

THE PLAN OF ACCOUNTABILITY

(POA)

GUIDELINES FOR FRATERNITY AND
SORORITY NEW MEMBER EDUCATION

Office of Greek Life
University of Georgia

“New member education is essential to the positive development of chapter members and should be a positive influence on the new member’s Greek experience. Programs should foster scholarship, service, and friendship within the fraternity and sorority as well as within the Greek community. Hazing, as defined in the University Conduct Code, is totally unacceptable in any form and is strictly prohibited. Chapters must be in full compliance with ‘The Plan of Accountability’ (POA) which contains specific guidelines for new member education.”

University of Georgia Standards of Excellence for Fraternities and Sororities 2000

A. Each chapter is responsible for conducting a new member education program according to (inter)national policies and in compliance with any University regulations:

1. The University reserves the right to shorten, suspend, or eliminate the education period, if necessary.
2. Any member of a UGA fraternity or sorority must be a registered University of Georgia student only.
3. Each semester a calendar will be established by the chapter taking into account the academic calendar. This calendar outlines specific dates and times for the education period and a final initiation deadline.
4. Any new member activities may begin no earlier than 7:00 am, Monday through Friday and must conclude by 12:00 midnight, Sunday through Thursday. Exceptions must be approved at least 72 hours in advance by the Greek Life Office.
5. No new members should be required to stay overnight at the house unless under the supervision of an advisor or (inter)national representative.
 - If so, an advisor/representative must spend the night at the house as well if new members are required to stay at the house.
6. Any new member class activities where alcohol is present (pledge kegs, big brother/big sister activities, bid night, etc.) will result in immediate suspension of the new member program and/or chapter until such time that appropriate actions are determined by the Greek Life Office.
 - New member activities are considered chapter functions and subject to all rules specific to chapter activities.
7. Chapter new member educators must meet regularly with Greek Life Office staff. The schedule will be established by the Greek Life Office.
8. The New Member Education team must attend any new member educator seminars conducted by Greek Life Office Staff when scheduled.
9. Greek Life Office staff may periodically interview new members to better assess the progress of the new member program.
10. Notification of any severance of membership must be on file in the Greek Life Office no more than five days after official notification is received so chapter rosters can be kept accurate. Greek Life will also send severance notification to the chapter advisor.

B. Each chapter is responsible for providing their members with education and information about hazing:

1. The UGA hazing policy and (inter)national hazing policy must be read at the beginning of each semester even if the chapter currently has no new members.
 - The policy reading and chapter attendance at this meeting must be documented in chapter minutes and kept on file in the Greek Life Office.
2. All members must re-sign the Chapter Hazing Compliance form each semester.
 - Chapter rosters will be checked to ensure that every member has signed the form.

C. Each chapter is responsible for providing information and education to the parents/guardians of their new members:

1. A letter must be sent to the parents/guardians of all new members within two weeks of joining to inform them of expectations and a brief outline of what their son/daughter will experience in the new member education program.
2. The letter should also include the following:
 - a copy of the University Hazing policy and the (inter)national organization's statement on hazing.
 - the name and phone number of the chapter president, the new member educator, and the chapter advisor, as well as the UGA Hazing Hotline number (706-207-0779).
 - indication that new member education materials will be made available upon request.
3. A copy of this letter must be on file in the Greek Life Office.

D. Each chapter is responsible for conducting Initiation according to (inter)national policies and in compliance with any University regulations:

1. "Hell Weeks" are prohibited.
2. Any initiation activities should conclude by 12:00 midnight, Sunday through Thursday, if classes are being held the next day.
3. A list of those initiated must be turned in no later than the first workday after initiation is complete. A list of those new members not initiated must also be turned in with the initiation list, if applicable.
5. An advisor or (inter)national representative must be present at initiation. The name(s) must be provided to the Greek Life Office two days prior to initiation.

Non-compliance with any requirements in the plan will result in immediate suspension of the new member program until the group is deemed in compliance. Continued non-compliance may result in the chapter being unable to recruit new members.

V. Each chapter must have the following information on file in the Greek Life Office:

- a current chapter roster of all members (new and initiated)
 - Chapters will come to the GLO to update their official university roster.
- Documentation indicating the chapter is a registered student organization with the Center for Student Organizations (<http://www.uga.edu/stuorgs/register/index.html>).
- a current list of chapter officers with current and accurate contact information*
- a current list of all members directly involved in new member education *
 - new member coordinator, pledge educator, intake coordinator, any assistants, committee members, etc.
- a current list of those members living in the house and their room numbers*
- current contact information for the chapter advisor and any other alumni officers*
 - specifically any alumni assigned to work with new member education
- current contact information for the house corporation president and any other house corporation officers*
- a current new member education program/syllabus/survey, new member manual, (inter)national and local handbooks
- a calendar of new member events and dates (meetings, socials, initiations, projects)*
- a copy of the letter and information sent to the parents/guardians of new members
- new member/pledge cards (includes the hazing compliance form) provided by the Greek Life Office for each new member with legible full name (first, middle, and last), complete birthdates, and appropriate required signatures.
 - Cards must be completed and on file no later than three days after joining.
- the Officer Hazing Compliance form signed by the chapter president & new member educator
- the Chapter Hazing Compliance form re-signed by every chapter members indicating they have read/been read UGA and their (inter)national hazing policies.
- Chapter minutes indicating that the hazing policy was read & reviewed with the chapter

The Hazing Compliance forms, along with the POA Excel sheet can be found on the Greek Life website. The POA Excel sheet provides the template for all asterisked information. The Excel sheet, the new member program plans, calendar, parents/guardians' letter, and hazing policy documentation can be e-mailed. The chapter and officer hazing compliance forms and any (inter)national new member education materials should be hand delivered to the Greek Life Office.