Guidelines for Conducting a New Member Program

The purpose of this document is to provide the CPC and IFC fraternities and sororities of the UT Dallas a source of information regarding A New Member Program. Chapter Members, Chapter Advisors, Fraternity and Sorority Life Staff will work together to ensure a successful and positive experience for all involved.

In order for the Fraternity and Sorority Life to assist chapters with their new member program and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct a new member program at UT Dallas:

Meeting and Documentation:

I. TWO WEEKS Prior to any recruitment events, the recruitment chairman and new member educator, will meet with their respective Fraternity and Sorority Life staff member.

   For IFC: Daniel Hernandez, call 972-883-4324 or email Daniel.Hernandez2@utdallas.edu

   For CPC: Kevin Saberre Jr., call 972-883-6173 or email Kevin.Saberre@utdallas.edu

At this meeting the chapter will submit/provide:

   A. Completed Recruitment and New Member Education Outline (Attached)

   B. Completed Fraternity and Sorority Hazing Compliance Form (Attached)

   C. All new members will need to attend an FSL 101 with the Assistant Director of Fraternity and Sorority Life (see calendar of events on FSL webpage for dates)

   D. A complete calendar of events should include a timetable of any recruitment activities, new member meetings and events with dates, time, and locations. Activities to include on the calendar:

      1. Recruitment events
      2. Selection/New Member Voting date(s)
      3. Start date of the new member’s official education (Pinning)
      4. Date, time, and location of each new member education event and meetings (including events with alumni, overnight events, big brother/sister activities)
      5. Initiation date
      6. Any additional recruitment and new member education dates pertinent to a specific organization

II. New Member Compliance Forms/Grade Release/Talent Release: All chapters conducting a new member education program must submit a New Member Compliance Form (attached) from each new member. These
forms must be submitted **ONE WEEK AFTER THE START OF THE NEW MEMBER EDUCATION PROCESS** after the pinning ceremony listed on the chapter’s recruitment/new member education program calendar.

**All documents supplied to Fraternity and Sorority Life are kept confidential from students, student workers or student leaders, including the respective Council Officers. They may be shared with University officials and national organization staff as needed. In the event that any dates and times need to be changed on the calendars of events, the chapter president or chapter member in charge of new member education/recruitment must notify the Assistant Director of Fraternity and Sorority Life (in writing) no less than 5 business days prior to the new event time.**

**Violations:**

Violations of the new member education process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of Fraternity and Sorority Life Office.

Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the new member process or any other rules set forth by the advisors or Fraternity and Sorority Life. Should any violations occur during this period, the chapter will be placed on suspension. Suspension may also occur if there continues to be violations (new member education or Fraternity and Sorority Life policies) by the chapter.

Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and recruitment functions) is prohibited. The suspension period will be determined by the Fraternity and Sorority Life Staff and will be a time of no less than one semester.

In the event that the chapter is disciplined as outlined above, the regional and national leadership of the fraternity/sorority will be notified.

Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)

2. Holding new member education meetings/events without adhering to the New Member Education Guidelines set by the Office of Fraternity and Sorority Life.

3. Hazing: Any violations of the UT Dallas Hazing Policy will result in a referral to the Dean of Students.

4. Overt activity defined as any activity related to new member education conducted in defiance of previous guidelines or warnings by council advisors.

**Guidelines for Review of Chapter Status for Suspension:**

1. Executive Board: Chapter President and/or 1 representative must be present.

2. The primary chapter advisor and Assistant Director of Fraternity and Sorority Life must be present.
All question and concerns must be expressed by the Chapter President to the Fraternity and Sorority Life staff. If any questions regarding the Guidelines arise, they may be discussed between the Chapter President, New Member Educator, Chapter Advisors, and the Fraternity and Sorority Life staff. Final jurisdiction and decision-making authority rests in the hands of the Fraternity and Sorority Life staff. **Students found guilty of hazing will be subject to penalties outlined in Student Code of Conduct, the University Dean of Students Office, as well as any sanctions outlined by the national organization.**

**Recruitment/New Member Education Process: Things to Remember**

1. Each chapter must submit a calendar of events for recruitment and new member education activities/meetings, Recruitment and New Member Education Outline, and a Fraternity & Sorority Hazing Compliance Form at the initial meeting with the Assistant Director of Fraternity & Sorority Life. The calendar of events must also be approved at least two weeks before any recruitment related activities commence.

2. The Recruitment and New Member Education Outline must contain the original signature (**no faxes will be accepted**) of the Chapter President and primary Chapter Advisor.

3. The Fraternity and Sorority Life Hazing Compliance Form must contain the original signature of the Chapter President.

4. Submit the New Member Hazing Compliance Form/Grade Release no later than one week following the pinning ceremony (one per new member).

Without the submission of the required paperwork, New Member Education process will not be approved. In the event that the new member education activities/events begin without the knowledge and signed approval of the Assistant Director of Fraternity & Sorority Life, and/or the chapter has not adhered to these written Recruitment/New Member Education Guidelines, new member education activities will cease immediately, and the chapter may be placed on suspension. In addition, the regional and national leadership of the fraternity/sorority will be notified. These sanctions will be administered appropriately at the discretion of the Assistant Director of Fraternity & Sorority Life and/or, if applicable, the Dean of Students Office.
University of Texas Dallas
Recruitment and New Member Education Outline

Chapter: __________________________

Semester: ___________________ Year: ____________

Please submit the following information typed on a separate piece of paper:

- Recruitment Event(s) will be held on: Date(s), Time(s), Location(s)
- Selection will conclude on: Date, Time and Location
- Education of new member process begins on: Date, Time, Location
- How many new member meetings will be conducted?
- New member education process will end on: Date, Time, Location
- Will there be any additional new member activities? If so, list Date(s), Time(s), Location(s):
- Initiation will be held on: Date, Time, Location

New Member Educator: ________________________________

Advisor who oversees New Member Education:______________________________

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The above and attached information is accurate and correct to the best of my knowledge.

