

# **SPRING 2016 NEW MEMBER EDUCATION PACKET**

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<b><u>CONTENTS:</u></b>	<b><u>Page:</u></b>
<b>Spring 2016 New Member Education Timeline</b>	<b>2</b>
<b>SUNY New Paltz Hazing Policy</b>	<b>3</b>
<b>New Member Requirements</b>	<b>5</b>
<b>New Member Education Program Proposal Expectations</b>	<b>6</b>
<b>New Member Education Program Proposal</b>	<b>8</b>
<b>New Member Roster – Spring 2016</b>	<b>11</b>
<b>Discontinuation Notice</b>	<b>13</b>
<b>New Initiate Roster – Spring 2016</b>	<b>14</b>

It is essential that attention is given to the expectations and due dates contained within this packet.

Questions or concerns may be discussed with Emily Bazinet, the Assistant Director of Student Activities and Union Services.

## **New Member Education Timeline – Spring 2016**

**Wednesday, January 27**

**MANDATORY Training Workshop  
for New Member Educators and Chapter Presidents**  
12:30pm in Student Union Rooms 62/63  
*Chapters who intend on having New Members this semester MUST ATTEND,  
or notify Emily in advance of any conflicts.*

**Wednesday, January 27**

**Club & Involvement Fair**, Student Union MPR  
*Sign up online at <http://www.newpaltz.edu/saus/> to participate.*

**Friday, January 29**

**New Member Education Program Proposal due by 12pm**  
Please email your program to Emily ([bazinete@newpaltz.edu](mailto:bazinete@newpaltz.edu))

**Chapter New Member Abstention Form due by 12PM**  
*(For chapters not having a new member class this semester)*  
Submit it to SU211 or via email to [bazinete@newpaltz.edu](mailto:bazinete@newpaltz.edu)

**February 8-12**

**Individual New Member Educator meetings to review and discuss your New Member Program Proposal.**  
Each New Member Educator is responsible for scheduling this meeting by calling 257-3025.

**Friday, February 12**

**Meet the Greeks**, Student Union MPR, Time TBA

**Tuesday, February 16**

**New Member Rosters due by 12PM**  
Submit it to SU211 – Must include signatures of all New Members and transcripts for first-semester transfer students.

**Thursday, February 18**

**MANDATORY New Member Orientation Workshops**  
At 3:30pm and 5:00pm in Student Union Rooms 62/63  
**All New Members MUST attend one of these workshops.**  
*Approved New Member activities may begin this evening.*

**Wednesday, March 2 or  
Thursday, March 3**

**MANDATORY Title IX Training for New Members**  
Wednesday, March 2 at 3:30pm in SU 62/63  
*OR* Thursday, March 3 at 5:00pm in SU 62/63  
**All New Members MUST attend one of these workshops.**

**During your NME Program:**

**IF A NEW MEMBER DECIDES TO DISCONTINUE**  
A Discontinuation Notice must be submitted to the Office of Student Activities by the next business day of a student's decision. Upon receipt, Emily will schedule an exit interview with the student.

**When a Program is Complete  
(on or before Wednesday,  
April 13 at 12noon)**

**\* Chapter Submits the NEW INITIATE ROSTER**  
Due to Student Activities by 5pm the next business day.

**\* New Members come to the Student Activities Office**  
All New Members must (individually) stop in to the office by 5pm the next business day after initiation, with Student ID and wearing letters, to sign additional completion paperwork.

# **SUNY NEW PALTZ HAZING POLICY**

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Hazing violates not only college regulations but state law as well. Individuals and/or organizations found guilty of hazing may face loss of college recognition, disciplinary charges, and or criminal charges.

1) New York State Penal Law, Chapter 716, Section 1, Subsection 120.16 (1983 amended. Effective November 1, 1988)

## **HAZING IN THE FIRST DEGREE**

A person is guilty of hazing in the first degree when, in the course of another person's initiation into or affiliation with any organization, s/he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury.

Hazing in the First Degree is a Class "A" Misdemeanor.

2) New York State Penal Law, Chapter 716, Section 1, Subsection 120.17, (1987)

## **HAZING IN THE SECOND DEGREE**

A person is guilty of hazing in the second degree when, in the course of another person's initiation into or affiliation with any organization, s/he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person.

Hazing in the Second Degree is a violation.

3) SUNY Board of Trustees "Rules for the Maintenance of Public Order," Title 8, Part 535.3 (1), (Part II, Campus Regulations):

No person singly or in concert with others shall: take any action, create or participate in the creation of any situation which recklessly or intentionally endangers mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization.

**Penalty: Not less than Disciplinary Warning: not more than Expulsion.**

4) SUNY New Paltz Student Handbook, Part III, Section B. 11.00:

No person(s) shall subject any member(s) of the College community to degrading or humiliating activities and situations, or place persons in situations that threaten their health, safety, and well being for the purpose of gaining entry into any organization or group, or through other affiliation processes.

**Penalty: from Disciplinary Probation to Expulsion. Students who are Suspended or Expelled for Hazing will have their judicial sanction permanently noted on their academic transcript.**

**NO ORGANIZATION OR INDIVIDUAL SHALL ENGAGE IN ANY FORM OF HAZING AS PREVIOUSLY DEFINED.**

SUNY New Paltz reserves the right to revoke recognition of any chapter or other organization which is found to have violated these or other Federal, State, State University or College rules and regulations. Review of alleged violations may be done by the United Greek Association, the Dean of Students, and the Vice President for Student Affairs, Director of Student Activities and Union Services, and the President. **Revocation of charter does not preclude the imposition of campus judicial charges and/or legal action against individual members of the fraternity, sorority, club or organization.** If alleged violations of these policies or laws are found to be serious or aggravated in nature by the Dean of Students, immediate suspension will occur in accordance with Sec. IV Part C, entitled Immediate Administrative Action of the Campus Regulations and Judicial Procedures Document.

## **WHAT ACTIVITIES ARE CONSIDERED HAZING?**

SUNY New Paltz defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, conditions student to behave in such a manner that would not mirror civil, appropriate, and/or responsible student conduct for the purpose of initiation or admission into or affiliation with an organization.

Such term shall include, but not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, marching, walking on line, wearing uniforms, chanting/greetings, exposure to the elements, forced consumption of any liquid, food, liquor, drug, or other forced activities such as public stunts or acts of buffoonery, which adversely affect the mental health or dignity of the individual.

For the purpose of this section, any activity as described above which the initiation or admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be a "forced activity," the willingness of the individual to participate in such activity notwithstanding.

## **ADDITIONAL EXAMPLES OF PROHIBITED ACTIVITIES**

**Physical Activities:** calisthenics, sit-ups, push-ups or carrying heavy objects such as bricks, stones, or any other items which serve or create physical hardships, discomfort, distress, or excessive fatigue.

**Physical Exposure or Abuse:** nudity, paddling, pushing, shoving, hitting, punching, tackling, or throwing any substance at another person or submerging or dunking individuals in water or other substances.

**Forced or Required Consumption of Any Substance:** food, drugs, alcoholic and non-alcoholic beverages.

**Psychological Abuse and/or Humiliation:** requiring individuals to dress in revealing, embarrassing or uncomfortable clothing; exposing individuals to extremely uncomfortable or dangerous environments (too loud, dark, small, hot - over 75 degrees or cold - below 30 degrees); intense interrogation of individuals, name-calling, or screaming of individuals; requiring individuals to perform any acts which are construed to be humiliating or degrading in nature.

**Forced Servitude:** cleaning members rooms, running personal errands, or other services or duties not normally shared by initiated members.

