



## **GUIDELINES FOR CONDUCTING MEMBERSHIP INTAKE**

The purpose of this document is to provide the fraternities and sororities of the UC Greek Community, their Advisors, and prospective members with a source of information regarding Membership Intake. Chapter Members, Chapter Advisors and Fraternity and Sorority Life 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 intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct intake at University of Cincinnati:

### **Meetings and Documentation:**

1. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake director will meet with the Fraternity and Sorority Life Advisor. To schedule an appointment, call the Fraternity and Sorority Life at 513-556-6155 or submit a request via email. At this meeting the chapter will submit/provide:
  - a. Any national or regional paperwork that needs to be signed by the Office of Fraternity and Sorority Life
  - b. Notice of Membership Intake Form (below)
  - c. A calendar of events, which should include a timetable of any intake activities with dates and times. *Activities must be approved two weeks before they commence.* Activities to include on the calendar, if applicable:
    - i. Informational and/or interest meetings
      1. Two flyers/advertisements must be provided to Fraternity and Sorority Life. The flyer(s) must include time, date, location, dress code, and any additional expectations of aspirants.
      2. The flyer must be posted for a period of no less than 3 days PRIOR to the meeting.
    - ii. Selection date(s)
    - iii. Start date of the aspirant/new member's official process/education
    - iv. Initiation date
    - v. Presentation of New Members (if applicable)
      1. Bring a copy of the space reservation confirmation notice (from Campus Scheduling) required to proceed with the activity on UC's campus (must include both the primary location and rain location).
    - vi. The date of the New Member Presentation must be approved by the Fraternity & Sorority Life Advisor.
    - vii. Any additional dates pertinent to a specific organization.
2. Verification of Aspirants: All chapters conducting intake must submit a Verification of Aspirants Form (below) and the Hazing Compliance Form (below). The verification and compliance forms must be submitted immediately after

the interest meeting, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. These forms list the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants 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 Fraternity and Sorority Life Advisor. The verification form contains the following information:

- a. List of candidates for membership that will include each aspirant/new member's:
  - i. Name (please print)
  - ii. Signature
  - iii. Student M Number
  - iv. Academic Waiver
- b. Total Number of Candidates
- c. Original signature of Chapter President
- d. Signature of Faculty and Grad Chapter Advisor (chapter must bring in form with the original signature; **no faxes will be accepted unless prior approval is given by the Fraternity and Sorority Life Advisor**).
- 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 Fraternity and Sorority Life Advisor (in writing) no less than 2 business days prior to the new event time.**

#### **Presentation of New Members (if applicable):**

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

1. Presentation of new members must take place no more than **30 calendar** days after the members have been initiated into the organization.
2. Guidelines for those who present new members using a "show":
  - a. Fraternity and Sorority Life must be notified of the date, time, and location of the "show" no less than one week in advance. Information should be submitted via Campus LINK.
    - i. A copy of the reservation confirmation notice must be submitted to the Fraternity and Sorority Life Advisor (must include both the primary location and rain location) via email. The reservation number should be included in the notification form.
  - b. No explicit or revealing attire is to be worn by the new members or other "show" participants.
  - c. No excessive use of profanity.
  - d. No alcoholic beverages will be permitted. This includes by visiting chapters, alumni and/or graduate members.
  - e. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as a part of the performance but may

not be used as a weapon to harm another individual).

- f. 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)
- g. No excessive references to hazing and/or other illegal activities.
- 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.
- i. If a new member decides that they cannot, or decides not to participate in the show, a written and signed letter by the new member must be submitted to Fraternity and Sorority Life no more than 72 hours before the show explaining why they cannot, or have decided not to participate.
- j. No blatant skipping of numbers will be allowed. (ex: 1,2,4,5, etc.)
- k. The duration of the presentation show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within 15 minutes of scheduled time advertised. Following the show, members of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement.) The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- l. The Fraternity and Sorority Life Advisor or his/her designee (full-time, professional or graduate) MUST be in attendance at all New Member Presentations.
- m. No Bricks, bats, and/or paddles will be allowed at any new member presentations.
- n. It is the chapter responsibility to notify visiting and alumni members of all University of Cincinnati New Member Presentation rules.

