

New Member Development Plan

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at Eastern Michigan University
Sigma Nu Fraternity
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[This document contains a part of the official rules that govern this chapter of Sigma Nu and is maintained by the Lt. Commander.]

ARTICLE THIRTEEN

New Member Development Plan

Section 1. Organization

1. **Purpose.** The purpose of the New Member Development Plan is to instill personal, intellectual, school, and fraternal pride in our new members so that they can become better men and initiates of Sigma Nu.
2. **Vision.** By utilizing the knowledge of active and alumni knights, along with the material from the Fraternity and the University, the New Member Development Plan will educate men to excel with honor and become Sigma Nus.
3. **Goals.** The plan will develop candidate classes where at least 90% of candidates will pass the final exam and become initiated knights with at least 75% being retained until graduation.
4. **Reporting.** Records shall be kept in archives to track the progress of candidates and knights to measure the effectiveness of the plan. Every year a report must be submitted the chapter detailing the areas of success and opportunity of the plan as well as the percent of successful candidates per class and the retention of knights who have participated in the plan.
5. **Regulations.** Per North-American Interfraternity Conference guidelines the plan can last no longer than 12 weeks and must be alcohol free. This plan will also have a zero tolerance for hazing.
6. **Candidate Marshal.** The Marshal shall be charged with executing all aspects of the plan and to give reports on its progress to chapter at chapter meetings.
7. **LEAD Committee.** The LEAD Committee will assist the Marshal in the execution of the plan and the LEAD Phase I sessions.
8. **Candidate Class.** After each intake period, the candidates will be grouped as a class. After week six of the plan no new candidates can be added to a class and must wait for the next class to form.

Section 2. Requirements

1. **Class Requirements.** Requirements for Candidate Class are:
 - a. Must meet at least once a week.
 - b. Must elect officers if class is larger than two candidates.
 - c. Must show respect for themselves, one another, and knights. In return respect must be shown by knights to candidates.
2. **Initiation Requirements.** Requirements for Initiation are:
 - a. Full participation in the plan.
 - b. Completion of LEAD Phase I.
 - c. Completion of GreekLifeEDU
 - d. Participation in GLASS I
 - e. Mastery of Sigma Nu local and national history.
 - f. Mastery of Sigma Nu objects, symbols, and songs.
 - g. Knowledge of University history, symbols, and songs.
 - h. Knowledge of Greek Organizational history and the Sigma Nu Greek Alphabet
 - i. Development and participation of a philanthropic or community service event.
 - j. Development and participation in a social event with another student organization.
 - k. Development and participation in a house improvement project (must be approved by Housing Corporation).
 - l. Creation of a class paddle that includes class name, semester, year, and names of each candidate.

Section 3. Candidate Class

1. **Nomenclature.** The nomenclature of a class will be alphabetical using the Sigma Nu Greek Alphabet.
2. **Officers.**
 - a. The officers of a candidate class shall be:
 - i. Candidate Class President
 1. Chairs all candidate meetings.
 2. Ensures other officers are doing their duties.
 3. Reports to chapter the workings of the candidate class.
 - ii. Vice President
 1. Chairs candidate meetings if President in absent.
 2. Oversees chairmen and committees
 - iii. Treasurer
 1. Works with the chapter treasurer to collect all fees and dues.
 2. Reports to the chapter treasurer all delinquent candidates.
 3. Keeps record of the candidate treasury.
 - b. The following officers are optional and should be only used if there are candidates to full them:
 - i. Secretary
 - ii. Chaplain
 - iii. Chairmen
3. **Elections.** On the night of the Candidate Ceremony the Marshal shall conduct elections for the mandatory officers. Elections of optional officers may take place whenever the need arises.
 - a. The process of elections shall be nomination, five minute speech, five minutes of questions, and vote by secret ballot.
 - b. Any candidate may nominate another candidate. A candidate may nominate himself. A nominated candidate must accept his nomination.
 - c. If a candidate does not win election for the position he was nominated he may trickle down to subsequent positions.
 - d. The order of elections shall be President, Vice President, and Treasurer. If there are optional officers the order shall be President, Vice President, Treasurer, Secretary, Chaplain, and Chairmen.
 - e. The Marshal is the only knight allowed to speak at these elections and is responsible for decorum, keeping time, and counting votes.
4. **Removal of Officers.** At any regular meeting any candidate may motion to remove a candidate from his office because that officer did not perform his duties to the best of his abilities.
 - a. The officer will be given three minutes to speak.
 - b. The officer will not be in the meeting room during discussion or voting.
 - c. The candidates will discuss for up to ten minutes.
 - d. The candidates will vote by secret ballot and will vote YES for removal or NO for retaining.
 - e. A majority yes vote will remove the officer and a new election will be had at the next meeting.
5. **Meetings.**

