



ST. JOHN'S UNIVERSITY

Fraternity & Sorority Life



New Member Education Program

2020—2021

Office of Student Life (OSL)
Staten Island Campus
Division of Student Affairs

Section 1 – St. John’s University Fraternity & Sorority Life New Member Education Policies and Procedure

To ensure the emotional and physical safety of our students, all fraternity & sorority members and fraternities & sororities are responsible for complying with the New Member Education Policies and Procedures. If individual members or fraternities/sororities fail to comply with these policies and procedures, the individual member or organization could be suspended, face Student Conduct action, or have the charter revoked.

1. New Members must be full-time (taking at least 12 credits), matriculated undergraduate students from St. John’s University.
2. 1st semester freshmen are not permitted to participate in the New Member Education Program.
3. All students must have a minimum 2.5 cumulative GPA to join a fraternity or sorority.
4. New Member Grade Release Forms and credit checks must be complete prior to the beginning of any new member activities.
5. The New Member Education Program may not exceed six weeks during the fall semester and spring semesters (start and end dates will be determined by the Office of Student Life (OSL) each semester. Extensions will only be granted under extenuating circumstances.
6. A detailed outline of the New Member Education Program explaining what will be occurring during the New Member Process/Intake and where events will be taking place must be submitted to the Fraternity & Sorority Advisor at least three days prior to beginning any new member activity.
7. The President & New Member Educator must meet with OSL to review their organization’s New Member Education Program, discuss hazing policies and appropriate new member activities, sign the New Member Education packet, and gain approval to begin the New Member process.
8. OSL reserves the right to modify or change any New Member activity at its discretion.
9. Any modifications/changes to the New Member Education Program must be submitted in writing to OSL prior to the event for approval.
10. St. John’s University policies supersede inter/national policies unless the inter/national policies are stricter than the St. John’s University policies.
11. Bids can only be given out on the designated “Bid Day” (determined each semester by OSL). No New Member Registration Forms may be complete prior to this day.
12. When applicable, women signing a Bid Card for a Panhellenic Council Sorority are bound to that sorority for one year (as per the National Panhellenic Conference Policy).
13. St. John’s University Fraternity & Sorority Life New Member Education packet must be fully approved by the office complete and submitted to the Office of Fraternity & Sorority Life by the President, New Member Educator, and alumna/us advisor at least 24 hours prior to the beginning of any New Member activities.
14. National New Member Registration Forms must be complete and sent to your National Headquarters (via email, fax, or mail) by the end of the 1st week of your New Member Education Process (where applicable).
15. A “New Member Drop Form” must be completed if any New Member decides to leave the New Member Education Program (“depledge”). This form must be submitted to the Office of Fraternity & Sorority Life within 24 hours of the New Member leaving the process.
16. Hazing, as defined by New York State and St. John’s University, is strictly prohibited (a detailed outline of this policy is included in chapter 6 of the St. John’s University Student Code of Conduct).

17. Presidents, New Member Educators, and New Members must complete a Hazing Prevention Program sponsored by OSL each semester.
18. New Members and Initiated Members shall not be under the influence of alcohol or drugs during New Member activities.
19. New Members must have an allotted time solely for studying/academics with flexible times based on the new member's schedule independent of the organization's scheduled events. If study hours are mandated by the inter/national organization, written documentation of approval must be submitted from the inter/national organization to OSL.
20. New Members are not permitted to congregate together prior to 8:30 am. Waivers will only be granted under extenuating circumstances.
21. New Member activities are prohibited in any room/lounge in the Residence Hall/Apartments/Village.
22. New Member activities may not occur during school/religious holidays, recesses, or vacation periods.
23. Scavenger Hunts are not permitted.
24. Running or chasing members on campus is prohibited.
25. No line-ups, walking in line, or cutting corners will be permitted on or off campus.
26. Any type of branding is prohibited.
27. Singing/Chanting may occur ONLY if the initiated members of the organization are singing/ chanting with the New Members.
28. Singing/Chanting cannot take place in the Residence Hall/Apartment/ Village.
29. New Members are permitted to have a New Member Education Book ("pledge book") with local chapter history, Council information, Fraternity & Sorority Life facts, and information about the members of the organization (as long as the inter/national organization permits it*). The New Members should not be required to carry this book and there cannot be consequences if they do not have it with them.
30. New Members and Initiated Members are permitted to conduct "interviews" as a way of getting to know one another as long as the inter/national organization permits it. Written documentation of approval must be submitted from the inter/national organization to OSL. New Members cannot be required to complete a certain amount of interviews by a deadline and there cannot be consequences if they do not have interviews done.
31. New Members can dress alike, dress professionally, or wear organization's colors on Fridays ONLY.
32. New Members are NOT permitted to carry any type of symbolic objects with them at any time.
33. Cross-Pledging is not permitted at St. John's University. St. John's Fraternity & Sorority organizations may only intake students that attend St. John's (unless they are a recognized/chartered metro chapter).
34. Fraternity and sorority members from other universities are not permitted to participate in any New Member Education activity with their respective Fraternity & Sorority organization at St. John's University.
35. No St. John's University fraternity/sorority member is permitted to participate in any New Member Education activity on other college campuses.
36. An Initiation Form must be signed by the President and alumna/us advisor submitted to OSL no later than 24 hours following the Initiation ceremony or by the deadline provided by OSL, whichever comes first. Failure to comply will result in action from OSL.

