PURPOSE:
The over-arching goal of the Psi Upsilon Member Program (PUMP) is to utilize a values based approach to educate New Members about the lifestyle, operations and responsibilities of Brotherhood. The specific goals of New Member Education are to:

- Provide a basic knowledge of fraternity on Chapter and International level.
- Ensure friendship between current Brothers and New Members.
- Demonstrate the day-to-day operations of the Chapter.
- Prepare New Members for all facets of the Eta Chapter Brotherhood.
- Instill aspects of our five values within New Members and demonstrate how they manifest within the Chapter.

EXPECTATIONS:
Expectations for Psi Upsilon New Members are intentionally similar to the expectations Psi Upsilon sets for its Brothers. They are designed to transition New Members into Greek life and prepare them for the responsibilities they will have as brothers.

- The five values that our Fraternity was founded on are; Lifelong Friendship, Moral Leadership, Intellectual Engagement, Responsible Social Conduct, and Service to Society. We believe that, during the NME process, each New Member will comprehend and cherish these values as we do.
  - Lifelong Friendship: Emphasis on friendship and broadening outside interests.
  - Moral Leadership: Emphasis on the purpose of this brotherhood. We expect our New Members to exemplify during their time as a brother of this Fraternity.
  - Intellectual Engagement: Emphasis on fulfilling their obligations as students of Lehigh University through the use of study hours, our scholarship plan, and various Lehigh University officials we host related to academic success. We feel that this will highlight our need for continuous intellectual engagement within the Brotherhood.
  - Responsible Social Conduct: Emphasis on our risk management and social host training, we feel that this will highlight our desire for responsible social conduct.
  - Service to Society: Emphasis on our Fraternity’s commitment to community and philanthropic efforts, we feel that this will highlight our service to society.

- Meetings held once per week (usually Fridays subject to New Member class)
  - Meetings will begin at 6PM, end at 7:30PM at the latest
  - Meetings will be held at the Chapter House and will cover material & topics detailed below in the weekly outline

- Service to society: Community Service & Philanthropic Efforts
  - Participate with the Brothers in the service-related endeavors of the Chapter for a specific number of hours deemed fit by the Brotherhood
  - Brainstorm, organize, and execute a community service or philanthropic event (based on interests of the New Member Class) through the close supervision of the Philanthropy Chairman and collaboration with the Brotherhood

- New member project
A chapter tradition where every New Member class has renovated or enhanced an area of the chapter house. The project is organized by the New Members and assisted by the current Brothers

- An opportunity to create a permanent part of the Chapter that will be passed on to them
- Will inspire a sense of belonging and pride in the chapter house they hope to live in
- Allows leadership opportunities within the New Member class
- Offers a positive team building exercise for the class
- Project materials are funded by Chapter budget and project should ideally be completed by the conclusion of New Member Education. However, there is no hard deadline set for completion

- Expectations of Active Brothers
  - To actively participate in New Member Education in ways that exemplify our five core values, provide a positive New Member experience, and guide new members in their transition into Greek life

**STATEMENT ON HAZING:**

- We as a Chapter will not tolerate the use of alcohol by underage Brothers and New Members during NME. We fully understand the consequences if our organization are found guilty of allowing underage Brothers and/or New Members to indulge in alcohol during NME. Not only do we acknowledge said outside consequences (whether with regard to Lehigh or State/Federal Law), but anyone in violation of this rule will be brought before our Standards Board where an appropriate punishment will be decided (this in addition to external consequences faced by said member(s)). Additionally, Psi Upsilon recognizes the image and values we would convey by condoning alcohol use during NME, and believe it to be entirely inconsistent with our foundation as a Brotherhood.

- We as a Chapter fully understand Lehigh University’s policies regarding hazing, as well as our International Office’s policies regarding hazing. We also fully understand the consequences if we are found guilty of hazing in any form. Similar to alcohol use - with regard to hazing, Psi Upsilon recognizes all hazing as an activity inconsistent with our values as a Brotherhood. It affirms the need to work Lehigh University in order to ensure our NME plan is free of such activity and executed in accordance with said plan. As such, we will be clear and transparent with our New Members & Brotherhood regarding the reporting method they can use should they feel hazing is occurring.

