Guidelines for Conducting a New Member Education/ Intake Process

The purpose of this document is to provide 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/Intake Process. Chapter Members, Chapter Advisors, and 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/intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct a membership/intake process at UT Dallas:

Meeting and Documentation:

I. TWO WEEKS prior to any new member/intake activities, at least one chapter member, the chapter president or intake director, will meet with their respective Fraternity and Sorority Life staff advisor.

   For IFC/NPHC: To schedule an appointment, contact Daniel Hernandez at 972-883-4324, email Daniel.Hernandez2@utdallas.edu, or schedule a meeting through Calendly at https://calendly.com/drhernandez

   For CPC/MGC: To schedule an appointment, contact Kevin Saberre Jr. at 972-883-6371, email Kevin.Saberre@utdallas.edu, or schedule a meeting through Calendly at https://calendly.com/kevinsaberre

At this meeting the chapter will submit/provide:

A. Any national or regional paperwork that needs to be signed by the Fraternity and Sorority Life Office (If Applicable)

B. A signed Fraternity and Sorority Anti-Hazing Compliance Form (attached)

C. A signed New Member/Intake Education Verification Form (attached)

D. All incoming members will need to complete the online FSL New Member 101 Education Module (available through E-Learning). *In order for the new members to be added to the academic roster each must complete the education module by the due date indicated by the Office of 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.

II. 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, 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 presentation must start within 15 minutes of the stated start time on all marketing materials.

J. 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.

K. A responsible university official (RUO) MUST be in attendance at all new member presentations.

III. Violations:

Violations of the New Member/intake process will be subject to disciplinary actions in accordance with the UT Dallas Student Code of Conduct and could be punishable by state law. In the event that the chapter is disciplined as stated, the regional and national leadership of the fraternity/sorority will be notified.

Violations include but are not limited to:

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

2. Holding new membership/intake without adhering to the New Membership/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 and Office of Community Standards and Conduct.

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).

6. Any violation of the UT Dallas Student Code of Conduct will result in a referral to the Office of Community Standards and Conduct.

Please Note:

If any questions regarding the Guidelines arise, they may be discussed between the Chapter President, Intake Coordinator (New Member Educator), Chapter Advisors, and the Fraternity and Sorority Life staff. Participation of students in hazing activities is prohibited.

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.
A student committing an act of hazing is subject to disciplinary action in accordance with the Student Code of Conduct and is also punishable by state law.

Without the submission of the required paperwork, new member/intake process will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Office Fraternity & Sorority Life, and/or the chapter has not adhered to these written New Membership/Intake Guidelines, new membership/intake activities will cease immediately, and the office of Community Standards and Conduct will be notified immediately. All disciplinary reviews will be handled by the Office of Community Standards and Conduct according to university policy.
## FSL New Member Outline and Dates

The purpose of this document is to provide UT Dallas fraternities and sororities, their Advisors, and prospective members with a source of information regarding a new 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. Please make sure to submit in all information 2 WEEKS before the start of the new member/intake process.

### New Member/Intake Timeline

<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
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<tbody>
<tr>
<td>When is selection for the new member class?</td>
<td>This will be when the meeting(s) occurred to vote on who to give an invitation to start the new member/intake process. Please include Date, Time, and Location.</td>
</tr>
<tr>
<td>When does education begin?</td>
<td>Please include Date, Time, and Location</td>
</tr>
<tr>
<td>How many educational meetings for the new members will be conducted?</td>
<td>Please include Date, Time, and Location</td>
</tr>
<tr>
<td>When will education for the new members will end?</td>
<td>Please include Date, Time, and Location</td>
</tr>
<tr>
<td>When will the new members be initiated?</td>
<td>Please include Date, Time, and Location</td>
</tr>
</tbody>
</table>
New Member/Intake Events

Please make sure to list all other events that will occur during the new member/intake process. This includes any retreats, community service, mixers, academic sessions, big brother/big sister events, and any other events outside of the weekly meetings.

*The uploaded document can also be your syllabus for the whole process*

Objectives and Outcomes

Please list at least three objectives that the new members would achieve out of the new member/intake program.

1. 

2. 

3. 
University of Texas Dallas
Notice of New Member/Intake Process

Organization: __________________________

Semester: __________ Year: __________

New Member/Intake Officer: __________________________
Advisor who oversees New Member/Intake: __________________________

Name __________________________
Email __________________________
Phone Number __________________________

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

_________________________ __________________________
New Member/Intake Officer’s Name New Member/Intake Officer’s Signature Date

_________________________ __________________________
President’s Name President’s Signature Date

_________________________ __________________________
Advisor’s Name Advisor’s Signature Date

FSL Department Use Only:

Date of Meeting: __________________________
Date Form Submitted: __________________________
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 Student Code of Conduct, and with the State of Texas Law.

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 Office of Community Standards and Conduct for an organizational violation of the UT Dallas Hazing Policy (i.e. the fraternity/sorority will be subjected to disciplinary action), and /or referral to the Office of Community Standards and Conduct for an individual violation of the UT Dallas 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 Hazing Policy.

______________________________  ________________________________
Fraternity/Sorority                      Chapter Designation

______________________________  ________________________________
Printed Name of Chapter President          Printed Name of New Member/Intake Educator

______________________________  ________________________________
Signature                                Signature

______________________________  ________________________________
Date                                      Date
Please print off the following 2 pages (it can be printed front and back) for **EACH New Member/Aspirants/Interest** who is starting your process.

*These forms must be signed by each Aspirant/Interest and turned back into the FSL Staff no later than 1 week after your intake process starts (unless another date is agreed upon to by you and the FSL Staff).*
New Member Compliance/ Grade Release/Talent Release Form

UT Dallas Fraternity & Sorority Life – Hazing Policy

Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities, 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 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 Hazing Policy:

The 70th Texas Legislature enacted a law concerning hazing. 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 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.

This law does not affect or in any way limit the right of the university to enforce its own rules against hazing under UTDSP5003, Student Code of Conduct.

ACADEMIC RECORD RELEASE: I understand that in order to join the FSL community, I must be an enrolled, student in good standing with UT Dallas. I authorize the UTD Fraternity & Sorority Life Office to verify my academic eligibility now for verification. I allow my FSL organization to request a grade verification each semester I am a member of that FSL organizations (through a chapter grade report submitted to my president and advisor). Additionally, I authorize release of my academic records to the persons listed below. I further release The University of Texas at Dallas, its Trustees, Officers, Employees, Agents or Assigns, from any and all liability for release of the above named records/information.

EVENT TALENT RELEASE FORM: For valuable consideration, I 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' 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 NET ID: ___________________________

New Member Educator Signature: ___________________________ Date Submitted to FSL Staff: ___________________________