I hereby attest that I have read and understand all of the New Member Education Policies and Procedures that have been established by OSL at St. John's University. By signing this form, I agree to abide by all of the above St. John's University policies and procedures along with the policies set forth by my inter/national organization (where applicable). If I fail to abide by these rules, I, or my organization, am subject to face Student Conduct action.

New Member Educator (print)

New Member Educator (signature)

Date

Chapter President (print)

Chapter President (signature)

Date

Section 2 – Statement of Purpose

This should be a statement introducing the principles of the student organization and the primary objectives of the New Member Education program. Include the mission and goals of the program. Use the space below. **[This portion of the document may be edited to allow more space as needed].**

Section 3 – Expectations of a New Member

New members should be told during recruitment and again during the new member process, what the requirements are to become active members, and how these expectations are communicated. Examples include GPA requirement, community service hours, chapter activities, etc. **[This portion of the document may be edited to allow more space as needed].**

Section 4 – Expectations of an Active Member

New members should know what will be expected of them as an active member, what the requirements are for active members, and how they are communicated. Examples include GPA requirement, community service hours, chapter activities, etc. **[This portion of the document may be edited to allow more space as needed].**

Section 5 – Financial Responsibility

Complete the following information about the dues structure for new members and active members. **[This portion of the document may be edited to allow more space as needed].**

New Member Dues \$ _____

Active Member Dues \$ _____

Do you offer a dues payment plan? If so, please provide details below.

How do you educate potential new members on the need to be financially responsible to the fraternity/sorority?

Section 6 – Scholarship Program

Scholarship should be the new member’s number one priority. Programs should be set up and enforced that emphasize the importance of academics, and new member activities should never interfere with studying. Please include a detailed description of your scholarship program. **[This portion of the document may be edited to allow more space as needed].**

Section 7 – Community Service Opportunities

Service is an important aspect of fraternity and sorority life at St. John’s. It is important that new members understand that membership in a fraternity/sorority will entail community service, if applicable. **[This portion of the document may be edited to allow more space as needed].**

What service opportunities do your new members and active members participate in? How often?

Section 8 – Recruitment Process

New members should learn the recruitment process to better understand the processes and guidelines organizations set in accepting new members. This education should include the identification of men and women not involved in student life and introducing them to their chapter. **[This portion of the document may be edited to allow more space as needed].**

Does your program provide recruitment education for new members? If so, please provide a description.

Section 9 – Campus Involvement

It is important that new members are involved in organizations outside of the FSL community, in order to positively engage with other student or campus organizations. Fraternities/sororities may consider having their new and active members to join at least one organization outside of the organization. This is an excellent way to diversify your organization and develop leaders outside of the chapter.

Discuss how your organization encourages new members to get involved in the greater St. John’s Community.

Do you require outside involvement for members?

Section 10 – Template and Description of New Member Activities

All new member activities (including dates, times, and locations) should be listed on a calendar of events for the entire five weeks of new member education. Please use the template found on the FSL website [SI Website](#).

The program should include a detailed description of all new member activities. As some activities are private, and ritualistic in nature, please indicate those on your calendar.

Please attach your template and activity descriptions at the end of this form.

Section 11 – Signatures

We have read and understand the University's policies and guidelines concerning new member/associate/pledge education and hazing at St. John's University. We also agree to abide by all university policies regarding new member/associate/pledge education at St. John's. We have submitted all items listed above in our new member program.

New Member Educator (print)

New Member Educator (signature)

Date

Chapter President (print)

Chapter President (signature)

Date

Please have a national/local liaison advisor sign below.

I, _____, serving in the capacity of
National Advisor/Liaison for Organization (printed)

_____, hereby have reviewed the above program, and
National Advisor/Liaison for Organization position/title

agree the program will follow both University and _____
Organization Name (printed)

policies and procedures.

National Advisor/Liaison for Organization (signature)

Date