The purpose of this operating procedure is to assist fraternities and sororities at the Georgia Southern University with their Recruitment and New Member Education efforts. This document is meant to educate Georgia Southern fraternity and sorority members, their advisors, potential new members, and new members about the Recruitment and New Member Education expectations and procedures of the Georgia Southern University’s Office of Fraternity and Sorority Relations. The Office of Fraternity and Sorority Relations believes in partnerships with fraternity and sorority members, Chapter Advisors, and inter/national headquarters to ensure a successful and positive experience for all involved.

Office of Fraternity and Sorority Relations Privacy Statement

To protect the interest, privacy and confidentiality of affiliate chapters all documents submitted will be kept confidential. No one other than the Office of Fraternity and Sorority Relations will have direct access to any information submitted by a chapter.

All membership education and recruitment forms will be stored for a minimum period of twenty-four (24) months. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the inter/national headquarters will have access on a need to know basis.

Code of Student Conduct Hazing Policy

Participation in hazing, defined as an act which endangers the emotional, mental, or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes acts that are intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above or are violations of the Student Conduct Code.

State of Georgia Hazing Law

§16-5-61. Hazing
(a) As used in this section, the term:
"Haze" means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in an activity.
"School" means any school, college, or university in this state.
"School organization" means any club, society, fraternity, sorority, or a group living together which has students and its principal members.
"Student" means any person enrolled in a school in this state.
(b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance membership, office, or other status in a school organization
(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Expectations of Organizations Conducting New Member Education Processes

1. The academic mission of the institution will be upheld and promoted to potential new members and new members.
2. New Member education activities will not interfere with academic endeavors or class schedules, will not occur between the hours of 12 a.m. and 8 a.m., and will not include the presence or consumption of alcohol.
3. No more than 12 hours of activity should be required of new members any given week.
4. The education of new members will be free of any form of mental and/or physical abuse and hazing.
5. New members will be selected on the criteria set forth by the inter/national organization.
6. Chapters will not engage in pre or post hazing activities. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the chapter.
7. Chapters will be in good standing with their inter/national organization, their respective council, the Office of Fraternity and Sorority Relations and Georgia Southern University.
8. Chapters will complete all required paperwork thoroughly, in a timely fashion, and will not willingly omit any information or forge any signatures.
9. New members will be thoroughly educated on the Georgia Southern University Hazing Policy by the chapter.
10. Chapters are not to engage in any new member education activities outside of the parameters outlined by their inter/national headquarters/organizations.
11. All new member activities are to conclude prior to the first day of Dead Week.
12. All new members will attend the Office of Fraternity and Sorority Relations new member programming required per the 5-Star Chapter the semester the new member process is taking place.
13. The position of the Georgia Southern University concerning a chapter’s new member education process is that it will be a positive, educational experience for all involved. Names such as —Hell Week— should not be used in reference to pre or post recruitment and initiation activities.
14. The practice of surprising new members with the date and/or time of initiation is not acceptable. New Members should be informed about the date of initiation no later than two weeks after the new member education process begins.
15. New members should never be subject to sleep deprivation, servitude and/or moral degradation or humiliation.
16. New members should never be forced to stay or live anywhere against their will.
17. Members of the opposite sex will not be involved in new member activities, serve as —pledge mothers/fathers or —big brothers/sisters

**New Members’ Rights**

The new member process should be conducted in a manner that respects the dignity of new members and protects their mental and physical well-being. Examples of acceptable behavior include activities that are not classified as hazing, but promote scholarship and service, develop leadership and/or social skills, assist career goals, involve students with alumni/ae, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster chapter solidarity (not new member class solidarity) or otherwise promote the institutional mission of the University.