**Requiring Activities That Are Prohibited Under State Law or College Regulations:** awakening individuals during the night for organization activities, requiring excessive periods other than regular library hours and/or interfering with normal sleep or study schedules. (Pledging activities that occur before 7 a.m. any day or past midnight Sunday through Thursday and/or past 1 a.m. Friday and Saturday.)

**Kidnapping:** involuntary transportation or abduction of individuals or leaving individuals at off-campus locations and requiring them to find their way home.

**Caves:** required sleeping and/or living as a group in any residence hall other than those to which they are assigned to as overnight guest when such numbers exceed the beds available.

## **NEW MEMBER REQUIREMENTS**

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### **New Members must fit into the following requirements:**

1. Only full-time (12 credit hours or more), matriculated, undergraduate students with at least 12 credit hours at SUNY New Paltz completed, and at least a 2.50 cumulative grade point average are eligible to become a New Member. Part-time students and students on Academic Probation are ineligible to become New Members.
2. First-semester first-year students are ineligible to become New Members.
3. A first-year student is eligible to become a New Member only after having successfully completed at least 12 credit hours at SUNY New Paltz and having attained at least a 2.50 cumulative grade point average.
4. A first-semester transfer student is eligible to become a new member with at least a 2.70 cumulative grade point average (based on a 4.0 scale) from his/her previous undergraduate institution. A minimum of 12 credits must matriculate to SUNY New Paltz. A transcript (official or unofficial) indicating the student's cumulative GPA must be submitted with the New Member Roster in order for the transfer student to be eligible. Failure to submit this paperwork with the New Member Roster will deem the student ineligible.
5. Students must meet the requirements as outlined by each individual chapter's National/Local Offices.

# NEW MEMBER EDUCATION PROGRAM PROPOSAL EXPECTATIONS

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## **New Member Educators Training on January 27 at 12:30pm in SU 62/63**

- **New Member Educators and Presidents of chapters considering having New Members for Spring 2016 MUST ATTEND.** Unexcused absences to this planning meeting will prevent a chapter from being able to have New Members for this semester.
- The purpose of this workshop is for the Office of Student Activities and Union Services to describe, in detail, the expectations of your New Member Education Program. This includes covering the Hazing Policies, who is eligible and ineligible to become New Members, recruitment expectations, and New Member Education Program Proposal Expectations.
- Please bring your calendar to this meeting – you can schedule your individual meeting with Emily to review your program.
- **Chapters not in attendance at this workshop are not eligible to have New Members for the Spring 2016 semester.**

## **New Member Program Proposal due at 12pm**

## **Individual New Member Educator Meeting with Emily during the week of February 8-12**

- Please schedule this meeting with Emily by email by calling 257-3025 Friday, February 5.
- Please bring your completed New Member Program Proposal to this meeting. Please supplement the Program Proposal with any/all calendars given to your National Office.
- The purpose of this meeting is to finalize and approve your New Member Program. If necessary, follow up meetings will be scheduled.
- All New Member Education Program Proposals must be approved by Friday, February 12 at 5:00PM. *If a Program Proposal has not been completed or revised as required by the Assistant Director of Student Activities, the chapter will not be eligible to proceed with any New Member Education Programs, and therefore will not be able to have New Members for the Spring 2016 semester.*

