



Document # SP-BB-012	Title: New Member Initiation SOP	Print Date: [Date]
Revision # 0.0	Prepared By: Greg Speno	Date Prepared: 2/08/2017
Effective Date:	Approved By: Bryson Murray Active Chapter President	Date Approved:
	Approved By: Brian Brooks ACB Treasurer	Date Approved:
	Approved By: Tom Tisone Chapter Advisor	Date Approved:
	Approved By: Karl Adrian ACB President	Date Approved:

Policy: This Procedure defines conditions the by which New Members will be accepted for and experience initiation.

Purpose: The objective of the SOP is to standardize the processes regarding initiation of New Members.

Scope: This procedure shall apply to every active and New Member.

Ownership: The Alumni Corporation Board President owns this procedure.

Responsibilities:

- 1) The Active Chapter President shall explain the SOP rules at the first meetings of the Active Chapter each semester.
- 2) The Active Chapter VP Membership Development shall ensure that each active member is notified of all dates that are defined in the SOP at least one week in advance unless otherwise specified below.

Definitions:

- 1) ACB means Alumni Corporation Board.
- 2) Pinning means the start of New Member period, which occurs at New Member Orientation.



Procedure:

A. PROCESS

1) Pinning Date

- a) Pinning must occur by the 14th calendar day after the start of each semester.

2) Initiation Date Selection

- a) Fall Semester: The Active Chapter President shall select and announce a date for fall semester initiation prior to or on the first day of formal rush.
- b) Spring Semester: The Active Chapter President shall select and announce a date for spring semester initiation prior to or on Reading Day of the previous semester.
- c) Initiation must occur no later than 9 calendar weeks (63 days) after the start of a semester.
- d) At least one alumnus must be present during all initiation activities.

3) Membership Review Dates & Process

- a) There shall be two Membership Reviews each semester.
 - i) The first Membership Review shall be held at an Active Chapter meeting no more than 4 weeks from the start of each semester.
 - ii) During that review, all Active Chapter members shall present written complaints against any New Member they believe to not be worthy of initiation. The complaints shall describe in detail the failings of the New Member. During any subsequent Active Chapter meeting prior to the sixth week of the semester, additional written complaints may be submitted. Active Chapter Secretary shall retain all such complaints.
 - iii) As soon as possible, the New Member's pledge father (for social complaints) or the New Member's Academic Mentor (for academic complaints) shall meet with the New Member and inform him of the details of the complaint and suggest remedial actions.
 - iv) The New Member shall prepare written documentation of the steps he is taking to remedy the complaint. Active Chapter Secretary shall retain all such documents.
- b) The second Membership Review shall be held in accordance with the customary date of a "blackball" meeting, but no later than the seventh week of the semester.
 - i) Only New Members who have had complaints filed before the end of the sixth week of the semester shall be eligible for a "blackball" vote.
 - ii) The Pledge Father or Academic Mentor shall describe the remedial actions taken by any New Member subject to a "blackball" vote.
 - iii) A vote of 75% of a valid Active Chapter quorum shall be required to "blackball" a New Member.



- iv) The Active Chapter President shall notify the Alumni Corporation Board President immediately, naming all New Members “blackballed” and providing written copies of all complaint and remedial action documents.

B. SCHEDULE

- 1) All schedule information is described in section A.

C. AFTER ACTION REPORT

- 1) Within one week of the close of each semester, the Active Chapter President shall arrange a teleconference or meeting with the Alumni Corporation President and the Chapter Advisor. During that teleconference, a written log of lessons learned regarding the Program shall be created and used to further improve this process.
- 2) The Active Chapter VP-Internal shall publish the After Action Report within 30 days.



EFFECTIVENESS CRITERIA:

- All members have followed this procedure.

REVISION HISTORY:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	
1.0			

SCHEDULE:

- Schedule information is imbedded in the text of this SOP.