- a. The candidate class will meet at least once a week to conduct business and to participate in the LEAD session.
 - b. All candidate meetings in which an executive board officer is present must use the Candidate Ritual.
 - c. The order of business for candidate meetings shall be:
 - i. Roll Call
 - ii. Guest Speakers
 - iii. LEAD Session
 - iv. Opening by Ritual
 - v. Elections
 - vi. Officer Reports
 - vii. Marshal Report
 - viii. Business
 - ix. Announcements
 - x. Pass the Gavel
 - xi. Roll Call
 - xii. Closing by Ritual
 - d. A candidate is expected to attend all candidate meetings. Only the Marshal can excuse a candidate from attending a meeting. A candidate is only allowed one unexcused absence. If a candidate is absent, he must meet with the Marshal before the next meeting to discuss what he missed.
 - e. Dress code for candidate meetings is business casual. Candidates are expected to wear their pins to meeting (if they have one).
6. **Ritual.** The Candidate Ritual shall be revised by the Marshal and the Chaplain when needed. There shall be a long form and short form of ritual. It is recommended that the short form only be used when there is a time constraint. Though it is not an official Fraternity ritual, only knights and candidates are allowed to witness the ritual.
7. **Internal Discipline and Removal.**
- a. The candidate class officers may impose fines up to \$5.00 to be collected by the Treasurer.
 - b. By a letter signed by a majority of candidates, the candidate class can request the chapter to remove a fellow candidate for truancy, giving the class a poor image, not participating in several candidate events, or ungentlemanly conduct. This would force chapter to conduct a candidate review. It is up to the chapter whether or not to remove the candidate.

Section 4. Assessment

1. **Written Tests.** All assessments will be by written test using appropriate questions.
2. **Quizzes.** The Marshal may use quizzes to help assess the candidate’s development throughout the candidacy period.
3. **Essay.** Each candidate shall compose an essay to be kept in the archives. The essay must be at least five paragraphs long and at most two pages. The essay topic shall be chosen by Marshal and shall be graded using the following rubric:

	Unacceptable	Acceptable	Target
Composition <i>Spelling and grammar mechanics – candidate must show he is able to articulate himself though writing.</i>	Essay is hand written with several spelling and grammar mistakes – not suitable for archiving and must be redone.	Typed with three or more spelling or grammar mistakes but readable – ask candidate to fix mistakes.	Typed with nor more than two spelling or grammar mistakes.
Topic <i>The prompt or essay question – candidate must show he is able to articulate through writing some aspect of the Fraternity.</i>	Does not mention the topic in his writing or does not understand the theme given – not suitable for archiving and must be redone.	Hints at the topic or does not give a robust answer to the prompt – ask candidate to fix mistakes.	Clearly understands the topic and provides a robust answer to the prompt.
Comprehension <i>The candidate is expected to be able to articulate through writing the principles or needs of the Fraternity.</i>	In the essay the candidate does not show that he comprehends the principles or needs of the Fraternity – not suitable for archiving and must be redone.	In the essay the candidate shows some comprehension of the principle or needs of the Fraternity – ask the candidate to expand on those ideas for a more robust response.	Clearly understands the principles or needs of the Fraternity.

4. **Candidate Test for Initiation.** The final test must be given prior to the end of the semester.
 - a. The candidate test for initiation must comprise the following sections. The Marshal shall create the test for each class. A question bank of acceptable prompts shall be included with the Marshal’s officer binder.
 - i. Sigma Nu History (5 questions)
 - ii. Sigma Nu Symbols (5 questions)
 - iii. Lambda Pi History (5 questions)
 - iv. Fraternal Organizations History (5 questions)
 - v. EMU Greek Life (3 questions)
 - vi. University (2 questions)
 - b. Each question will be worth one point – no partial points can be given. There are 25 possible points on the test. To become initiated a candidate must answer 20 questions correctly (80%).
 - c. Any candidate that receives below 80% may be given a chance to retake the test. The decision for retakes is up to the Marshal, but if one candidate is given a retake, any candidate receiving a grade below 80% must be given the same opportunity to retake the test.