No new member shall be required by any person or persons to perform any act which:
- Interferes with the academic process – causes the new member to miss or be ill prepared for classes, labs, study sessions, or tests
- Causes the new member to violate Georgia Southern University policies
- Requires or pressures the new member to consume any substance
- Prevents the new member from securing normal amounts of sleep
- Requires the new member to perform personal services for collegiate or alumni/ae members
- Is sadistic and treats the new member in a —sub-human manner
- Is illegal
- Is immoral
- Places the new member in physical danger or in jeopardy of losing his or her life
- Places severe emotional stress upon the new member
- Requires the new member to be present at activities for unreasonable periods of time
- Requires the new member to participate in individual questioning activities or line-ups
- Prescribes the wearing of anything to identify new member status (aside from the organization’s official new member pin as required by the inter/national organization)
- Requires the new member to carry items they wouldn’t normally bear
- Requires the new member to answer the telephone in a manner unlike an initiated member would answer it
- Prevents the new member from speaking for a period of time
• Involves the abandonment of a new member or initiated member thereby requiring them to find their own way back to a specific location
• Requires the blindfolding of the new member (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for inter/national Ritual)
• Requires the new member to intentionally deface property or requires the new member to clean any property
• Requires new members to enter locations only from a specific entry point
• Requires new members to address or refer to members in a manner different from how they are addressed by the general membership
• Requires new members to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.
• This LIST IS NOT INCLUSIVE

Organizational Qualifications for Membership Recruitment and New Member Processes

All organizations participating in Membership Recruitment must be in good standing with the university, their respective council, and inter/national organization. To be considered in good standing, organizations must be fiscally and judicially sound with their respective council, the Office of Fraternity and Sorority Relations, the University and the inter/national organization. If an organization has a question regarding their status, they are to contact the Council Advisor and/or their inter/national organization.

Qualifications for Membership Recruitment and New Member Processes

All potential new members must meet the inter/national Organization and Office of Fraternity and Sorority Relations minimum academic (grades and credit hour) requirements in order to take part in Membership Recruitment. Any additional criteria designated by the inter/national organization must also be met by potential new members.

Timeline of Recruitment Activities, New Member Education Processes, and Initiation

All recruitment activities and new member education processes shall be conducted only in the fall or spring semester of each academic year. The Office of Fraternity and Sorority Relations considers the start of the new member education process to be the point when the potential new member is being extended an invitation for membership, or bid, by the organization. Regardless of start date, new member education activities SHALL end no later than the day prior to the beginning of finals week. There is to be no crossover of new member education activities from semester to semester. The new member education process should not last any longer than what the inter/national headquarters has approved but under no circumstances should it be longer than 8 weeks.

If your inter/national organization supports not initiating members prior to the release of grades for the semester they begin their new member education process, the Office of Fraternity and Sorority Relations will adhere to this request only if a copy of such policy is in file with the respective organization’s Council Advisor.

New Member Institute

New members receiving Bids or Invitations of Membership should attend the New Member Institute held in the semester that recruitment has taken place. The chapter is responsible to send a minimum of 70% of New Members receiving Bid or Invitations of Membership.
Initiation

Initiation is defined as *the ceremony in which new members become members of the organization*. **Under no circumstances is the date of the initiation ceremony to remain a secret** from the new members. **New Members must be made aware of this date at least two weeks after the beginning of the new member education process.** It is the preference of the Office of Fraternity and Sorority Relations for this ceremony to take place immediately after the conclusion of the new member education process but if the respective inter/national organization has a policy that requests that initiation be postponed until grades are released for the semester that the new member education process takes place, the Office of Fraternity and Sorority Relations will grant an exception as long as a copy of such policy is on file with the organization’s Council Advisor.

**Outline of New Member Process Activities**

An outline of all activities conducted by the organization for New Member Education purposes and those that include any new member involvement must be turned in to the Office of Fraternity and Sorority Relations prior to Membership Recruitment:

- A summary of what will take place at each recruitment event
- A summary of what will take place during all educational sessions
- Ritual or ceremony dates
- Study dates
- Initiation date
- Community service projects
- Any retreats
- Overnight activities
- Leadership development programs
- Big brother/sister activities
- Activities in which members will have an opportunity to meet and be involved with alumni/ae
- Expectations of new members and active members during the new member education process (what you tell each group they can and cannot do)

It is important for organizations to understand that the Office of Fraternity and Sorority Relations considers that if an activity is not listed on the outline then it will not occur. If any activities outside of those listed on the outline submitted occur, the organization will be subject to judicial action by the University.