  - **Internal Reporting Process:** If anyone (Brother or New Member alike) feels that there is any occurrence of hazing, or has a hazing related inquiry, they may bring it up internally with the New Member Educator, New Member Education Committee, the Standards Board, or to another Brother they feel comfortable sharing such information with (Big Brother is an appropriate example) who is then obligated to inform the Chapter President, the Office of Fraternity & Sorority Affairs, Chapter Alumni President, and Chapter Alumni Advisor for further investigation. Upon investigation Psi Upsilon will work with the appropriate channels to rectify its NME Program in light of the concern as well as address any misconduct that may have occurred as a result.
- **External Reporting Process:** As mentioned previously, both New Members and Brothers alike will be informed of external channels they may turn to should any instance of hazing occur. These include but are not limited to the Hazing Reporting Form online from the OFSA Website (https://cm.maxient.com/reportingform.php?LehighUniv&layout_id=15), the Office of Student Conduct & Community Expectations, LUPD (http://police.lehigh.edu/), and resources found on our International Office’s Website like StopHazing.org & HazingPrevention.org

- As a New Member, we expect them to learn what it means to be a Brother of Psi Upsilon through the various details indicated in our weekly NME plan. We encourage them to explore ways to better themselves through this transformative process. As a Brother, we expect them to use the values that they have learned during NME to our Chapter aspirations during their time as a Brother of this Fraternity.

**RESOURCES:**

- **President:** Cyrus Johannes, (971) 340-8345, csj220@lehigh.edu
- **New Member Educator:** Michael Whang, (973) 986-3147, mjw218@lehigh.edu
- **Risk Manager:** Jake Clifford, (617) 990-4500, jpc220@lehigh.edu
- **Lehigh University OFSA:** Corey Gant, (610) 758-4157, jcg216@lehigh.edu
- **Hazing Hotline:** (888) 668-4293
- **Fraternity’s Alumni Advisor:** Cory Spranger, (610) 500-4278, sprangerc1@gmail.com
- **Fraternity’s Regional Advisor:** Levi El Fattal, (317) 571-1833 ext. 106, levi@psiu.org
- **National Headquarters:** Thomas Fox, (317) 571-1833 ext. 103, tfox@psiu.org

**EVENTS:**

**Event: Freshman-senior night**
- **Date:** 7 February 2018, 5:30pm
- **Location:** Psi Upsilon Chapter House
- **In Attendance:** New members, seniors
- **Description:** The new members and seniors are free to mingle with each other as they please in the living room of the chapter house.
- **Why:** Every year, there is an inevitable disconnect between the new member class and the senior class. They often don’t share any similar classes, and the seniors and new members are as far apart in age as possible during college. It is my goal to eliminate this disconnect to the best of my ability for two reasons. First, lifelong friendship does not see age as a limiting factor. A strong brotherhood involves bonds between all members regardless of age, race, sexual preference, etc. Secondly, the most efficient chapter is one in which all members are comfortable with one another. This event will be accompanied by food and music. This event is specifically put towards the beginning of new member education to provide an early kick-start to eliminating this disconnect.

**Event: Big Brother Ceremony**
- **Date:** 18 February 2018, 7pm
- **Location:** Psi Upsilon Chapter House
- **In Attendance:** New members, big brothers
- **Description:** New members will have submitted a list of big brother preferences during week 2’s meeting. Their big brother will be revealed.
Why: The new member education process can be time consuming, and it’s nice to have a mentor that you can look up to for advice and talk about the new member education process with. Especially since the big brothers will have already gone through the process, they can provide insight as to what helped them through their new member education process, what they would’ve done the same, and what they would have done differently.

**Event: Career Center resume workshop**
- **Date:** 21 February 2018, 4:15pm
- **Location:** RB085
- **In Attendance:** New Members and brothers
- **Description:** The Career Center will be giving our chapter an informative workshop on how to build a strong resume. This workshop will go over key aspects to include in the resume, the appropriate order in which to list them, and tips on how to strengthen any resume.
- **Why:** One of the main reasons students enroll in college is to learn, get a degree, and obtain a job in the future. As part of new member education, I believe it is essential to help new members with this aspect of their college career.

**Event: Founders’ Day**
- **Date:** 24 February 2018, 4pm
- **Location:** Psi Upsilon Chapter House
- **In Attendance:** New Members, brothers, alumni
- **Description:** Psi Upsilon will be celebrating its anniversary with food. Alumni, brothers, and new members will gather in the chapter house, socialize, and get to know each other.
- **Why:** Psi Upsilon has a long history. As one of the first fraternities ever founded and one of the oldest chapters on Lehigh’s campus, we take pride in our history. Every year, we are extremely excited to celebrate another successful year and get together with alumni of all ages to listen to stories from their time and tell stories of our time.

**Event: Chapter football game**
- **Date:** 3 March 2018, 12pm
- **Location:** Goodman Campus
- **In Attendance:** New Members and brothers
- **Description:** The brothers and new members will get together for our annual football game.
- **Why:** One of the values of Psi Upsilon is lifelong friendship. New member education is not only a time for education but also for developing bonds between the members. During the football game, new members and brothers will play with each other on teams in a friendly game of football to develop those bonds between each other.

**Event: Counseling center presentation on alcohol & drug abuse**
- **Date:** 7 March 2018, 4:10pm
- **Location:** Psi Upsilon Chapter House
- **In Attendance:** New Members and brothers
- **Description:** Not too long ago, as one of our sanctions, we had two members of the counseling center come to our chapter house to talk to us about alcohol & drug use. This presentation included anything from how to know when you need to call for medical
amnesty and get someone help to how to approach someone who has a drinking or drug use problem.

- **Why**: I found this information session very helpful, as I think while many people believe they’re well versed on these topics, most people aren’t actually and may act irrationally in a high-stress situation. I want to make sure everyone is safe, not only throughout new member education but throughout their lives. I believe this presentation will be very helpful, educational, and beneficial not only to the new members but to the general members as well.

**Event: Position transition night**
- **Date**: 21 March 2018, 6pm
- **Location**: Psi Upsilon Chapter House
- **In Attendance**: New members, brothers with chapter positions
- **Description**: The new members will briefly meet with each brother with a chapter position to go over the main responsibilities that are associated with that position.
- **Why**: Often times, the new member class is initiated, assumes positions, and is throw into the deep end. They aren’t provided much information on what the position entails and how the position is important to the chapter. With this position transition night, the new members will be able to gauge how much work each position is and what it involves, so they can think about what positions they might be best fit for and start learning how to best fulfill that position.

**EVENTS (date TBD)**

**Event: Ropes course**
- **Date**: TBD (Date to be confirmed with AD in future)
- **Location**: Goodman Campus
- **In Attendance**: New Member Educator, New Members
- **Description**: The Lehigh University CSO describes the ropes course as “a series of outdoor elements made up of trees, wires, poles, and other equipment designed to create unique and challenging problem-solving scenarios. Groups work together to negotiate the elements and successfully meet the challenges presented. Intentional learning focused on concepts such as team dynamics, effective communication, decision making, and leadership are woven into discussions following the completion of each element.”
- **Why**: In my opinion, one of the most important goals of new member education is to develop strength and unity among the new member class. With a ropes course, not only is it a fun activity to do together, but it will also teach the new members to communicate with each other and with myself effectively and efficiently. This is a great opportunity to identify any problems that the new member class may have internally and work them out to build stronger relationships.

**Event: Center for gender equity presentation**
- **Date**: TBD (Date to be confirmed with AD in future)
- **Location**: TBD
- **In Attendance**: New Members and brothers
- **Description**: The center for gender equity will host a presentation on sexual assault, micro-aggressions, and consent.
- **Why**: Psi U has a strong involvement in Break The Silence and I would like to make sure every new member that joins has those same values and education that the rest of us do.

**Event: Center for academic success study skills workshop**
- **Date**: TBD (Date to be confirmed with AD in future)
- **Location**: TBD
- **In Attendance**: New Members and brothers
- **Description**: The center for academic success will host a presentation on time management and study skills.
- **Why**: As part of the intellectual engagement value of Psi Upsilon, it is important that the new members know how to manage their time and study efficiently, especially during a time as busy as new member education. In addition, as they progress through their college careers, they will take on more responsibility, more difficult classes, and job applications, and will need to be well-prepared with skills on how to balance a busy schedule.

