



Texas Tech University Fraternity & Sorority Life

New Member Education Packet (CPH & IFC)

The purpose of this document is to provide the fraternities and sororities of Texas Tech University's College Panhellenic Council and Interfraternity Council, their Advisors, and prospective members with a source of information regarding FSL's stance on the Membership Education Process. Organization Members, Organization Advisors, and Fraternity & Sorority Life will work together to ensure a successful and positive experience for all involved. Any organization seeking to recruit new members shall complete the paperwork and return it to the Fraternity & Sorority Life each semester that recruitment is done.

In order for Fraternity & Sorority Life to assist organizations with the New Member Education process and avoid potential problems, organizations shall adhere to the following policy:

Organization Requirements:

No later than 14 days after bid day (or the conclusion of the chapter's recruitment period), the organization president and/or New Member Educator **MUST** submit the New Member Education packet to the Council Advisor along with all supporting documents. Supporting documents include a roster of new members, a timeline of new member activities, and a New Member Grade Verification Form.

- The **New Member Roster** should include the names, emails, and R numbers of all new members.
- The **timeline of activities** should contain the full schedule of all new member activities. This includes the dates, times, and meeting locations for all meetings that new members are to attend from Bid Distribution to Initiation.
- All new members of the College Panhellenic Council and Interfraternity Council Chapters must fill out the **New Member Verification Form** when they accept a bid from a chapter. These



forms will be emailed to presidents of all organizations to distribute to New Members.

- This form is used to track incoming membership. By completing this New Member Verification Form new members are verifying membership as a member of our Fraternity & Sorority Life community and are agreeing to:
 - Uphold the policies of your fraternity/sorority and the Texas Tech Code of Student Conduct
 - Acknowledge the TTU Hazing Policy and agree to report hazing to the university and national organization.
 - Allow TTU staff to provide the following records to your chapter president, chapter advisor, governing council executive board officers, and inter/national organization staff:
 - Academic
 - Conduct/Disciplinary
 - TTU Police
 - TTU Housing
- Chapters will not be considered compliant until the New Member Education Packet and all NMGV forms have been signed, and all supporting documents are correct.

Forms:

- New Member Education Form:
 - <https://forms.gle/LxKSFfazz4h5oTv59>
- New Member Grade Verification Form:
 - <https://forms.gle/Sb9y7VCDsQrCnr148>

Once the New Member Education Packet and New Member Grade Verification forms are submitted, the Council Advisor must verify new members' GPAs and university enrollment. Only those students who are currently enrolled at Texas Tech University are allowed to complete the process and participate in the new member education process. For the Council Advisor to verify grades and enrollment, candidates must turn in a completed NMGV Form.

- Once the New Member Education Packet has been approved, all changes to the approved schedule must be submitted to the



Council Advisor via email within 48 hours.

FSL New Member Education Meeting:

All College Panhellenic Council and Interfraternity Council new members must attend their respective College Panhellenic 101 or Interfraternity Council 101 new member education workshop hosted by the Fraternity & Sorority Life Office each semester. This workshop will help acquaint new members with the resources, knowledge, expectations, and people that will be useful to them during their membership.

Things to know:

- All documents supplied to Fraternity & Sorority Life are for office use. They may be shared with university officials and Inter/National or Regional organization staff as needed.
- Organizations may file for an exemption to this policy in the case of an extenuating circumstance. In order to apply for an exemption to this policy, an organization must provide a one-page written rationale of the extenuating circumstance and need for an exemption with the signatures of the Chapter Advisor, President, and New Member Educator. Exemptions are to be turned into the Council Advisor.
- If any questions arise, they may be discussed between the Organization President, New Member Educator, Organization Advisors, and the Council Advisor. Final jurisdiction and decision-making authority rest in the hands of Fraternity & Sorority Life.

Accountability:

The following are considered violations of this policy at Texas Tech University:

- Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, meeting at undocumented places and/or incomplete paperwork, etc.)
- Conducting membership education without adhering to the guidelines set by Fraternity and Sorority Life.
- Hazing: Any violations of the TTU Hazing Policy will result in a referral to the Office of Student Conduct.
- Any activity related to new member education conducted in



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defiance of previous guidelines or warnings by the council advisor.

The list above is not a definitive list of violations, and additional determinations could be concluded. **Failure to comply, and any violations of this policy will result in a referral to the Office of Student Conduct with the recommendation of a conduct status one level higher than what the organization is currently on, as well as a notification to the organization's headquarters.**