



TEXAS TECH UNIVERSITY

## Fraternity & Sorority Life™

### **New Member Education Planning Activity for Sanctioned Organizations**

The purpose of this activity is to assist organizations in the Fraternity & Sorority Community that were found responsible for any *Student Code of Conduct* violation and have been sanctioned to review and/or create a new member education program.

The intent of this program is to support students and organizations in a thoughtful and diligent process to review the execution of proper new member education programming. New member education is vital in helping students adjust to not only life at Texas Tech University but also membership within your organization.

Fraternity & Sorority Life staff do not expect perfection in the execution of programming and recognize that each individual organization may have their own policies and procedures already in place. The purpose of this activity is to help guide you through the development, revision, and implementation of your new member education program to ensure that new members are having a safe and informative experience.

If you and/or your officers have any questions about this resource, please contact Trey Robb, Coordinator for Fraternity & Sorority Life. He can be reached at (806) 834-0806 or at [trey.robbs@ttu.edu](mailto:trey.robbs@ttu.edu).

This activity is only a resource for completing the sanctioning received from Texas Tech University based on insurance provider requirements, inter/national organizations' resources, and best practices within the profession of fraternity and sorority advisement. You should always observe and understand federal law, state law, local law, inter/national organization policies, and Texas Tech University policies. Information and resources provided have been adapted from Duke University Office of Fraternity and Sorority Life.

## NEW MEMBER EDUCATION PROGRAM OF ALPHA BETA GAMMA FRATERNITY

ALPHA BETA GAMMA FRATERNITY  
Lambda-Beta Chapter/Colony  
NEW MEMBER EDUCATION POLICIES  
Texas Tech University  
December 10<sup>th</sup>, 2015

This area is for your inter/national organization's new member education policies. Having your inter/national organization's policies in your new member education plan will ensure that you, your members, and the organization recognize the framework provided to you that you should be operating in.

You should insert all of your inter/national organization's new member education and membership responsibility policies. Information in this area may include, but not be limited to, policies on:

- Hazing
- Health & Safety of Members
- Failure to Meet Education Parameters
- Initiation Timelines & Expectations
- Physical Assault & Abuse

The following are sample policies and statements taken from Sigma Phi Epsilon and Phi Delta Theta resources and serve as examples of the type of policies you should include in your programming.

*"The Fraternity will operate in such a manner as to exhibit respect, care, and concern. The Fraternity abhors any form of sexually abusive behavior collectively or by an individual, be it physical, mental, or emotional in nature. Neither a Sigma Phi Epsilon Chapter nor any member thereof should encourage, support, or participate in any action which in any manner demeans, belittles, or damages another person."* – Sigma Phi Epsilon

*"Any pre-initiation activity shall be of a constructive nature in accordance with the purposes and objectives of the Fraternity, and all forms of hazing and those activities commonly associated with 'Hell Week' are prohibited." Pursuant to a resolution adopted at the 1975 Grand Chapter Conclave, all undergraduate chapters of SIGMA PHI EPSILON FRATERNITY are required to review this Bylaw at the beginning of the academic year and to adopt a motion supporting this policy."* – Sigma Phi Epsilon

*"The Association further believes that a fraternity has a solemn obligation in the development of its pledges/associates and members and that this responsibility extends alike to the institutions where it is represented; to parents and others who make possible the education of pledges/associates and members; to the communities where chapters are accountable for good citizenship; and to the college fraternity system of which it is a part."* – Phi Delta Theta

## **LAMBDA-BETA CHAPTER/COLONY NEW MEMBER EDUCATION PROGRAM**

This area is where you will create or edit your local organization's new member education plan and procedures. Resources in this area come from the Texas Tech University Fraternity & Sorority Life office. You are encouraged to utilize any resources from your inter/national organization as well.

### **PURPOSE & OBJECTIVES**

Before you outline what you want to teach your new members, establish a feasible purpose and set of objectives. Your purpose should explain why your organization is implementing programming to educate new members. Your objectives are goals that you have in place for new members to reach. They should be realistic to the new members and set a foundation for their future membership within your organization. Topics often involve learning the values of your organization, gaining understanding of leadership, loyalty, and brotherhood, as well as reviewing risk management procedures.