______________________  ______________________  ______________
New Member Ed’s Name   New Member Ed’s Signature  Date

______________________  ______________________  ______________
President’s Name        President’s Signature    Date

______________________  ______________________  ______________
Advisor’s Name          Advisor’s Signature      Date

FSL Department Use Only: Date of Meeting: ________________
Fraternity & Sorority Anti-Hazing Compliance Form

We certify that ALL activities sponsored or required by our national fraternity/sorority members or pledges/associate members comply with the UT Dallas Anti-Hazing Policy, and with the State of Texas.

We have informed the new members of our fraternity/sorority of the contents of the UT Dallas Anti-Hazing Policy. This policy will be read to all new members at the beginning of each semester’s new member process.

We understand that failure to uphold the UT Dallas Anti-Hazing Policy will result in referral to the Dean of Students for an organizational violation of the UT Dallas Anti-Hazing Policy (i.e. the fraternity/sorority will face charges), and/or referral to the Dean of Students for an individual violation of the UT Dallas Anti-Hazing Policy (i.e. the individuals within the fraternity/sorority who haze or have knowledge of hazing will face charges).

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving your approval to haze. We understand our responsibility to not allow members of our organization, whether grad status or affiliated at another institution of higher education, to haze our new members. Failure to report any such activity of which you become aware may cause personal referral to the Dean of Students.

Our signatures below certify that we have read, understand and agree to abide by the UT Dallas Anti-Hazing Policy.

________________________________________  _______________________________________
Fraternity/Sorority                          Chapter Designation

________________________________________  _______________________________________
Printed Name of Chapter President            Printed Name of New Member Educator

________________________________________  _______________________________________
Signature                                    Signature

________________________________________  _______________________________________
Date                                          Date
Please print off the following 2 pages (it can be front and back) for EACH NEW MEMBER who is starting your process.

These forms must be signed by each new member and turned back into the FSL Assistant Director no later than 1 week after your new member process starts (unless another date is agreed upon to by you and the FSL Assistant Director).
UT Dallas Fraternity & Sorority Life – Anti-Hazing Policy

Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities, The term hazing refers to any actions or activities that may negatively affect the development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Examples of situations that are considered hazing include, but are not limited to, tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, and servitude.

The University of Texas at Dallas Anti-Hazing Policy:

The 70th Texas Legislature enacted a law concerning hazing effective on September 1, 1987. Under the law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense. According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, siding with or attempting to aid another in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report first-hand knowledge that a hazing incident is planned or has occurred in writing to the Dean of Students. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

In an effort to encourage reporting of hazing, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the Dean of Students and immunizes that person from participation in any judicial proceeding resulting from that report. The penalty for failure to report is a fine up to $1,000, a sentence of up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and range from $500 to $10,000 in fines and up to two years confinement.

The law does not affect or in any way limit the right of the University to enforce its own rules against hazing. The Rules and Regulations of the Board of Regents of The University of Texas System, Part One, Chapter VI, Sections 3.6 and 3.7, provide that:

- Hazing with or without the consent of a student is prohibited by the System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
- Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student and a violation of this prohibition renders the organization subject to discipline.

The law defines hazing as 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 or include students at an educational institution.

Hazing includes but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
• Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, 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;
• Any activity involving consumption of food, liquid, alcoholic beverages, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of a student;
• Any activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation; or 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 subsection;
• Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

ACADEMIC RECORD RELEASE: I understand that in order to join the FSL community, I must be a regularly enrolled, full-time student in good standing with UTD. I authorize the UTD Fraternity & Sorority Life Office to verify my academic eligibility now and each semester I am a member of one of the FSL organizations (through a semester chapter grade report submitted to my president and advisor).

EVENT TALENT RELEASE FORM: For valuable consideration, I do hereby authorize The University of Texas at Dallas, and those acting pursuant to its authority to:

• Record my participation and appearance on videotape, audiotape, film, photograph and any other medium.
• Use my name, likeness, voice and biographical material in connection with these recordings.
• Exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose, which The University of Texas at Dallas, and those acting pursuant to its authority, deem appropriate.
• Exhibit or distribute any written documentation in whole or in part without restrictions or limitation for any educational or promotional purpose, which The University of Texas at Dallas, and those acting pursuant to its authority, deem appropriate.

By signing below, I agree that I have read and understand Fraternity & Sorority Life’s and The University of Texas at Dallas’ Anti-Hazing Policy. I agree to comply with this policy, local and state laws, the policies of my fraternal organization (which are more specific) and the local and national governing council to which my organization belongs. I also agree to the academic record release and event talent release for the duration of my academic career at UT Dallas during which I am involved in an FSL organization.

Fraternity/Sorority: ______________________________ Date: ______________________________

Printed Name of New Member: ______________________________

Signature of New Member: ______________________________

UTD ID:____________________________

New Member Educator Signature: ______________________________ Date Submitted to FSL Assistant Director: ______________________________