**WEEKLY MEETINGS**
- Induction Ceremony
  - Induction on Friday, February 2nd at 7:00 PM at the Chapter House
  - Ritual Ceremony in accordance with Psi Upsilon National guidelines
- Week 0: Saturday, February 3rd at 5pm
  - **Focus on: Expectations, Chapter House & History**
    - Detailed introduction of Chapter members
      - Explanations of duties by Chapter Officers
    - Outline the expectations of the New Member Class
    - Outline the expectations of the Brotherhood
    - Presentation of Chapter rules and governing procedures by current President
    - Introduce Tom Fox (Psi Upsilon Executive Director) & Levi El Fattal (National Chapter Leadership Consultant).
      - Provide contact information and explain their role in New Member Education process
    - Collect class/work/exam schedules
      - Will review all pertinent obligations and review calendar as necessary to best accommodate said obligations
    - Explain the role of the “Big Brother”
    - Emphasize the importance of maintaining the physical structure of the Chapter House
      - Describe how this manifests within the Brotherhood
    - Give overview of resources & materials New Members may learn from
      - Hand out fraternity tablets (provided by Psi Upsilon Nationals)
      - Hand out this New Member Education plan
      - Detail online resources (chapter website, national website, Lehigh OFSA website)
  - Explain anti-hazing statement, Chapter & University hazing reporting protocol (as detailed later in this document)
- Week 1: Friday, February 9th at 6pm
  - Discuss New Member Class project
Will work alongside brothers throughout new member education period
  o Explain the importance of Alumni relations
    ▪ New Members will be required to be ‘pen pals’ with a graduate alumnus of the Chapter. They will discuss the Chapter House, its traditions, and New Member Education
    ▪ This is intended to create a mentor-like role between Alumni and New Members, which can last throughout their time within the Brotherhood
  o Introduction to the IFC
    ▪ What is the IFC’s purpose
    ▪ IFC bylaws & general policies

- Week 2: Friday, February 16th at 6pm
  o **Focus on: Extra-curricular Involvement, Intellectual Engagement**
  o Review previous material and assign new material
    ▪ Learn breakdown of Brotherhood by major as well as historical performance of the Chapter
    ▪ Overview of Academic Plan and other support systems in place for Brothers to excel academically
    ▪ Have select Brothers explain their extra-curricular commitments and why they are engaged in said activity
  o Explore relationships and connections the Chapter has established with Psi Upsilon’s International Office, other Chapters of Psi Upsilon & other Greek Organizations on Lehigh’s campus
  o Stress the importance of balancing fraternity life with that of academics and extra-curricular involvement

- Week 3: Friday, February 23rd at 6pm
  o **Focus on: Service to society**
  o Review previous material and discuss new material
  o Philanthropy chair will detail our approach to service within the Chapter as well as major events we organize/participate in
  o Give New Members assignment regarding class fundraiser/philanthropy event
    ▪ New Members will work closely alongside the Philanthropy Chair to create, organize, and run a philanthropy event
      • Brothers will offer support and advice and also participation when time comes
      • Goal will be to host event by end of the New Member Education process, or, if necessary by end of semester

- Week 4: Friday, March 2nd at 6pm
  o **Focus on: Responsible social conduct, moral leadership, risk management**
  o Introduction to Psi Upsilon’s standard risk management procedures and best practices
    ▪ Presentation conducted by Psi Upsilon Risk Manager
    ▪ Brainstorm improvements and new ideas to our risk management policies
  o Review previous material and discuss new material (in conjunction with executive board members who have received social host training from Lehigh)
- Federal & State Laws fraternities are faced with
- Lehigh Social Policy & Developments
- Psi Upsilon National Risk Management Policy
- Vice President (Risk Manager) review pertinent expectations of New Members as it relates to conduct
  - Check on the progress of the New Member Project and Philanthropy Event
  - Provide feedback and advice moving forward