## **Completed New Member Education Program Proposals will consist of the following:**

- It must be a completed New Member Program, accounting for times, dates, and locations of all activities, and including a description of every event. If you do not have a form that you use to send to your Regional/National Offices, **please use the word document available on Blackboard.** You may also email Emily Bazinet to request a form to be sent to you.
- It will include the exact times and locations of each activity. **Every event/activity will take place on campus or in New Paltz.** *If your chapter is proposing travel to another location outside of the local area, you must submit documentation from your National Office describing the purpose of travel for each activity. Documentation must be on official letterhead, and be sent directly to Emily Bazinet, Office of Student Activities, 1 Hawk Drive, New Paltz, NY 12561. New Member Education Programs that include travel will NOT BE APPROVED without this documentation.*
- The only permitted participants in any/all new member education activities are current SUNY New Paltz students and active chapter members.
- It will include exact descriptions of each activity. Every event, program, and activity must be described in detail, showing that it follows the expectations and educational goals of the New Member Education Program.
- New Member Education will begin with the Mandatory New Member Orientation Workshop on Thursday, February 18 at 3:30pm or 5pm in SU 62/63. **All New Members must attend one of these meetings – please tell your New Members.** Exceptions will only be granted if there is a class conflict, and a make-up meeting will be scheduled by the Assistant Director.
- All New Members will attend one of the Mandatory “Sexual and Interpersonal Violence Education and Training” Sessions. These sessions are scheduled for: **Wednesday, March 2 at 3:30pm** and **Thursday, March 3 at 5:00pm**, in Student Union Rooms 62/63. Each session is approximately 45 minutes in length.
- Each day must include at least 2.5 hours of uninterrupted study, lab use and/or tutorial. This means that outside of NM activities and classes, a NM should be able to find at least 2.5 hours a day to study. *PLEASE NOTE that Library Hours are not encouraged by Student Activities as being effective for this.*
- There will be at least one PASS DAY per week. This will be the same day every week – your chapter can pick the day. On this day, every week, there are NO NEW MEMBER ACTIVITIES (this includes meetings and library/study hours/assignments). Designate the same day each week with “PASS DAY”. More than one pass day is recommended.
- All New Member Education activities will end by 12AM (Midnight) on Sunday through Thursday nights, and by 1AM on Friday and Saturday nights.
- New Member Education activities will be completed by 12:00PM on Wednesday, April 13, 2016.

Please note that New Member Education activities may only include New Members as indicated on the Approved New Member Roster. This means that New Member Education Programs will only be for SUNY New Paltz students; individuals from other universities or the outside community are not eligible nor permitted to participate.



# SPRING 2016 NEW MEMBER EDUCATION PROGRAM PROPOSAL

Create a day-by-day calendar of events. Please indicate times, locations, dates and thorough descriptions of all events. We should have the opportunity to have a complete understanding of all aspects of your New Member Education Program. Please note that program requirements are already filled in.

**Name of Organization:** \_\_\_\_\_

**New Member Educator Printed Name:** \_\_\_\_\_

**New Member Educator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ [@hawkmail.newpaltz.edu](mailto:@hawkmail.newpaltz.edu) **Phone Number:** \_\_\_\_\_

***FEBRUARY 18, 2016***

<b>Date</b>	<b>Times</b>	<b>Location(s)</b>	<b>Description of Activities/Events</b>
<b>Th 2/18</b>	<b>3:30pm OR 5:00pm</b>	<b>SU 62/63</b>	<b>Mandatory New Member Orientation Workshop</b> <b>PLEASE INFORM YOUR NEW MEMBERS OF THIS MEETING.</b> <i>New Members will be notified via email if they have a class conflict with BOTH times. Otherwise, it is expected that every NM attend one workshop. New Member Activities may begin after 6:00pm today.</i>
<b>F 2/19</b>			
<b>Sa 2/20</b>			
<b>Su 2/21</b>			
<b>M 2/22</b>			
<b>Tu 2/23</b>			
<b>W 2/24</b>			
<b>Th 2/25</b>			
<b>F 2/26</b>			
<b>Sa 2/27</b>			
<b>Su 2/28</b>			



<b>M 2/29</b>			
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**MARCH 2016**

