

## NEW MEMBER EDUCATION POLICY

### New Member Education Planning Form

The University of Tennessee, Knoxville's Office of Sorority and Fraternity Life ("OSFL") strives to promote a safe and socially responsible environment among the social Greek-lettered organizations on campus. To accomplish this goal, all social Greek-lettered organizations on campus must complete the New Member Education Planning Form ("NME Plan") and abide by the New Member Education Policy ("Policy"). No new member activities may commence before the NME Plan has been reviewed and approved by OSFL.

### Contents & Parameters of the NME Plan

NME Plans are limited to no more than six weeks ("pledge period"). To support student's academic success, all pledging, initiation meetings, activities, and ceremonies will cease from the day before Thanksgiving through the first week prior to the spring semester. For the spring semester, all activities and ceremonies must be completed prior to the last Monday of April through the last day of finals. No new member activities can begin prior to the week before the start of each semester. A pledge period may only extend beyond six weeks if approved by the Chapter's national headquarters and OSFL. Chapters may find a copy of the form at [gogreek.utk.edu](http://gogreek.utk.edu). The form requires Chapters to provide the following information:

1. *National Intake Guidelines/Curriculum*: State the initiation requirements to be achieved/completed by new members as required by the Chapter's national headquarters.
2. *New Member Meetings*: Provide the date, time, location, description, clearly defined purpose/outcome, and advisor on-call for all new member meetings. The advisor must be on-file with OSFL. Topics that may be covered at new member meetings include:
  - Values and principles of the organization;
  - Inter/national organization history, such as founders, historic dates, etc.;
  - Chapter unity – brotherhood/sisterhood bonding (the focus should be bonding as a chapter, not new member class);
  - The development of future fraternity/sorority leaders (creating good chapter members, not just good new members);
  - Membership expectations (expectations should be the same for initiated/new members; e.g. code of conduct, financial obligations, academic requirements, attendance requirements, behavior expectations, policies, etc.);

- Inter/national policy;
  - Risk reduction/health and wellness resources and education;
  - Role of big/little brother or sister;
  - Scholarship; and
  - Chapter operations, committee structures, officer responsibilities, and involvement opportunities.
3. *New Member Activities*: provide the date, time, location, description, clearly defined purpose/outcome, and advisor on-call for all new member activities. The advisor must be on-file with OSFL. Sample activities include:
- Retreats;
  - Philanthropy events/service events;
  - Intramurals (IFC/Pan);
  - Road trips (IFC/Pan);
  - Away games (IFC/Pan);
  - Brotherhood/Sisterhood events (movie nights, paintball, pumpkin patch, etc.); and
  - Social events (IFC/Pan).
4. *Ritual Events*: provide the date, time, location, description, purpose/outcome, and advisor who will be present for all ritual events. The Chapter advisor on file with OSFL, a national headquarters representative, or approved alumnus must be physically present for all ritual events. OSFL defines “ritual events” to include the following:
- New member induction/pinning;
  - Pre- initiation events;
  - Initiation;
  - Big Brother/Little Brother or Big Sister/Little Sister reveal (IFC/Pan);
  - Luncheons (NPHC/MGC only); and
  - Quizzes/tests.
5. *Certification*: The Chapter president, new member educator/intake chair, and Chapter advisor must review the NME Plan and certify that all representations made are truthful and that the NME plan complies with all applicable policies and expectations.

New member meetings, activities, and ritual events must be alcohol-free. Mixers and socials for initiated members and new members may be exempt from this restriction, but must still comply with the Sorority & Fraternity Life Office Policies (“OSFL Guidelines”), the Code of Conduct, as well as all other applicable laws, policies or rules. Additionally, new member meetings, activities, and ritual events may not occur during mid-term or final examination periods.

### **New Member Education Calendar**

All new members should receive a new member education calendar within the first week of becoming a new member. The calendar should include the following information with associated dates, times, location, and brief description: meetings, activities, ritual events, tests/quizzes, initiation, and due dates.

### **NME Plan Review and Approval Procedures**

**Step 1:** Sign the Policy Acknowledgment form and submit to OSFL at [greeklife@utk.edu](mailto:greeklife@utk.edu) by **the first Friday in January (Spring) or the second Friday in June (Fall)**.

**Step 2:** Complete a draft of the NME Plan form. The NME Plan should be reviewed and approved by the Chapter president, new member educator/intake chair, and the Chapter advisor prior to moving on to Step 3.

**Step 3:** Submit the draft NME Plan to OSFL at [greeklife@utk.edu](mailto:greeklife@utk.edu) for review by **the first Friday in January (Spring) or the second Friday in June (Fall)**.

**Step 4:** OSFL will provide feedback on the draft NME Plan by **the second Wednesday in January (Spring) or June 30 (Fall)**. Chapters may schedule a meeting with OSFL to discuss feedback up until **the third Friday in January (Spring) or third Friday in July (Fall)**.

**Step 5:** **Submit the finalized NME Plan with signed Certification by the third Friday in January (Spring) or August 1 (Fall)**.

**Step 6:** OSFL will provide the Chapter notice whether it has approved or denied the NME Plan.

### **Approval/Denial of NME Plan**

OSFL will deny incomplete NME Plans. Chapters who have not received approval for their NME Plans, or who have not submitted their NME Plans, may not conduct any new member activities.

Approval of the NME Plan by OSFL means only that the NME Plan complies with this Policy and does not mean that the NME Plan is sanctioned or sponsored by the University of Tennessee,

Knoxville, or that the NME Plan complies with other policies or rules. The Chapter is responsible for ensuring that the meetings, activities, and ritual events included and described in its NME Plan comply with the OSFL Guidelines and all other applicable laws, policies, and rules.

### **Changes to the NME Plan**

Any proposed changes to an approved NME Plan, must first be submitted to OSFL for approval. Requests for changes should be submitted by email to [greeklife@utk.edu](mailto:greeklife@utk.edu). Advisor substitutions should come from the list of advisors submitted to OSFL.

### **Failure to Comply**

Chapters who fail to submit an NME Plan, fail to obtain approval from OSFL for their NME Plan, provide false information in their NME Plan, or fail to submit changes to OSFL for approval, may be in violation of the Student Code of Conduct. OSFL will conduct a preliminary investigation into the possible violation and, if necessary, will refer the matter to the Office of Student Conduct and Community Standards for adjudication.

### **Submissions**

Chapters must submit a NME Plan and Policy Acknowledgement to OSFL for review & approval by the beginning of each academic term that they plan to conduct recruitment/intake. An updated policy will be sent out every May to the president of the chapter and/or other applicable person(s). Relevant due dates will be published by May 15 each year at [gogreek.utk.edu](http://gogreek.utk.edu).

## POLICY ACKNOWLEDGMENT

I acknowledge and agree that I have received and read a copy of the New Member Education Policy (the “Policy”). I understand that I must comply with the Policy in order for my Chapter to be approved to conduct new member activities at the University of Tennessee, Knoxville. I agree to comply with the Policy.

I have read this Acknowledgment and fully understand its terms. I am signing this Acknowledgment knowingly and voluntarily.

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intake Chair/New Member Educator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ADVISOR POLICY ACKNOWLEDGMENT**

I acknowledge and agree that I have received and read a copy of the New Member Education Policy (the "Policy"). I understand that I must be present at all Ritual Events as defined in the Policy and if I cannot be present, another advisor, national headquarters representative, or alumnus will be present as required under the Policy.

I have read this Acknowledgment and fully understand its terms. I am signing this Acknowledgment knowingly and voluntarily.

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Chapter Advisor

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Signature

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Date