- Week 5: Thursday, March 8th at 6pm
  - Focus on: Lifelong Friendship, Broadening Interests
    - Review previous material and assign new material
      - What does lifelong friendship mean and how does it manifest within the Chapter? Have Brother share personal experiences
      - Brotherhood Development Chair will speak about how this is cultivated within the Chapter
    - Explain why the Brotherhood feels the New Members would make excellent Brothers of Psi Upsilon
    - Clarify what it means to be Brothers through individual Brothers lens’s
    - Explain the need for Brothers to support, advise, and counsel each other, especially in times of need
      - Explain means in which this manifests within the Chapter
    - Check on the progress of the New Member Project and Philanthropy Event
      - Provide feedback and advice moving forward

- Spring Break: March 12th – March 16th

- Week 6: Friday, March 23rd at 6pm
  - Focus on: Purpose
    - Focus on review of all aspects of the New Member Education process
    - Have New Members reflect on New Member Education process – allow for feedback
      - Will be done informally, in-person as well as anonymously via a survey to rate effectiveness of program modules and at teaching content
    - Discuss how expectations of New Members transition into expectations of Brothers
    - Completion of the New Member Project
    - Review all cumulative material and allow the New Members the opportunity to demonstrate knowledge of Psi Upsilon through informal assessment
    - New Member Education ends

- Initiation – Saturday, March 24th at 2 PM at the Chapter House
  - Initiation will occur late in the afternoon to allow alumni time to travel to the Chapter House and partake in Initiation. Initiation will be on a Saturday in order to maximize opportunity for Alumni to attend.
PROGRAMS THAT LAST THE ENTIRETY OF THE NEW MEMBER EDUCATION PROCESS:

- **Big Brother Program**
  - To be eligible to become a Big Brother, active Brothers must be in good standing with the chapter (i.e. not be on any type of academic probation or have outstanding financial obligations), and demonstrate the values and behaviors of an exemplary brother.
  - New Members are given the opportunity to pick their Big Brothers – this instills a sense of confidence and trust from the beginning of the program.
  - Big Brothers are required to act as a resource and source of support for their littles throughout the course of NME.
    - Big Brothers are a confidential source for which New Members can easily confide in. In accordance with the Eta’s policy on hazing, we require they act as mandatory reporters to Lehigh University.
  - Big Brothers are also expected to act as a role model for New Members. If the Archon or New Member Educator feels that a particular Big Brother is not upholding Psi Upsilon’s five values, or is in violation of Psi Upsilon’s By-Laws, they reserve the right to revoke the privilege.
  - Desired Outcome – To establish unity across class lines within the Chapter, as well as an overall mentor relationship between the Brotherhood and New Member Class.

- **Study hours**
  - Study hours are held from 7-9PM Monday through Thursday.
    - New Members will be allowed to go to any public study space and will be checked up on randomly to ensure they are actually fulfilling their hours.
  - The purpose of study hours is to provide New Members with a structured time in which to be productive and grow intellectually. Additionally, Psi Upsilon encourages its members to branch out and participate in activities outside of the chapter. As such, in lieu of study hours at the Chapter, a New Member may participate in other school oriented activities including, but not limited to the following:
    - Club meetings, Going to the Gym, Sports practice, Community service, Office hours, Class related meetings (i.e. group projects).
  - Inappropriate reasons for missing study hours includes:
    - Playing video games, watching TV, and general unproductive activity (subject to the discretion of the President & New Member Educator).

- **Waits**
  - Lunch and dinner waits are the responsibility of brothers and new members alike. They involve setting the table and assisting the chef with putting out the meal, as well as cleaning up after.
  - On assigned days only, New Members arrive at 11:45AM for lunch and 4:45PM for dinner in order to assist the Brothers with waits.
    - New Members will be assigned to 1 meal per week maximum.
  - Assigned days will be coordinated with each New Member’s academic & extra-curricular commitments.

- **Chapter cleans**
Similar to waits, cleans are also the responsibility of new members and brothers alike.

Chapter tradition is for cleans to start at 1pm every Sunday throughout the year, with accommodations made for those with conflict, including rescheduling for later/earlier in the day or not requiring a member’s attendance at all.