



THE UNIVERSITY OF TEXAS AT DALLAS

Fraternity and Sorority Life

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:

The Process

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

For CPC/MGC: To schedule an appointment, contact Kevin Saberre Jr. at 972-883-6371, email Kevin.Saberre@utdallas.edu

PRIOR TO THIS MEETING PLEASE COMPLETE/SUBMIT THE FOLLOWING:

- A. Any national or regional paperwork that needs to be signed by the Fraternity and Sorority Life Office (If Applicable)
- B. Submit through Presence the *Fraternity and Sorority NonDiscrimination Anti-Hazing Compliance Form*
 - *Both President and New Member/Intake Officer Must Review and Sign*
 - <https://utdallas.presence.io/form/fraternity-sorority-life-nondiscrimination-and-anti-hazing-compliance-form>
- C. Submit the *New Member/Intake Education Verification Form* through Presence

- <https://utdallas.presence.io/form/fsl-new-member-outline-form>
- PDF Submission will be emailed to Advisor and President Listed for an email confirmation of timeline, events, etc.

II. All New Members will have to complete the following by the written deadline

A. All New Members will need to submit the Nondiscrimination/ Anti-Hazing/ Grade and Talent Release Form on Presence

- <https://utdallas.presence.io/form/new-member-policy-compliance-grade-release-talent>
- *Deadline for this submission is September in the fall semester*
- *Deadline for this submission is February in the spring semester*

B. 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***
- *Deadline for this completion is in October in the fall semester*
- *Deadline for this completion is in March in the spring semester*

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

Presentation of New Members Policy (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. All New Member Presentation will be respectful of all who is participating and in attendance. The New Member Presentation should not violate the Non-Discrimination Policy set forth by the University. **The University of Texas at Dallas is committed to providing an educational, living and working environment that is welcoming, respectful, and inclusive of all members of the university community. An environment that is free of discrimination and harassment allows members of the university community to excel in their academic and professional careers. To that end, to the extent provided by application federal and state law, the University prohibits unlawful discrimination against a person because of their race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. In addition, the University's commitment to equal opportunity extends its nondiscrimination protections to include sexual orientation, gender identity, and gender expression where not protected by applicable law**
- H. 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.)

I. 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.

J. The presenting organization will be held responsible for all guests attending their show.

K. The presentation must start within 15 minutes of the stated start time on all marketing materials.

L. 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.

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

Violations of Policies and New Member/Intake Processes:

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 paper work, 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. Any violation of the Non-Discrimination Policy from UT Dallas will result in a referral to the Dean of Students and Office of Community Standards and Conduct
5. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.

6. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).
7. 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 and discrimination activities **is prohibited**.

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The law defines hazing **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 for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:**

(A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of harmful substance on the body, or similar activity;

(B) involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the students to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(C) involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described in Paragraph (E), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of that student;

(D) is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or

(E) involves coercing, as defined by Section 1.07, Penal Code, the student to consume:

(i) A drug; or

(ii) An alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

Hazing includes but is not limited to:

Any act 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](#).

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.