth by the Office of Student Conduct in partnership with the Associate Director of the Kimmel Belonging and Engagement Hub, the chapter will be placed on suspension.

Suspension is noted by a period wherein all social and formal programming (this includes community service, social events, all fundraising activities, and recruitment functions) are prohibited. The suspension period will be determined by the Office of Student Conduct in partnership with the Kimmel Belonging and Engagement Hub.

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Violations include, but are not limited to:

1. Intentional submission of improper paperwork (changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding new member education without adhering to the SIUE New Member Education Guidelines.
3. Hazing: Any violations of the SIUE Student Code of Conduct and the University Anti-Hazing Policy will result in a referral to the Office of Student Conduct.
4. Overt activity defined as any activity related to new member education conducted in defiance of previous guidelines or warning by the Office of Student Conduct in partnership with Fraternity and Sorority Life staff.

Students found responsible for hazing will be subject to penalties outlined by the SIUE Code of Student Conduct, as well as any sanctions outlined by the (inter)national organization.

## **Guidelines for Review of Chapter Status for Suspension**

A meeting will occur that must consist of the following individuals:

1. Chapter president and/or one executive board member representative.
2. Chapter advisor.
3. Fraternity and Sorority Life staff member.
4. Office of Student Conduct staff member.

All questions and concerns must be expressed by the chapter president to the Associate Director of the Kimmel Belonging and Engagement Hub. If any questions regarding the guidelines arise, they may be discussed between the members of the chapter and the Kimmel Belonging and Engagement Hub. Final jurisdiction and decision-making authority rests in the hands of the Office of Student Conduct.

## **Things to Remember for New Member Education**

1. This packet **must be submitted prior to the start of new member education**.
2. Each chapter must submit a calendar of events for new member education activities, and a Notice of New Member Education form at the initial meeting with the Coordinator for Fraternity and Sorority Life or their designee. The calendar of events **must be approved at least one week before** any new member education activities occur.
3. The Notice of New Member Education form must contain the original signature (no copies will be accepted) of the chapter president and the chapter advisor.

Without the submission of the required paperwork, new member education will not be approved. In the event that new member education activities begin without the knowledge and approval of the Associate Director for Campus Life or their designee, and/or the chapter has not adhered to these written New Member Education Guidelines, new member education activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the Office of Student Conduct in partnership with the Kimmel Belonging and Engagement Hub.

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## Notice of New Member Education

The officers and members of \_\_\_\_\_ are proud to announce the education of new members for the Fall Spring (circle one) of \_\_\_\_\_.

Bids are distributed on \_\_\_\_\_

Education of new members begins on \_\_\_\_\_

Education of new members ends on \_\_\_\_\_

*The end date must be **no more than 8 weeks** after the beginning date of new member education.*

New members will be initiated on \_\_\_\_\_

*New members must be initiated **no more than 2 weeks** after new member education has ended.*

*New member education and initiation must occur in the same semester.*

The chapter member and chapter advisor in charge of new member education for the chapter are:

_____	_____
Name (Member)	Name (Advisor)
_____	_____
Title in Chapter	Title in Chapter
_____	_____
SIUE Email Address	Email Address

The above information is accurate and correct to the best of my knowledge.

\_\_\_\_\_  
President's Printed Name      President's Signature      President's SIUE Email Address

\_\_\_\_\_  
New Member Educator's Printed Name      New Member Educator's Signature

\_\_\_\_\_  
Chapter Advisor Printed Name      Chapter Advisor's Signature      Chapter Advisor's Email Address

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## Chapter Anti-Hazing Compliance Form

The University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action. **One Chapter Anti-Hazing Compliance Form must be on file for every chapter for each semester they are seeking to bring in new members.**

### Illinois State Law

**The Illinois Hazing Act** defines hazing as follows: A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and
- (b) the act results in bodily harm to any person

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- B. Engaging in any pastime or amusement by students whereby such pastime or amusement is conducted for the purpose of holding up any student or other individual to produce mental or physical discomfort, embarrassment, harassment, or ridicule that poses a hazard to the health and safety of the person.

### Agreement on Hazing

We, the undersigned, certify the following:

- 1. We have read AND understand SIUE's Anti-Hazing Policy
- 2. We have read AND understand Illinois State Law
- 3. We have read AND understand our (inter)national organization's Anti-Hazing Policy
- 4. We verify that this policy will be read to our chapter
- 5. We verify that all new members will receive a copy of this policy
- 6. We verify all activities sponsored or required by our chapter, in whole or part, comply with this policy
- 7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline.
- 8. Furthermore, if I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.

By signing this form, we agree to abide by the above.

**Term Joining:** Fall/Spring (circle one) \_\_\_\_\_ (year)

**Organization:** \_\_\_\_\_

**New Member Educator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Chapter President's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_