Section 5. Big Brother Program

1. **Purpose.** The purpose of the Big Brother Program is to provide candidates with mentors to help and guide them during their candidacy.
2. **Applications.** All eligible and willing knights must submit an application provided by the Marshal in order to be considered to become a big brother.
3. **Selection.**
 - a. The Marshal will give the candidates a list of possible big brothers.
 - b. At least two events must be held with the purpose of candidates getting to know potential big brothers.
 - c. The candidate will give the Marshal three names of knights eligible to be big brothers.
 - i. A knight is eligible to be a big brother if he is not suspended and completed an application.
 - d. The Marshal shall choose one name from that list unless all names on the list already have little brothers – than the Marshal can use his discursion.
 - e. All selected big brothers must sign a big brother contract. The Marshal shall maintain and edit the contract form as needed.
 - f. Selection must happen no later than week 5 of the plan.
 - g. Every eligible knight must be given the opportunity to have a little brother if he wants one. No person may have a second little brother until all willing and eligible knights have taken a little brother.
 - h. Once selected a candidate cannot request or be given another big brother unless the original big brother has broken his big brother contract, been suspended by chapter, or expelled from the Fraternity.
 - i. The selection of a new big brother will be done by the Marshal.
 - ii. The pair does not have to go through match-up.
 - iii. The new big brother must present the candidate with a big book within fourteen days of selection
4. **Family Lines.** Once a pairing has been made that candidate enters the big brother's family line.
 - a. The current family lines are: Rowe, Bertheau (Corleone), and Worrell.
 - i. Per tradition, the Corleone line shall be considered an independent line within the Bertheau line.
 - b. No other lines may be created unless only two remain. All new family lines must be named after one of the six founders of chapter – Wilcox, Rowe, Bertheau, Worrell, Agius, Ratliff.
 - c. The Marshal shall have in his binder at all times up to date family trees that extend back to the original founders (if possible).
5. **Big Books.**
 - a. Each big brother is responsible for creating a book (or binder) for his little brother. The book must contain the following:
 - i. Sigma Nu History
 - ii. Sigma Nu Symbols
 - iii. Sigma Nu Songs
 - iv. Sigma Nu Facts
 - v. Lambda Pi History

- vi. Lambda Pi Symbols and Facts
 - vii. Family Line Information
 - viii. Greek Alphabet
 - ix. List of Fraternities and Sororities on Campus
 - x. EMU Greek Life Information
 - xi. EMU Information
 - xii. List of important resources and phone numbers
 - xiii. A letter of introduction
 - xiv. Anything the big brother and/or the Marshal deem appropriate
- b. The big book must be a new creation – a big brother cannot pass down his big book he received when a candidate.
6. **Big-Little Match-up.**
- a. Big-Little Match-up is an alcohol free event.
 - b. This event shall take place no later than week 6 of the plan.
 - c. Only knights, candidates, alumni, and advisers are allowed to attend this event.
 - d. Process:
 - i. The big brother will hide the big book somewhere in the chapter house.
 - ii. He will put clues around the house for his little brother to find. These clues must lead to other clues and eventually to the big book. No more than ten clues and no less than five clues are allowed. No clue should put the candidate in harm. All clues should be reasonable.
 - iii. The candidate is allowed to ask any knight for help on any clue.
7. **Candidate Interviews.** The Marshal shall provide candidates with interview forms. Candidates will need to interview at least 60% of the knights in chapter. The knights will be made available to the candidates for interview at set times and locations.
8. **Big-Little Gifts.** Though a tradition, it is not mandatory for a candidate to give his big brother a paddle and, in return, the big brother gives the candidate a form of letters on his initiation day.
9. **Academics.** Per the Scholarship Plan, the big brother must accumulate at least ten library hours with his little brother during the plan.