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Instructions for completing your chapter’s New Member Education Program:

- **Sign and attach all necessary forms.**
- **Include a copy of the New Member Manual given to each new member.**
- **Complete the following packet Sections 1-16 by entering your Chapter’s specific information into the space provided (all sections are required to be completed).**
- **Meet with the Assistant Director of Student Organizations to review the New Member Education plan.**

The template for sections 1-16 is meant to be a guide to help you compile your chapter’s New Member Plan. Do not feel limited by the space allotted; if your chapter’s response is longer than the space provided, add an additional page.

The **New Member Education Program should include and address the following areas:**

- New Member Education Information Sheet
- Signed New Member Guidelines Sheet
- Signed copy of the Baylor statement on hazing
- Signed copy of the Texas State Law on Hazing
- National Organizations statement on hazing
- Statement of Purpose of the New Member program, including mission and goals
- Expectations of a New Member
- Expectations of an Active Member
- Financial Responsibility
- Chapter Scholarship Program
- Community Service opportunities offered by the chapter
- Leadership development
- Big Brother/Sister – Little Brother/Sister programs
- Recruitment Process
- Campus Involvement
- History of the Fraternity/Sorority
- Student Organization Community information
- Membership Contract
- Copy of letter sent to parents at beginning of the process
- Internal Judicial/standards procedure to ensure all members are following the program
- Calendar of all new member and chapter events, including dates and locations*
- Detailed description of all new member activities*
- Copy of the manual/book given to each New Member.
*We understand that some chapter activities will include ritual ceremonies. Please indicate those in your list of programs.

**Baylor University**  
**New Member Education Program Information Sheet**

Return this form along with your New Member Education Program to Student Activities.

**Organization:**

Please list the names, e-mail addresses and cell phone numbers of your New Member Educator(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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Please list the names, e-mail addresses and cell phone numbers of your Advisor(s):

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New Member Education begins: ____________________________

New Member Education ends (5 weeks maximum): ____________________________

Initiation Date/location: ____________________________

The chapter New Member plan was devised by the National Office ( ) or Local Chapter ( ).
New Member Education Guidelines

1. Student Organization membership is open to all members of the undergraduate student body. As part of the University community, student organizations must not discriminate on the basis of race, religion, color, national or ethnic origin, age, handicap, or military service. The local chapter is responsible for the decisions on membership selection.

2. New member education shall not be more than five weeks.

3. New member activities will be confined to the hours of 8:00 a.m. to 10:00 p.m. unless otherwise approved by the Department of Student Activities. In addition, new members must be permitted six (6) consecutive hours of uninterrupted sleep.

4. Academic performance by a new member class must take priority over new member activities. No required new member activities may be scheduled which conflict with academic commitments.

5. All forms of hazing are prohibited. Each new member must be provided information on the University’s new member education policies including notice of the prohibition of hazing with the definition of hazing.

6. Contents of the new member education program must be approved by the Chapter Advisor and the Associate Director of Student Activities. Once approved, it must not be altered without approval from the chapter advisor and the Assistant Director of Student Organizations.

We have read and understand the University’s policies and guidelines concerning new member/associate/pledge education and hazing at Baylor University. We also agree to abide by all university policies regarding new member/associate/pledge education at Baylor University. We have submitted all items listed above in our new member program.

__________________________  ________________________  ____________
New Member Educator (print)  New Member Educator (signature)  Date

__________________________  ________________________  ____________
Chapter President (print)  Chapter President (signature)  Date

__________________________  ________________________  ____________
Chapter Advisor (print)  Chapter Advisor (signature)  Date
Baylor University Statement on Hazing

Baylor University has elected to adopt the standards set forth in the Texas Education Code that prohibits hazing at an educational institution and has elected to apply these standards to students in attendance at the University. Following is a summary of information from the Texas Hazing Law.

Definitions

"Pledge" means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.

"Pledging" means any action or activity related to becoming a member of an organization. At Baylor, the term "New Member" is used in place of the term "pledge."

"Student" means any person who: (A) is registered in or in attendance at an educational institution; (B) has been accepted for admission at the educational institution where the hazing incident occurs; or (C) intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

"Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.

Hazing includes:

(A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

(B) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(C) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(D) any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and

(E) any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
Personal Hazing Offense
A person commits an offense if the person:

(1) engages in hazing;
(2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
(3) recklessly permits hazing to occur; or
(4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

Organization Hazing Offense
An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent Not A Defense
It is not a defense to prosecution of an offense under the Texas Hazing Law that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Immunity From Prosecution Available
The court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Offenses In Addition To Other Penal Provisions
This Texas Hazing Law does not affect or repeal any penal law of this state. This law does not limit or affect the right of an educational institution to enforce its own penalties against hazing.

Copies of the entire hazing law enacted by the Texas legislature are available from the Judicial Affairs office or the hazing bill may be viewed in its entirety at the "Texas Legislature Online" Web site at: http://www.capitol.state.tx.us/statutes/ed.toc.htm. Information about hazing may be found in the Texas Education Code, Chapter 37, sections 37.151 through 37.157 and Chapter 51, section 51.936.

For information regarding hazing as defined as misconduct by Baylor University, please see the "Student Disciplinary Procedure," section III, "Misconduct Defined."

By signing this, I understand the Baylor Statement on Hazing

__________________________  _________________________  ____________
New Member Educator (print)  New Member Educator (signature)  Date

__________________________  _________________________  ____________
Chapter President (print)  Chapter President (signature)  Date
Texas Hazing Law

The following Hazing Policy was passed by the Texas State Legislature relating to offenses related to hazing at or in connection with an educational institution.

1. “Educational Institution” includes a public or private:
   a. High school; or
   b. College, university, or other postsecondary educational establishment.
2. “Pledge” means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.
3. “Pledging” means any action or activity related to becoming a member of an organization.
4. “Student” means any person who:
   a. Is registered in or in attendance at an educational institution;
   b. Has been accepted for admission at the educational institution where the hazing incident occurs; or
   c. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
5. “Organization” means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, or service, social, or similar group, whose members are primarily students at an educational institution.
6. “Hazing” means any intentional knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution. The term includes but is not limited to:
   a. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
   b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
   c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
   d. Any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame or humiliation, or that adversely affect the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;
   e. Any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the Penal Code. Sec. 4.52.

Personal Hazing Offense

1. A person commits an offense if the person:
   a. Engages in hazing;
   b. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
   c. Intentionally, knowingly, or recklessly permits hazing to occur; or
   d. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students or other appropriate officials of the institution.
2. The offense of failing to report is a misdemeanor punishable by a fine not to exceed $1,000.00, confinement in county jail for not more than 180 days, or both such fine and confinement.

3. Any other offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than $500.00 nor more than $1,000.00, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.

4. Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than $1,000.00 nor more than $5,000.00, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.

5. Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than $5,000.00 nor more than $10,000.00, confinement in county jail for not less than one year nor more than two years, or both such fine and confinement.

6. Except when an offense causes the death of a student in sentencing a person convicted of an offenses under this sections, the court may require the person to perform community service, subject to the same conditions imposed on community service probationers by Subdivision (1), Subsection (e), and subsections (c ), (d), (g), (h), of section 10A. Article 42.12, Code of Criminal Procedure, for an appropriated period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Sec. 4.53 Organization Hazing Offense

1. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

2. An offense under this section is a misdemeanor punishable by a fine of not less than $5,000.00 nor more than $10,000.00, or if a court finds that the offense caused personal injury, property damage, or other loss.

The court may sentence the organization to pay a fine of not less than $5,000.00 nor more than double the amount loss or expenses incurred because of such injury, damage, or loss.

Sec. 4.54 Consent Not a Defense

It is not a defense to prosecution for the offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Sec. 4.55 Immunity from Prosecution Available

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Dean of Students or other appropriate official of the institution is immune from liability, civil, or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Sec. 4.56 Offenses in Addition to Other Penal Provisions

This subchapter does not affect or repeal any penal law of this state. Nothing in this subchapter shall limit or affect the right of an educational institution to enforce its own penalties against hazing.
Sec. 4.57 Reporting by Medical Authorities

Treatment of a student who may have been subjected to hazing activities may be reported to police or other law enforcement officials. The doctor or medical practitioner so reporting shall be immune from civil suit or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

Sec. 4.58 Publication of Subchapter

1. Each postsecondary educational institution shall cause to be published or distributed to each student during the first three weeks of each semester a summary of the provisions of the subchapter.
2. The institution shall publish or distribute in the same manner a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the previous three years.
3. If the institution publishes a general catalog, student handbook, or similar publication, it shall publish a summary of the provisions of this subchapter in each edition of that catalog, handbook, or similar publication.

Section 3 Sec.4.19

Education code is repealed

Section 4

If any provision of this Act or its application to any person, entity, or circumstances is held invalid, the invalidity does not affect other provisions or applications of the Act that can be given effect without the invalid provision or application, and to this end the provisions or applications of the Act that can be given effect without the invalid provision or application, and to this end the provisions of the Act are declared to be severable.

By signing this, I understand the Texas State Hazing Law

__________________________  __________________________  ___________
New Member Educator (print)    New Member Educator (signature)   Date

__________________________  __________________________  ___________
Chapter President (print)       Chapter President (signature)    Date
Section 1: Statement of Purpose (including mission and goals of the program)
This should be a statement introducing the principles of the student organization and the primary objectives of the New Member Education program.
Section 2: Expectations of a New Member

New members should be told in the beginning everything they will need to accomplish as a new member to complete requirements for active membership. Examples include GPA requirement, community service hours, study hours, chapter activities, etc.
Section 3: Expectations of an Active Member
New members should know what will be expected of them as an active member. Examples include GPA requirement, community service hours, study hours, chapter activities, etc.
Section 4: Recruitment Process

New members should learn the recruitment process to better understand the processes and guidelines individual student organizations set in accepting new members. This education should include the identification of men and women not involved in student life and introducing them to their chapter.
Section 5: Detailed description of all new member activities

The program should include a detailed description of all new member activities. As some activities are private, and ritualistic in nature, please indicate those on your calendar.

Example:

- **Formal Pledge Induction** – Ritual ceremony from National Office that formally introduces the New Members to the Student Organization and the New Member Education Process. Parents and Alumni are encouraged to attend.
- **Study Hours** – New members are required to complete 5 study hours a week during the designated times. Study hours take place in Moody Library, active members are also in attendance.
- **Alpha Delta meetings** – these are weekly new members meetings where the New Members Educator reviews a different lesson and discuss the weekly events. All New Members, Advisor, and Executive Board officers attend.
Section 6: Calendar

All new member activities (including dates, times, and locations) should be listed on a calendar of events for the entire five weeks of new member education.

*Include a copy of your calendar
Section 7: Explanation of confidential reporting system for hazing violations

New members should have the ability to talk with the active members regarding any hazing activities. The organization should have a system in place that encourages new members to come forward to the activities regarding hazing incidents that may have occurred. Baylor University reporting procedures should also be explained to the new members.
Section 8: Financial Responsibility
Complete the following information about the dues structure for new members and active members.

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<thead>
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<th>Spring 2016 New Member Dues $</th>
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<tr>
<td>Spring 2016 Active Member Dues $</td>
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Do you offer a dues payment plan?

How do you educate new members on the need to be financially responsible to the student organization?

Please attach a sample dues invoice.
Section 9: Scholarship Program

Scholarship should be the new member’s number one priority while going through the new member process. Programs should be set up and enforced that emphasize the importance of academics, and new member activities should never interfere with studying for serious projects or exams. Exact locations of your study hours should be listed in the program.

Do you require study hours each week? If so how many?

Where do study hours take place?

Include Detailed Scholarship Program Below:
Section 10: Community Service Opportunities

Service is an important aspect of Student Organizations. It is important that new members understand that membership in a student organization will entail community service, if applicable.

What service opportunities do your new members and active members participate in? How often? Voluntary or mandatory?
Section 11: Leadership Development

Leadership is an important aspect of Student Organization life. Leadership should be nurtured in the new members from the beginning of the new member program. New members can learn leadership skills through responsibility (such as planning a community service day), or by holding elected positions in the new member class, and pairing the new member officers with their chapter counterparts.

What does your student organization do to provide leadership opportunities for its new members?

How do you educate New Members on the various leadership positions within the chapter and how the overall student organization operates?
Section 12: Big Brother/Big Sister Program

A Big Brother/Big Sister, when used correctly, can provide valuable resources for the new member, and can help the new member become better acclimated to student organization life. A list of expectations should be articulated in the program for the big brothers/big sisters, including academic support and integrating the new members into the chapter.

Does your student organization have a Big Brother/Big Sister Program?

How are Big Brothers/Sisters chosen? (Random, assigned, mutual selection)

Include details of your Big Brother/Sister Program (purpose, timeline, etc)
Section 13: Campus Involvement

It is important that new members are involved in organizations outside of the student organization community. Student organizations should consider requiring their new and active members to join at least one organization outside of the organization. This is an excellent way to diversify your organization and develop leaders outside of the chapter.

Discuss how your student organization encourages new members to get involved in the greater Baylor Community.

Do you require outside involvement for members?
Section 14: Student Organization History

Education about your organization is very important. Please include the basic information you plan to teach the new members, including the methods that you plan to use to assess their learning.
Section 15: Student Organization Community Information

New members should know the following about the student organization community: all student letter organizations at Baylor, the Department of Student Activities staff and location, concept of the student organization community and how a mistake by one student organization can have detrimental effects on the student organization community as a whole.
Section 16: Membership Contract

A membership contract should be included for each new member, if applicable. This contract should include all requirements for initiation into the student organization and remaining an active member.
Section 17: Letter to Parents sent at the beginning of process
Communication with the parents is critical in the new member education process. New member educators should send a letter immediately following bid acceptance introducing himself/herself to the family and providing contact information. Parents should be encouraged to call the chapter if there are perceived problems with the new member process. The initial letter that will be sent by the new member educator should be submitted with the program.
Section 18: Internal Judicial Procedure

Each chapter should have an internal judicial procedure to deal with violations of the new member education program. Members should be held accountable for going against the ideals of the program and engaging in any hazing activities.
Section 19: Meeting with Student Activities Staff
A meeting with a member of the Student Activities staff is a vital part of completing the New Member Education Plan. The meeting should take place at least one week prior to any formal new member education events, including bid acceptance. The meeting will be a time to review Sections 1-18 and ensure all activities are within expectations. The signatures below serve as formal acceptance of the New Member Education plan by Student Activities.

______________________________
Student Activities Staff

______________________________
New Member Educator

______________________________
President

______________________________
Date