**Dry Recruitment Policy**

Dry Recruitment is defined as a period of time in which alcohol may not be present during any event.

At Georgia Southern University, Dry Recruitment is in effect during the entire recruitment period, extending from the beginning of a sponsored recruitment until the formal pledging ceremony of each chapter or at any function associated with the Membership Education Process.
Violations

A judicial process to determine violations of the Membership Recruitment and New Member policy and/or the anti-hazing policy by organizations and its members will be handled through the Office of Student Conduct. Violations of the policy may include (but are not limited to): intentional submission of improper paperwork (falsifying signatures, changing dates without approval, incomplete forms), holding Membership Recruitment or New Member Processes without adherence to the policies and procedures set forth by the Office of Fraternity and Sorority Relations, and not adhering to the policies of the inter/national organization, Georgia Southern University, as well as municipal, state, and federal laws. Penalties for violations may include (but are not limited to): fines in specified amounts; probation for specified academic terms, with or without specified restrictions; loss of privilege of using University space and facilities; and revocation of the privilege of being a registered student organization. The inter/national office of any student organization violating the anti-hazing rules and Membership policies will be notified of any violations and all penalties.
The chapter has selected a New Membership Coordinator who has read and fully understands the Georgia Southern University and his/her own respective organization’s policies regarding hazing and new member joining requirements. The New Member Coordinator will be responsible for ensuring that the Office of Fraternity and Sorority Relations has received the necessary forms for the new member education period and that the chapter follows the necessary steps.

In addition, the New Member Coordinator will educate his/her chapter on all of the regulations of the new member education process and ensure that the Office of Fraternity and Sorority Relations is informed on all new member activities.

Semester _________________________________ Date form was complete __________________

________________________________________  ______________________________________
Signature of New Member Coordinator Print Name

________________________________________  ______________________________________
Signature of Chapter President Print Name

________________________________________  ______________________________________
Signature of Chapter Advisor Print Name

________________________________________  ______________________________________
Signature of Director of Fraternity and Sorority Relations Print Name
Notice of New Member Education

The officers and members of the ___________________ chapter of ____________________________ are pleased to announce the new member education period for the new members for the - _________________ semester.

The new member education process for our chapter will begin with the first meeting/activity on ________________ (month/day/year) and will conclude with the final meeting/activity on ________________ (month/day/year). Our new members will be initiated on ________________ (month/day/year).

The New Member Coordinator for our chapter will be:

__________________________________
Name

__________________________________
Telephone

The advisor in charge of supervising all new member meetings/activities will be:

__________________________________
Name

__________________________________
Daytime Telephone

__________________________________
Evening Telephone

We, the undersigned, attest that the above information is accurate and correct to the best of our knowledge.

__________________________________          ____________________________________
Chapter President (print)                                      Chapter President (sign)          Telephone

__________________________________          ____________________________________
Chapter Advisor (print)                                      Chapter Advisor (sign)          Telephone
HAZING COMPLIANCE AND AGREEMENT FORM

We, ________________________ (President print name) and __________________________ (New Member Coordinator print name), of the _____________________ chapter of ____________________________________ do hereby affirm to Georgia Southern University that the organization represented by our signatures does comply with the University policy on hazing as stated in the Georgia Southern University Student Guide (Code of Conduct) book.

In order to insure that all chapter members are aware of the hazing policy, we affirm that:

1. All chapter members have been informed of the statements outlined in this policy.
2. This policy is reviewed annually by all chapter members.
3. The New Member Coordinator has obtained copies of this policy for each potential new member and has reviewed this policy with each of them.
4. This form must be turned in directly to the Office of Fraternity and Sorority Relations within 48 hours of the first New Member activity or meeting.

Chapter President

______________________________________

Date

New Member Coordinator

______________________________________

Date

Chapter Advisor

______________________________________

Date