POA 2.018

THE PLAN OF ACCOUNTABILITY

GUIDELINES FOR FRATERNITIES AND SORORITIES

Greek Life Office
University of Georgia
I. Chapter Management

Each chapter must have the following information on file in the Greek Life Office no later than a week after the beginning of each semester:

______ Current chapter roster of all members (new and initiated). Chapters will also update their official university roster as needed. Severance of membership forms must be completed in a timely manner.

______ Current list of chapter officers with accurate contact information. The list must highlight all officers directly involved in new member education such as the new member coordinator, pledge educator, intake coordinator, any assistants, committee members, etc.

______ Current list of those members living in the house and their room numbers, if applicable.

______ Current contact information for the chapter advisor and other alumni officers, specifically any alumni assigned to work with new member education.

______ Current contact information for the house corporation president and other house corporation officers, if applicable.

______ Current new member education materials – calendar/program/syllabus, new member manual, (inter)national and local handbooks, etc. These materials must be updated before a new member education program can begin.

______ Detailed calendar of new member events and dates (meetings, socials, initiations, projects) with beginning and ending times. Initiation date must be set and on file in the Greek Life Office. Once submitted, initiation dates cannot be changed.

______ Copy of the letter/email and information sent to the parents/families of new members, containing contact information for the new member educator/intake coordinator, chapter president, chapter advisor, and UGA Hazing Hotline phone number (706-207-0779).

______ Officer Hazing Compliance form (and NDAH Acknowledgement) signed by the chapter president and new member educator(s)/intake coordinator(s).

______ Individual Member Chapter Hazing Compliance form (and NDAH Acknowledgement) signed by all chapter members indicating they have read/been read UGA and their (inter)national hazing policies at the beginning of each fall semester.

______ Chapter Advisor Hazing Compliance form (and NDAH Acknowledgement) signed by the chapter advisor.

______ Copy of the current chapter scholarship program.

______ Copy of the current chapter constitution and by-laws.
II. New Member Education

Each chapter is responsible for conducting a new member education program according to (inter)national policies and in compliance with any University regulations. 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 suspension of any new member program for the remainder of the school year.

1. The University reserves the right to shorten, suspend, or eliminate the new member education period, if necessary. All programs are not to exceed 8 weeks in length (including initiation). The established initiation date may not be changed. Each semester a calendar will be established by the chapter taking into account the academic calendar. This calendar outlines each hour of the day of the program with specific dates and times for the education period and a final initiation deadline. Any consideration of a date change for hardship circumstances must be made by the chapter advisor. A 6 week program (including initiation) or shorter is recommended.

2. Fraternity or sorority members must be University of Georgia students only.

3. Any new member activities may begin no earlier than 7:00 am and must conclude by 12:00 midnight. Exceptions must be approved at least 72 hours in advance by the Greek Life Office.

4. No new members should be required to stay overnight at the chapter house or any other place of residence unless under the supervision of an advisor or (inter)national representative. If new members are required to stay overnight, an advisor/representative must spend the night as well. Greek Life must be notified with the name of the representative.

5. Any new member class activities or events involving the new members prior to the official start of the program or during the program where alcohol is present (pledge socials, big brother/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. New members are also considered chapter members. New members are not allowed to participate in any type of drinking game (alcohol or other liquids), whether voluntarily or involuntarily.

6. New member educators/intake coordinators and a representative of the new member class must meet weekly with Greek Life Office staff and/or governing council officers to better assess the progress of the new member program. This schedule will be established by the Greek Life Office.

7. The New Member Education team must attend any new member educator seminars conducted by Greek Life Office Staff when scheduled.

8. Notification of severance of membership must be on file in the Greek Life Office no more than 5 days after official notification is received for roster accuracy.
Each chapter is responsible for providing information and education to the parents/guardians of their new members:

1. A letter/email must be sent to the parents/families of all new members within one week 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/email 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 correspondence must be on file in the Greek Life Office.

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

1. “Hell Weeks” or any type of unofficial pre-initiation activities are prohibited. Specific initiation activities must be calendared with exact beginning and ending times. New members must be notified of times and dates for initiation activities no later than 5 days prior to the beginning of initiation.

2. Any initiation activities should begin no earlier than 7:00 am and conclude by 12:00 midnight. Exceptions must be approved 72 hours in advance by the Greek Life Office.

3. The validation of completion form (provided by Greek Life) must be turned into the Greek Life Office no later than 48 hours after new members have been initiated. The form requires names, signatures, and date of those initiated. A list of those new members not initiated must also be turned in with the validation form, if applicable.

4. 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.

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 fall semester and spring semester if the chapter is having a spring new member class. The policy reading and chapter attendance at this meeting must be documented in chapter minutes.

2. Each member of the fraternity will sign an individual hazing compliance form.
Additional Guidelines for groups having a new member program longer than 6 weeks:

1. After 6 weeks, an advisor must be present at all new member activities (meetings, social activities, projects, etc.).

2. Programs will be subject to daily monitoring by Greek Life and their respective councils.

3. The new member educator and a new member class representative will be required to check in with Greek Life every day or as scheduled by Greek Life.

Additional Guidelines for New Member Program Calendars

1. Detailed Fall new member programs must be turned into Greek Life no later than the last day of classes in Spring prior to Fall. Failure to turn in the program by the required date will result in the loss of one week of the new member program for each day late.

2. Initiation dates must be set in the Spring. Proof of reservation of space for initiation must be provided as part of the new member program. Inability to secure a location will not be an excuse to change the date. This date must be communicated widely as lack of notification for alumni will not be used as an excuse to change the date.

Please note: POA guidelines may vary in accordance with polices and procedure of IFC, Panhellenic, NPHC, MGC, or individual (inter)national organizations. Any variation must be approved by Greek Life.