PURPOSE:
The overarching goal of the Psi Upsilon New Member Education process is to educate New Members about the lifestyle, operations, values, 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 (including positions and getting acclimated to being a member of the organization)
  • New Member Education is also a time for Member Education, therefore it is important for current brothers to refresh themselves on the content as the new members learn it

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: Matt Hamati, (610) 737-6360, mnh220@lehigh.edu  
New Member Educator: Jeff Rosenthal, (973) 867-8059, jpr221@lehigh.edu  
Risk Manager: Matthew Lieb, (406) 548-1549, mdl221@lehigh.edu  
Lehigh University OFSA: Christopher Mulvihill, (610) 758-4632, cjmv9@lehigh.edu  
Hazing Hotline: (888) 668-4293  
Fraternity’s Alumni Advisor: Cory Spranger, (610) 500-4278, sprangerc1@gmail.com  
Fraternity’s Regional Advisor: Cathy Lefebvre, (678)-640-1354, cathy@psiu.org  
National Headquarters: Thomas Fox, (317) 571-1833 ext. 103, tfox@psiu.org

**EVENTS:**

Event: Big Brother Ceremony  
- **Date**: 2/21  
- **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: Chapter football game**
- **Date:** 3/7
- **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: LUPD Programing event**
- **Date:** Scheduling in progress (Week 4)
- **Location:** TBD
- **Attendance:** New members and brothers
- **Description:** LUPD offers several programs to talk to chapters about safety on campus and current issues in our community
- **Why:** The new police chief gave a speech at our house that brothers found very enlightening and reassuring knowing what we can do to help play our part in the community. I would like to give new members a similar experience or maybe even a brotherhood tour of the LUPD facility.

**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. This event is also a good opportunity for New Members to meet alumni, old and young, and to realize the opportunities they have upon joining our organization.
Event: Career Center resume workshop
- **Date:** Scheduling (Week 1)
- **Location:** TBD
- **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. Along with the daily study hours, this should emphasize that Psi Upsilon has a strong focus on academics.

Event: Center for gender equity presentation
- **Date:** Scheduling (Week 4)
- **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.

**WEEKLY MEETINGS**
- Induction Ceremony
  - Induction on 2/1 at the Chapter House
  - Ritual Ceremony in accordance with Psi Upsilon National guidelines
- Week 0: 2/3
  - **Focus on: Expectations, Chapter House & History**
  - Detailed introduction of Chapter members
    - Explanations of duties by Chapter Officers
    - Explain Brother Interviews
  - 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) & Cathy Lefebvre (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
- 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: 2/8 at 6pm
  - Discuss New Member Class project
    - Will work alongside brothers throughout new member education period
  - Explain the role of the “Big Brother”
  - Explain the importance of Alumni relations
    - This is intended to create a mentor-like role between Alumni and New Members, which can last throughout their time within the Brotherhood
- Introduction to the IFC
  - What is the IFC’s purpose
  - IFC bylaws & general policies
- Week 2: 2/15 at 6pm
  - **Focus on: Extra-curricular Involvement, Intellectual Engagement**
  - 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
      - Introduce the Academic Chair
    - Have select Brothers explain their extra-curricular commitments and why they are engaged in said activity
  - 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
  - Stress the importance of balancing fraternity life with that of academics and extra-curricular involvement
- Week 3: 2/22 at 6pm
  - **Focus on: Service to society**
  - Review previous material and discuss new material
  - Philanthropy and CS Chairmen will detail our approach to service within the Chapter as well as major events we organize/participate in
  - 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, advice, financial support and also participation when time comes
  ▪ Goal will be to teach the new members about the process and commitment that goes into planning and running these events, as well as setting up potential new events for all brothers to participate in

• Week 4: 3/1 at 6pm
  • Focus on: Responsible social conduct, moral leadership, risk management
  • 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
    ▪ Elect New Members that will transition into new positions (Risk Manager, Social Chair, etc.)
  • 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: 3/8 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

• Week 6: 3/22 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 – 3/23 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 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. Study hours during New Member Education also serve the purpose of acclimating the New Members with workload while at the same time actively participating in the organization. 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 12:00PM for lunch and 5:00PM 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 take place 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