<b>Date</b>	<b>Times</b>	<b>Location(s)</b>	<b>Description of Activities/Events</b>
<b>Tu 3/1</b>			
<b>W 3/2</b>	<b>3:30pm</b>	<b>SU 62/63</b>	<b>"Sexual and Interpersonal Violence: Prevention and Education" – Mandatory for All New Members to attend 1 Session (3/2 @ 3:30pm or 3/3 @ 5pm)</b>
<b>Th 3/3</b>	<b>5:00pm</b>	<b>SU 62/63</b>	<b>"Sexual and Interpersonal Violence: Prevention and Education" – Mandatory for All New Members to attend 1 Session (3/2 @ 3:30pm or 3/3 @ 5pm)</b>
<b>F 3/4</b>			
<b>Sa 3/5</b>			
<b>Su 3/6</b>			
<b>M 3/7</b>			
<b>Tu 3/8</b>			
<b>W 3/9</b>			
<b>Th 3/10</b>			
<b>F 3/11</b>			
<b>Sa 3/12</b>			
<b>Su 3/13</b>			
<b>M 3/14</b>			
<b>Tu 3/15</b>			
<b>W 3/16</b>			
<b>Th 3/17</b>			
<b>F 3/18</b>			
<b>Sa 3/19</b>			
<b>Su 3/20</b>			
<b>M 3/21 – F 3/25</b>			<b>SPRING BREAK – No New Member Activities</b>
<b>Sa 3/26</b>			

<b>Su 3/27</b>			<i>Note: Easter Sunday</i>
<b>M 3/28</b>			
<b>Tu 3/29</b>			
<b>W 3/30</b>			
<b>Th 3/31</b>			

**APRIL 2016**

<b>F 4/1</b>			
<b>Sa 4/2</b>			
<b>Su 4/3</b>			
<b>M 4/4</b>			
<b>Tu 4/5</b>			
<b>W 4/6</b>			
<b>Th 4/7</b>			
<b>F 4/8</b>			
<b>Sa 4/9</b>			
<b>Su 4/10</b>			
<b>M 4/11</b>			
<b>Tu 4/12</b>			
<b>W 4/13</b>			<b>ALL NEW MEMBER ACTIVITIES ARE COMPLETED BY 12NOON</b>



# NEW MEMBER ROSTER – SPRING 2016

This form is due to the Office of Student Activities & Union Services **by 12pm Tuesday, February 16, 2016.**

**THIS LIST MUST INCLUDE ALL STUDENTS WHO HAVE ACCEPTED BIDS AND/OR INTEND TO BECOME A NEW MEMBER FOR SPRING 2016.**

First-semester transfer students must attach a transcript from the student’s previous institution, showing that he/she has achieved at least a 2.70/4.00 cumulative GPA. A first-semester transfer student is ineligible without this documentation.

**Organization:** \_\_\_\_\_

**Line/Class Name:** \_\_\_\_\_

**Compiled by (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SPRING 2016 NEW MEMBERS** (Print and attach additional pages if necessary)

Full Name:	Student ID: N	DOB: (MM/DD/YY)
<u>Local</u> Address (i.e. Res Hall & Room, or Street & Apt.):	Cell Phone Number:	Graduation (Semester, Year):
<u>New Paltz</u> Email Address: _____@hawkmail.newpaltz.edu		
1 <sup>st</sup> Semester Transfer Student? Y / N	Signature* & Date	

*If yes, attach a transcript to this Roster (read above).*

*\* My signature verifies that the information provided is correct, and also gives the Office of Student Activities permission to access cumulative and semester GPAs, and report them to National/Regional Offices and Chapter Presidents as necessary.*

Full Name:	Student ID: N	DOB: (MM/DD/YY)
<u>Local</u> Address (i.e. Res Hall & Room, or Street & Apt.):	Cell Phone Number:	Graduation (Semester, Year):
<u>New Paltz</u> Email Address: _____@hawkmail.newpaltz.edu		
1 <sup>st</sup> Semester Transfer Student? Y / N	Signature* & Date	

*If yes, attach a transcript to this Roster (read above).*

*\* My signature verifies that the information provided is correct, and also gives the Office of Student Activities permission to access cumulative and semester GPAs, and report them to National/Regional Offices and Chapter Presidents as necessary.*

Full Name:	Student ID: N	DOB: (MM/DD/YY)
<u>Local</u> Address (i.e. Res Hall & Room, or Street & Apt.):	Cell Phone Number:	Graduation (Semester, Year):
New Paltz Email Address: _____@hawkmail.newpaltz.edu		
1 <sup>st</sup> Semester Transfer Student? Y / N	Signature* & Date	

*If yes, attach a transcript to this Roster (read above).*

*\* My signature verifies that the information provided is correct, and also gives the Office of Student Activities permission to access cumulative and semester GPAs, and report them to National/Regional Offices and Chapter Presidents as necessary.*

Full Name:	Student ID: N	DOB: (MM/DD/YY)
<u>Local</u> Address (i.e. Res Hall & Room, or Street & Apt.):	Cell Phone Number:	Graduation (Semester, Year):
New Paltz Email Address: _____@hawkmail.newpaltz.edu		
1 <sup>st</sup> Semester Transfer Student? Y / N	Signature* & Date	

*If yes, attach a transcript to this Roster (read above).*

*\* My signature verifies that the information provided is correct, and also gives the Office of Student Activities permission to access cumulative and semester GPAs, and report them to National/Regional Offices and Chapter Presidents as necessary.*

Full Name:	Student ID: N	DOB: (MM/DD/YY)
<u>Local</u> Address (i.e. Res Hall & Room, or Street & Apt.):	Cell Phone Number:	Graduation (Semester, Year):
New Paltz Email Address: _____@hawkmail.newpaltz.edu		
1 <sup>st</sup> Semester Transfer Student? Y / N	Signature* & Date	

*If yes, attach a transcript to this Roster (read above).*

*\* My signature verifies that the information provided is correct, and also gives the Office of Student Activities permission to access cumulative and semester GPAs, and report them to National/Regional Offices and Chapter Presidents as necessary.*

Full Name:	Student ID: N	DOB: (MM/DD/YY)
<u>Local</u> Address (i.e. Res Hall & Room, or Street & Apt.):	Cell Phone Number:	Graduation (Semester, Year):
New Paltz Email Address: _____@hawkmail.newpaltz.edu		
1 <sup>st</sup> Semester Transfer Student? Y / N	Signature* & Date	

*If yes, attach a transcript to this Roster (read above).*

*\* My signature verifies that the information provided is correct, and also gives the Office of Student Activities permission to access cumulative and semester GPAs, and report them to National/Regional Offices and Chapter Presidents as necessary.*



# NEW MEMBER DISCONTINUATION NOTICE

***This form must be submitted to Student Activities within 24 hours of the student's decision to discontinue the New Member Education Program.***

I, \_\_\_\_\_, President of \_\_\_\_\_  
*(Name)* *(Organization)*

hereby recognize that \_\_\_\_\_ is no longer participating in our  
*(Former New Member)*

New Member Education Program as of \_\_\_\_\_. Therefore, he/she will not  
*(Date)*

become a member of our organization this semester, and loses all rights thereto. Please

take his/her name off any lists regarding New Member Education Program activities. In

addition, please note that the student and/or his/her actions are no longer affiliated

with our organization. An explanation for why the student is discontinuing the process is:

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\_\_\_\_\_  
**President's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**New Member Educator's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Assistant Director of Student Activities' Signature**

\_\_\_\_\_  
**Date**

OFFICE USE ONLY:	
Emailed: _____	Exit Interview: _____



# Student Activities & Union Services

Student Union Building, Room 211

845-257-3025

## NEW INITIATE ROSTER – SPRING 2016

This form is due to the Office of Student Activities and Union Services on the next business day following initiation and completion of the New Member Program.

Organization: \_\_\_\_\_

Line/Class Name (ie Iota Line, Gamma Class, etc.): \_\_\_\_\_

Submitted by (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FULL NAME	SIGNATURE*	DATE	Student ID Number	Office Use Only

\*My signature indicates that I am an initiated and fully-active member of the organization.