



Guidelines for Conducting an Intake Process (NPHC and UGC)

The purpose of this document is to provide NPHC and UGC fraternities and sororities of the UT Dallas Fraternity and Sorority Life Community, their Advisors, and prospective members with a source of information regarding A Membership Process. 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 the membership process and avoid potential problems, chapters **must** adhere to the following guidelines if they are to conduct a membership process at UT Dallas:

Meeting and Documentation:

I. **TWO WEEKS** Prior to any intake activities, at least one chapter member, the chapter president or intake director, will meet with their respective Assistant Director of Fraternity and Sorority Life.

To schedule an appointment within UGC, call 972-883-4324 or email Daniel.Hernandez2@utdallas.edu.

To schedule an appointment within NPHC, call 972-883-6173 or email Julie.Murphy@utdallas.edu.

At this meeting the chapter will submit/provide:

- A. Any national or regional paperwork that needs to be signed by the Assistant Director of Fraternity and Sorority Life (If Applicable)
- B. Completed Notice of Membership Process (Attached)
- C. Completed Fraternity and Sorority Hazing Compliance Form (attached)
- D. All incoming members will need to attend an FSL 101 during the semester they join (see the FSL Semester Calendar for dates and times).
- E. A complete calendar of events should include a timetable of any intake/recruitment activities with dates, time, and locations. Activities to include on the calendar, if applicable:
 1. Informational and/or interest meetings, and recruitment events
 2. Selection/New Member Voting date(s),
 3. Start date of the new member's official process/education
 4. Date, time, and location of each intake, process session, or new member education events (including events with alumni, overnight events, big brother/sister activities, etc.)
 5. Date, time, and location of any step practices with those going through the process (if applicable)

6. Initiation date

7. Presentation of New Members (i.e.: “probate,” “rollout,” “neophyte show”) (if Applicable):

a) Bring a copy of the space reservation confirmation notice

b) Signature of an Advisor who will be present at the Presentation of New Members must be on activity form

8. Any additional dates pertinent to a specific organization

II. Verification of Aspirants/Interests and New Member Compliance Forms: All chapters conducting intake must submit a Verification of Aspirants/Interests Form (attached) and a New Member Compliance Form (attached). These forms must be submitted **48 HOURS (or by 5 pm the second business day following the meeting)** after the interest/informational meeting, and prior to the start date of the official process/education of aspirants/interests listed on the chapter’s intake calendar. This form will include all students attending the interest/informational session and must include the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants/interests for membership. In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Assistant Director of Fraternity and Sorority Life. The verification form contains the following information:

A. List of candidates for membership that will include each new member’s:

1. Name (please print)

2. Signature

3. UT Dallas ID Number

B. Total number of Candidates

C. Original signature of Chapter President

D. Signature of Chapter Advisor (chapter must bring in form with the original signature, **no faxes will be accepted**).

E. A separate line for verification of date received. (to be completed by Fraternity and Sorority Life)

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 intake calendars of events, the chapter president or chapter member in charge of intake must notify the Assistant Director of Fraternity and Sorority Life (in writing) no less than 5 business days prior to the new event time.

Presentation of new Members (if applicable):

I. All organizations must adhere to the following guidelines when presenting new members to the campus community.

A. Presentation of new members must take place no more than **30 calendar** days after the members have been initiated into the organization, or no later than two weeks prior to the last day of classes in the semester, whichever comes first.

II. Guidelines for those who present new members using a “show” (i.e.: “probate,” “rollout,” “neophyte show”):

A. Presentation “Shows” are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.

B. A room reservation confirmation must be obtained from the Student Union Events manager and a risk meeting must be scheduled.

C. No explicit language or revealing attire is to be used/worn by the new members or other “show” participants. Presentation shows must uphold the values of each fraternity/sorority.

D. No “dissing” of other organizations will be permitted. The show should include only information about the presenting organization. Should “dissing” occur the presenting organization will be subject to discipline by Fraternity and Sorority Life (see **Violations** section for further details).

E. No alcoholic beverages will be permitted.

F. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. No paddles or bricks are permitted anywhere at or during the show (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as an instrument to harm another individual.)

G. In the event of a fight during the presentation, then those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See **Violations** section for further details.)

H. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc. The presenting organization will be held responsible for all guests attending their show.

I. The duration of the presentation show should be no longer than 2 hours total. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

J. A staff member from Fraternity and Sorority Life **MUST** be in attendance at all new member presentations.

Violations:

Violations of the intake 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.

Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake 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 (intake 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 intake 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 membership intake without adhering to the Intake 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 intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).

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 must be present
3. The Assistant Director of Greek 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, Intake Coordinator, 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.**

Intake: Things to Remember

1. Each chapter must submit a calendar of events for intake activities, a Notice of Membership Intake Form, 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 intake related activities commence.
2. The Notice of Membership Intake Form 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 date of the presentation of new members and bring a copy of the reservation confirmation required to proceed with the “show” if applicable.
5. Submit the Verification of Aspirants Form and the New Member Hazing Compliance Form no later than 48 hours following the first interest/informational meeting.

Without the submission of the required paperwork, intake will not be approved. In the event that the intake activities 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 Intake Guidelines, intake 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.

The University of Texas at Dallas
NOTICE OF MEMBERSHIP INTAKE

The officers and members of _____ are proud to announce the intake of new members for the Fall Spring (circle one) semester of _____.

Interest Meeting(s) will be held on (date) _____ Time(s) and location(s): _____

Selection will conclude on (date) _____ Time and location: _____

Education of aspirants/Intake process begins on (date) _____ Time(s) and location(s): _____

Additional intake activities (date) _____ Time(s) and location(s): _____

Aspirants will be initiated on (date) _____ Time and location: _____

New Members will be presented on (date) _____ Time and location: _____

The person in charge of intake for the Chapter will be: _____ The chapter advisor supervising intake for the Chapter will be: _____

_____ Name	_____ Name
_____ Title in Chapter	_____ Title in Chapter
_____ Phone Number	_____ Phone Number

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

President's Name Printed _____
President's Signature _____
Date

Advisor's Name Printed _____
Advisor's Signature _____
Date

Department Use Only: Date of Meeting 1: _____



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 printed front and back) for **EACH Aspirants/Interest** who is starting your process.

These forms must be signed by each Aspirant/Interest and turned back into the FSL Assistant Director no later than 1 week after your intake process starts (unless another date is agreed upon to by you and the FSL Assistant Director).



New Member Compliance/ Grade Release Form

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).

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 for the duration of my career at UT Dallas during which I am involved in an FSL organization.

Chapter: _____ Date: _____

Printed Name of Aspirants/Interest: _____

Signature of Aspirants/Interest: _____

UTD ID: _____

Witnessed by the Intake Coordinator/Chapter Officer:
