

University of North Texas
The Center for Fraternity and Sorority Life (CFSL)
Policies and Procedures on new member intake/education

The purpose of this policy is to assist fraternities and sororities at the University of North Texas in the execution of their new member intake/education programs. This document is meant to educate and inform UNT fraternity and sorority members and their advisors about the new member intake/education expectations, policies, and procedures of the University of North Texas's Center for Fraternity and Sorority Life. It is our goal to create a positive experience through collaboration between CFSL, Chapter Members, Advisors, and Inter/National Organization.

Prohibition of Hazing

University's Policy on Hazing (07.013) states:

The University of North Texas prohibits hazing by any student, student organization or employee. As stated in the university's policy, "No person may engage in hazing; solicit, encourage, direct, aid, or attempt to aid another to engage in hazing; or recklessly permit hazing to occur; or have firsthand knowledge of the planning of a specific hazing incident involving a student at the UNT, or have firsthand knowledge that a specific hazing incident has occurred, and knowingly fail to report that knowledge in writing to the Dean of Students or other appropriate university official."

Additionally, "No student group may condone or encourage hazing. No officer, authorized representative, or any combination of members, potential new members, or alumni of the organization may commit or assist in the commission of hazing. Both a student group and individuals participating in hazing may be subject to discipline under the UNT Code of Student Conduct."

It is important to note that "Hazing, with or without the consent of a person being hazed, is prohibited. A violation of this prohibition renders both the person inflicting the hazing and the person consenting to the hazing subject to discipline."

In addition to the university's policy, "Hazing", as defined in the Texas Education Code 37.151-157, means 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) is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a 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 student 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, 115 alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (E), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the 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) drug; or

(ii) an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated

In recognition of inter/national organizational standards, the activities listed below are also considered hazing by The Center for Fraternity and Sorority Life:

- requiring active members to be called a particular title other than those prescribed by the inter/national organizational (if any),
- any activity requiring members to march around particular locations,
- treasure hunts, scavenger hunts, quests, and abandonment,
- wearing of suits and public apparel, which is conspicuous and not normally in good taste,
- line-ups,
- quizzing or testing on information or while under duress.

The above definitions apply to any act conducted on or off campus.

Expectations of Organizations Conducting Intake

- New member intake/education activities will not interfere with academic endeavors or class schedules.
- New member intake/education activities will not include the presence or consumption of alcohol.
- The selection of aspirants/potential new members will be free of any form of mental and/or physical abuse and hazing or discrimination.
- Aspirants/Potential New Members will be selected on the criteria set forth by the inter/national organizational.
- Chapters will not engage in pre or post hazing activities. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the chapter.
- Chapters will be in good standing with their inter/national organizational, Dean of Students Office, and the University of North Texas.
- Chapters will complete all required paperwork thoroughly, in a timely fashion, and will not willingly omit any information.
- Aspirants/Potential New Members will be thoroughly educated on the University of North Texas Hazing Policy a staff member of the Center for Fraternity and Sorority Life.
- Chapters are not to engage in any new member intake/education activities outside of the parameters outlined by their inter/national headquarters-
- All new member intake/education activities (including New Member Presentations or any alternatives) are to conclude prior to Reading Day.

Aspirants'/New Member Rights

The new member intake/education process should be conducted in a manner that respects the dignity of aspirants and protects their mental and physical well-being. Examples of acceptable behavior include activities that promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni/ae, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster chapter solidarity or otherwise promote the institutional mission of the University.

Organizational Qualifications for new member intake/education

All organizations participating in new member intake/education must be in good standing with their respective inter/national organizational. To be considered in good standing, organizations must be judicially sound with no current sanctions prohibiting new member intake/education or cease and desist with the University and/or their inter/national organizational. In the event the inter/national organizational requires the chapter to be certified to conduct new member intake/education activities, proof of such certification will be required for the Intake processes to be approved. If an organization has a question regarding their status, they are to contact the Council Advisor and/or their inter/national organizational.

Aspirants' Qualifications for new member intake/education

All aspirants/potential new members must meet the organization's requirements to take part in new member intake/education. The criteria designated by the inter/national organizational should be the only criteria used for qualifying members for new member intake/education.

New member intake/education Procedures

- A. Prior to any new member intake/education activities being planned:
1. The organization will ensure that the official new member intake/education policy set forth by the inter/national organizational will be on file with the Council Advisor (including any rules pertaining to new Member Presentations or its alternatives, and parties related to celebrating aspirants).
 2. The new member intake/education Coordinator and Chapter President must schedule a meeting with the Council Advisor at the start of the new member intake/education Process. At this meeting, the new member intake/education Coordinator and Chapter President will provide the following:
 - (a) Any inter/national/or regional documents that are to be completed by CFSL.
 - (b) Completed Membership Intake Packet
 - (c) Outline of the new member intake/education Process could include (but is not limited to):
 - i. All educational sessions
 - ii. Ritual or ceremony dates
 - iii. Study dates
 - iv. Initiation date
 - v. New Member Presentation practices
 - vi. Community service projects
 - vii. Overnight activities
 - viii. Leadership development programs
 - ix. Big brother/sister activities
 - x. Activities in which members will have an opportunity to meet and be involved with alumni/
 - xi. Outline of new member presentation
 3. Any changes to the new member intake/education experience must be communicated with the council advisor, the chapter advisor, and the inter/national headquarters.

NOTE: Failure to bring any of these items entirely completed to this meeting will result in the meeting being rescheduled for a later date.

- C. Following Initiation:
1. New Member Educators/Coordinators must share a list of all members that got initiated into the organization with their Council Advisor.
 2. Council Advisors will send out the Roster Addition Form to all newly initiated members to fill out.
 - a. The Roster Addition Form will be used as their FERPA waiver to allow the CFSL to share their academic performances with the Chapter President and Advisor.

Forms

All forms submitted must include original signatures. Without the submission of the proper paperwork, new member intake/education activities will not be approved. Should new member intake/education activities begin without adherence to the above-mentioned policies and procedures, new member intake/education activities will cease immediately, and will be required to meet with their Council and Chapter Advisors.

Timeline of new member intake/education Activities

All new member intake/education activities shall be conducted only in the fall or spring semester of each academic year unless designated by the inter/national headquarters of the organization. CFSL considers the start of the new member intake/education process to be the point when the aspirant is being extended an invitation for membership by the organization.

The new member intake/education process will not last any longer than what the inter/national headquarters each organization has approved. If an organization is not able to comply with these steps (due to requirements from its inter/national headquarters **minor** alterations are acceptable if **changes and reason for the changes are submitted in writing by the Chapter Advisor, the Regional Director and/or inter/national headquarters. These changes must be approved by The Center for Fraternity and Sorority Life for them to be considered valid.**



Flyers for Interest Meetings

The chapter will submit a flyer, both hardcopy and digital, promoting their interest/informational meeting to their council advisor at least ten (10) business days prior to the event. The flyer will be available in both the Center for Fraternity and Sorority Life and digitally via CFSL outlets.

Violations

A judicial process to determine violations of the new member intake/education policy and/or the anti-hazing policy by organizations and its members will be handled through The Center for Fraternity and Sorority Life and/or Dean of Students Office. Violations of the intake policy may include (but are not limited to): intentional submission of improper paperwork (falsifying signatures, changing dates without approval, incomplete forms), holding new member intake/education without adherence to the policies and procedures set forth by The Center of Fraternity and Sorority Life, and not adhering to the policies of the inter/national organizational, the University of North Texas, as well as municipal, state, and federal laws. Penalties for violations may include (but are not limited to): probation for specified academic terms, with or without specified restrictions; loss of privilege of using University space and facilities; and revocation of the privilege of being a registered student organization. The inter/national headquarters of any student organization violating the anti-hazing rules and new member intake/education policies will be notified of any violations and all penalties.



New Member Presentation Guidelines
(If CPC or IFC, please skip)

1. All shows must be held no more than 7 days business days after the members have been initiated into the organization, unless given approval by Council Advisor.
2. Shows may only take place on the University of North Texas- Denton Campus and be registered with Student Activities.
3. Shows are not to be scheduled on the same night/time of a previously planned CFSL event or when another organization is hosting a New Member Presentation.
 - a. All dates are on a first come first served basis and reviewed by CFSL.
4. All attire must adhere to the inter/national guidelines set forth.
5. No alcoholic beverages are to be consumed prior to or during the new member presentation.
 - a. **NO ALCOHOLIC BEVERAGES ARE PERMITTED IN UNIVERSITY SPACES.**
6. References to hazing and/or other illegal activities will be not allowed.
7. No physical abuse will be tolerated. This includes, but is not limited to slapping, kicking, punching, pushing, poking, caning, etc. (canes, staffs, sticks etc. may be used as part of the performance but may not be used as a weapon to threaten or harm another individual).
8. Props to be used during the show must be approved prior to the show.
 - a. Any outright symbols of “pledging” (such as but not limited to paddles, bricks, and rocks) will not be allowed.
9. No profane language (in any language)/gestures in chants, music or speech will be used during the show.
 - a. Non compliance may result in the loss of new member presentation privileges.
10. No members of the organization may dance provocatively with any towards or with any members of the audience.
11. Chants/sayings/songs that are disparaging towards any other Greek organization, individual, or student group are not permitted.
12. Only active UNT students/active members of the presenting organization may participate in presentations. Exceptions may be made with prior notice to council advisor.
13. No unrecognized student organization shall have a part in new member presentations.
14. There are to be no references to any individual(s) departing from the new member intake/education process.
15. Shows may not be scheduled to begin after 8:00 pm and must start within **15 minutes of scheduled time advertised.**
16. The duration of the show will be no longer than 2 hours.
17. In the event of a fight or other altercation during the show, individuals involved will be removed immediately.
 - a. If a member of the presenting organization is involved, the show will be stopped immediately.
18. The presenting organization will be responsible for ensuring the site is left in its original state after use.
19. CFSL staff or their designee must be in attendance for all presentations.
20. At least four(4) seats/standing spaces will be reserved for members of the CFSL staff.
21. Organization is responsible for reserving seating for family/other dignitaries and providing signage prior to doors opening.
22. All actions of organization members/aspirants must adhere to the Student Code of Conduct.
23. **Shows must occur in the same semester as the new member education. There can be no delay in the presentation or show.**
24. Violation of these guidelines will result in a referral to either the council advisor or Director of the Center for Fraternity and Sorority Life and may result in disciplinary action and/or the loss of future presentations.
25. If the organization has any changes to the new member presentation, the organization must relay the information to their council advisor as soon as the changes are made.
26. If the organization does not intend to have a new member presentation, written notice of any alternative activities (including time, date, location, and description of the activity) must be submitted to the council advisor before hosting the celebration. **(Groups must present new members via social media or in a public setting within seven(7) business days from initiation)**
27. **New member presentation date is only solidified when the packet is submitted in full, and an event submission has been made for the presentation.**



Notice of new member intake/education

Note: Due at one-on-one meeting with council advisor. This form will not be accepted unless it is accompanied by a signed copy of the Anti-Hazing Agreement.

A. Timeline

- The members of _____ are proud to announce the new member intake/education of aspirants/new members for the Fall /Spring (check one) semester of _____
- **If applicable, Interest Meeting(s)** will be held on the following dates, times, and locations:
- If applicable, **Interviews** will be held on the following dates, times, and locations:
- **Selection** of Aspirants/New Members will conclude on the following date: _____
- **Education** of aspirants/new members will begin on the following date: _____
- Aspirants/new members will be **initiated** on the following date: _____. The location of initiation will be (check one): On campus Off campus (If so, where? _____)
- Aspirants will be **presented** on the following date, time, and location: _____. The presentation will be (check one): new Member Presentation Other: _____
If applicable, the following materials/ props will be used in the new member presentation: _____

B. new member intake/education Personnel

The person in charge of new member intake/education for the chapter will be:

Name:	
Email:	
Phone Number:	

The Advisor supervising new member intake/education for the chapter will be:

*Cannot be the council advisor

Name:	
Sponsoring Graduate Chapter:	
Email:	
Phone Number:	

C. new member intake/education Process Outline – must be typed and attached to this form

This outline must include date, times, who will be in attendance (including advisors or alumni/ae), who is planning this activity, and a short description of all activities and events **including the new member presentation, if applicable**. *Without this outline, this form will be considered incomplete.*

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

Chapter President Name	Signature	Date
New member intake/education Coordinator Name	Signature	Date
Advisor Supervising Intake Name	Signature	Date

Anti-Hazing Agreement

A. Compliance Statement

We certify that all activities sponsored or required by our fraternity/sorority members or aspirants comply with the University of North Texas Hazing Policy as well as our inter/national organizational 's hazing policies.

We have informed the aspiring members of our fraternity/sorority of the contents of the University of North Texas Anti-Hazing Policy. This policy will be read to aspirants at the beginning of each semester of a chapter's new member intake/education process.

Hazing will not be tolerated in the University of North Texas community. No student or organization has the right to inflict physical or mental harm on a person or to demean, disgrace, or degrade a person. All forms of hazing by any university student, student organization members (including alumni/ae), or employee, are expressly prohibited and serious penalties, such as loss of recognition by the University of North Texas. Sanctions may be imposed on individuals or groups found in violation of these rules.

We understand that failure to uphold the University's Anti-Hazing Policy as stated in the University of North Texas Student Code of Conduct and in the new member intake/education Policy may result in organizational and/or individual 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 our approval to haze. We understand our responsibility to not allow members of our organization, whether graduate/alumni status or affiliated at another institution of higher education, to haze our aspirants/new members. Failure to report any such activity of which we become aware of may result in individual charges.

B. Expectations

1. New member intake/education activities will not interfere with academic endeavors or class schedules and will not include the presence or consumption of alcohol.
2. The selection of aspirants/new members will be free of any form of mental and/or physical abuse and hazing or discrimination.
3. Members will be selected on the criteria set forth by the inter/national organizational.
4. Chapters will not engage in any hazing activities. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the chapter.
5. Chapters will be in good standing with their inter/national organizational and the University of North Texas.
6. Chapters will complete all required paperwork thoroughly, in a timely fashion, and will not willingly omit any information.
7. Aspirants/new members will be thoroughly educated on the University of North Texas Hazing Policy.
8. Chapters are not to engage in any new member intake/education activities outside of the parameters outlined by their inter/national headquarters.
9. All new member intake/education activities (including new Member Presentations and any alternatives) are to conclude prior to Reading Day.

Our signatures below certify that we have read, understand, and agree to abide by the University of North Texas Hazing Policy. We understand that the Dean of Students Office, the inter/national headquarters, and the chapter advisor will be notified of cases of alleged and/or confirmed violations of the Anti-Hazing Policy.

Chapter President Name	Signature	Date
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New member intake/education Coordinator Name	Signature	Date
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Advisor Supervising Intake Name	Signature	Date
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DIVISION OF STUDENT AFFAIRS
Center for Fraternity
& Sorority Life

New member intake/education Coordinator Name

Signature

Date

Advisor Supervising Intake Name

Signature

Date