### **CURRICULUM COMPONENTS**

This portion of your education plan should outline what topics you want or need to cover with your new members. What exactly do you want new members to know about the history and tradition of your organization? Do you want to teach them about the history of IFC and other Greek systems? How much do you want to share about values, philanthropy, and scholarship? Are you going to offer lessons on leadership or involvement? Will you want different guests to come to meetings and speak on varying topics?

Don't be afraid to get specific with your curriculum. When planning, don't just list out what you want to teach new members. Gather resources and information that you will teach from and consider creating or providing this information in a binder/pamphlet form to new members. Decide on if you want to have speakers visit, special activities planned, trips to local businesses, or a final quiz/test component to your curriculum. Be sure to include your organization's policy on hazing as well as Texas Tech's policy in order to keep your program, instructors, and new members accountable.

### **SCHEDULE**

Next you need to make a schedule outlining when and in what order you will teach the curriculum. Consider your inter/national organization's policies on initiation timelines as well as large university events, such as Homecoming, that may interfere with meetings. Do you want to meet once a week? How long will your meetings last? Do you have enough information to cover the full time you've allotted per meeting? Consider all possibilities when creating your schedule and find what works best for your organization.

### **SYLLABUS**

Your new member education programming should provide a syllabus to all new members, outlining the objectives, purpose, scheduling, and requirements for the program. Create a syllabus that fully explains the commitment new members will be making, as well as any expectations that need to be met in order to reach initiation.

### **IMPLEMENTATION**

The final portion your program needs to outline how the meetings and curriculum will be implemented. Will you have one new member educator leading each meeting? Do you want to incorporate mentors/big brothers to help assist new members in their education? Create a plan on how the program will be brought to life.

*Keep a record of all files and resources gathered or created as part of your new member education program.  
Below are sample documents you should use/create as part of your program.*

## **ALPHA BETA GAMMA FRATERNITY NEW MEMBER EDUCATION PROGRAM**

## **Purpose**

The purpose of the *Alpha Beta Gamma Fraternity – Lambda-Beta Chapter* New Member Education Program is to equip our new members with the education, experience, and a foundation to become a leading member of our fraternity. Through the program, members will learn the expectations required of them to be an outstanding member of our organization and will develop the qualities associated with becoming a well-rounded leader. We strive for academic excellence, honor among brothers, and service to our community.

## **Objectives**

We strive to reach the following goals for our new members through this program:

- To gain an understanding of the history and foundational values of *Alpha Beta Gamma Fraternity*
- To gain an understanding of the history of the Interfraternity Council and other governing fraternity & sorority councils at our university
- To be equipped with the knowledge of scholarship, risk management, campus involvement, personal values, and leadership responsibility
- To create a foundation of the importance and need for philanthropy and community service
- To grow as a brotherhood, creating communion between new members and active members
- To set a standard of excellence concerning academic standing and risk management

# ALPHA BETA GAMMA FRATERNITY NEW MEMBER EDUCATION PROGRAM

## COURSE CURRICULUM

### Main topics to cover:

- Alpha Beta Gamma History
- Lambda-Beta Chapter History
- Overview of the Fraternity System at Texas Tech University
- History of other Greek Councils
- Overview of the role & purpose of IFC
- Officer Breakdown
- Values & Leadership
- Scholarship Programming
- Risk Management Programming
- Brotherhood

- I. Alpha Beta Gamma History
  - a. Founding date, university
  - b. Founding fathers
  - c. Motto
  - d. Crest
  - e. Creed
- II. Lambda-Beta Chapter History
  - a. Founding date at Texas Tech University
  - b. Annual Philanthropy Events
  - c. Annual Social Events
  - d. Annual Brotherhood Activities
  - e. Membership Expectations
- III. Fraternity System / IFC
  - a. Founding of IFC & it's purpose
  - b. Other IFC chapters at Texas Tech University
  - c. Other governing Greek councils at Texas Tech University (Panhellenic, MGC, NPHC)
  - d. Office breakdown
  - e. Role of Headquarters
  - f. Fraternity & Sorority Life Advisors
- IV. Values & Leadership
  - a. Founding Values
  - b. Personal Values \*workshop/exercise
  - c. Time Management
  - d. Leadership Styles
  - e. What Being a Leader Means/Looks Like
  - f. Campus Involvement
- V. Scholarship Programming
  - a. Academic Integrity
  - b. GPA Requirements
  - c. Study Hall Hours
  - d. Academic Resources Available
- VI. Risk Management Programming
  - a. Hazing Policy – Fraternity & TTU
  - b. Alcohol Awareness Policy – Fraternity & TTU

- c. Crisis Management Plan
- d. Membership Expectations
- e. Member Honor Code
- VII. Brotherhood
  - a. New Member Retreat
  - b. Chapter Retreat
  - c. Big Brother Program
  - d. Mentor Program (By Major)

### **Potential Speakers**

- Jake Hollman – New Member Educator
- Adam Poster – President
- Liam Hines – Risk Management Officer
- Zack Haden – Scholarship Chair
- Brian Johnson – Chapter Advisor
- Trey Robb – IFC Advisor
- Chris Roberts – Big Brother Chairman

### **Meeting Places**

- *Alpha Beta Gamma* Lodge (Greek Circle)
- Palo Duro Canyon – New Member Retreat

### **Resources**

- *Alpha Beta Gamma Fraternity Membership Guidebook*
- *Alpha Beta Gamma Fraternity Policies & Procedures*
- *Alpha Beta Gamma, Lambda-Beta Bylaws & Constitution*
- Texas Tech University Student Code of Conduct
- Nicindy.org
- Other resources as required

**ALPHA BETA GAMMA FRATERNITY NEW MEMBER EDUCATION PROGRAM**

**SCHEDULE**

<b>Week One: September 2<sup>nd</sup> September 6<sup>th</sup> September 7<sup>th</sup></b>	6:30 PM – New Member Meeting 6:30 PM – Weekly Study Hall 6:00 PM – Weekly Chapter Meeting
<b>Week Two: September 9<sup>th</sup> September 13<sup>th</sup> September 14<sup>th</sup></b>	6:30 PM – New Member Meeting 6:30 PM – Weekly Study Hall 6:00 PM – Weekly Chapter Meeting
<b>Week Three: September 16<sup>th</sup> September 20<sup>th</sup> September 21<sup>st</sup></b>	6:30 PM – New Member Meeting 6:30 PM – Weekly Study Hall 6:00 PM – Weekly Chapter Meeting
<b>Week Four: September 23<sup>rd</sup> September 27<sup>th</sup> September 28<sup>th</sup></b>	6:30 PM – New Member Meeting 6:30 PM – Weekly Study Hall 6:00 PM – Weekly Chapter Meeting
<b>Week Five: September 30<sup>th</sup> October 2<sup>nd</sup> – 4<sup>th</sup></b>	6:30 PM – New Member Meeting New Member Retreat, Palo Duro Canyon
<b>Week Six: October 5<sup>th</sup> – 10<sup>th</sup></b>	<b>HOME COMING WEEK, MEETINGS TBA</b>
<b>Week Seven: October 14<sup>th</sup> October 17<sup>th</sup></b>	6:30 PM – New Member Meeting, Final Written Exam 5:00 PM - Initiation

# ALPHA BETA GAMMA FRATERNITY NEW MEMBER EDUCATION PROGRAM

## SYLLABUS

### I. OVERVIEW

Alpha Beta Gamma's new member education program is based on the ideals espoused Open Motto: Leadership, Scholarship, Fellowship, and Service. The New Member Program will challenge you to reach your potential as a leader and a member of Alpha Beta Gamma.

### II. OUR EXPECTATIONS AND YOUR EXPERIENCE

As an organization founded on the principles of fellowship, Alpha Beta Gamma expects that all members treat each other with dignity and respect.

The Fraternity's aim and purpose is to *promote fellowship and mutual trust among its members, and we fundamentally oppose any activity that could be considered mentally, physically, or emotionally unsafe.*

Members and new members who become aware of behavior that is not consistent with our shared standards should contact the National Headquarters at (888) 555-4444 or the Dean of Students Office at Texas Tech University at 806-742-5433.

### III. MEMBERSHIP COMMITMENT

Membership is a lived commitment to the values and initiatives of fellowship in Alpha Beta Gamma. Fulfilling your role as a member of Alpha Beta Gamma includes fulfilling your time, financial, and academic obligations.

A. TIME COMMITMENT – 5 hours per week, including: These should not be different than expectations for active members

1. One new member meetings per week. New member meetings will occur on Wednesday from 6:30 PM – 8:00 PM.
2. Weekly study hall on Sunday from 6:30 PM – 8:30 PM
3. Attendance at 90% of chapter meetings;
4. Attendance at 90% of fraternity events (including social activities); and
5. Attendance at 100% of service/philanthropy events.

B. FINANCIAL COMMITMENT All financial obligations should be listed. New Members should not be paying for things that dues should cover.

1. New Member Fee: \$70.00 (due prior to pre-initiation);
2. Initiation Fee: \$195.00 (due prior to initiation);
3. Member Badge: \$15.00 (due prior to initiation); and
4. New Member Chapter Dues: \$150.00 per semester due on September 15<sup>th</sup> and February 15<sup>th</sup>

C. ACADEMIC COMMITMENT

1. Sign a grade release form (IFC Green Card);
2. Maintain a minimum GPA of 2.75; This should not be different than active members
3. Provide the New Member Educator with a copy of your course schedule;
4. Abide by the Texas Tech University Code of Student Conduct/Student Handbook

### IV. REQUIREMENTS FOR INITIATION

In order to be eligible for initiation, an associate member must:



- A. Pass the final written exam with at least a 75%
- B. Have provided all financial commitments

## V. TOPICS, OBJECTIVES, & ASSIGNMENTS

### **September 2<sup>nd</sup>: Orientation**

Topics: New member expectations  
Time commitment  
Financial commitment  
Academic expectations  
Overview of new member education process  
Expectations of new members at social events  
Requirements for initiation  
Introduction to *The New Member Manual Of Alpha Beta Gamma*  
Alpha Beta Gamma's hazing policy  
On-campus resources

Assignments: Complete pages 1-4 in *The New Member Manual of Alpha Beta Gamma*

### **September 9<sup>th</sup>: Chapter History**

Topics: Founding Fathers of Alpha Beta Gamma  
Timeline of organization & growth  
History at Texas Tech University  
Chapter insignia, badge, letters, coat of arms  
Chapter motto and creed  
Chapter values

Assignments: Complete pages 5-10 in *The New Member Manual of Alpha Beta Gamma*

Memorize motto and creed

### **September 16<sup>th</sup>: Membership Responsibilities**

Topics: Scholarship programming  
Campus involvement  
Risk management  
Time management  
Personal financial responsibility

Assignments: Complete pages 11-13 in *The New Member Manual of Alpha Beta Gamma*

### **September 23<sup>rd</sup>: Service and Philanthropy**

Topics: National philanthropy  
Local organizations/partners  
Philanthropy events  
Community service responsibilities

Assignments: Complete pages 14-17 in *The New Member Manual of Alpha Beta Gamma*

### **September 30<sup>th</sup>: Personal Values and Growth**

Topics: Individual values and goals

Leadership workshop  
New member connections activity

Assignments: Complete pages 18-25 in *The New Member Manual of Alpha Beta Gamma*

**October 2<sup>nd</sup> – 4<sup>th</sup>: New Member Retreat**

Topics: New member and initiated member relationship building  
Brotherhood dynamics  
Team building

Assignments: None

**October 5<sup>th</sup> – 10<sup>th</sup>: HOMECOMING WEEK**

**October 14<sup>th</sup>: Ritual**

Topics: Ritual practices  
Ritual importance

Assignments: Memorize Alpha Beta Gamma founding information

**October 17<sup>th</sup>: Initiation**