### **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 the Fraternity and Sorority Life Advisor.

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, the chapter will be placed on suspension. 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 Advisor.

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 Fraternity and Sorority Life.
3. Hazing: Any violations of the University of Cincinnati Hazing Policy will result in a referral to Judicial Affairs.

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 Chapter Advisors must be present (both Faculty and Graduate Chapter advisors).
3. The Fraternity and Sorority Life Advisor

All questions and concerns must be expressed by the Chapter President to the council advisor/s. If any questions regarding the Guidelines arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the Fraternity and Sorority Life Advisor. Students found guilty of hazing will be subject to penalties outlined by the University of Cincinnati policy, as well as any sanctions outlined by the national organization.

### **HAZING**

**Hazing is not acceptable.** It is illegal. It can seem relatively harmless—sometimes just a waste time. But it can also be extremely dangerous and result in serious injury or death.

Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate.

The University of Cincinnati Student Code of Conduct and Board of Trustees University Rules define and prohibit hazing. There are rather exhaustive lists of what activities are, or could be considered, hazing. **Every national fraternity/sorority, governing conference, and national honor society has a no hazing policy.**

The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed.

Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

**A hazing incident may be reported by anyone; a person who the activity directly affected, a person who was involved in the incident; faculty/staff, parents, friends, or community members. If you have witnessed or have knowledge of a possible hazing incident, please report the incident.**

ANY member of the University Community may file an anonymous concern or complaint regarding hazing via CampusLINK. Your report will result in an investigation regardless of whether or not you choose to submit your name and contact information. Should you choose to submit your name and contact information, you may be contacted for a confidential interview so the appropriate Administrator may gather additional information from regarding your incident report.

Our goal is to end hazing so we don't want you to be fearful of reporting it. If you have been involved in a hazing incident and/or your chapter has been involved, you may be exonerated from any past actions as long as you report the incident yourself and work with the Office of Fraternity/Sorority Affairs to correct the issue within your chapter. The purpose of the Office is to educate you and your chapter on how to accomplish goals and have safe and enjoyable activities which do not

compromise principles or respect for individuals. If you report yourself or your chapter, you will not be exonerated from future hazing actions.

### **Intake: Things to Remember**

The council advisor/s will present the intake guidelines at the first general body meeting of each academic semester.

1. This packet must be submitted prior to an interest meeting. If it is not you put your chapter in jeopardy of rescheduling your interest meeting.
2. Each chapter must submit a calendar of events for intake activities and a Notice of Membership Intake Form at the initial meeting with the Fraternity and Sorority Life Advisor. The calendar of events must be approved at least one week before any intake related activities commence.
3. The Notice of Membership Intake form must contain the original signature (no faxes will be accepted) of the Chapter President and both Faculty and Graduate Chapter Advisors.
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. If this cannot be submitted at the initial meeting with the council advisor, then notify the advisor no less than one week prior to the event. At this time, chapters must submit the necessary paperwork required to proceed with the activity to Fraternity and Sorority Life.

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 council advisors, 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. These sanctions will be administered appropriately at the discretion of the council advisor and the Fraternity and Sorority Life Advisor.



**NOTICE OF MEMBERSHIP INTAKE**

The officers and members of (chapter & organization)	are proud to announce the intake of new members for the  <div style="text-align: center;"> <span style="margin-right: 100px;">Fall</span> <span>Spring (circle one)</span> </div> of (year):
Interest Meeting(s) will be held on:	
Selection will conclude on:	
Education of aspirants/intake process begins on:	
New Members will be presented on:	
<b>PERSON IN CHARGE OF INTAKE IS</b>	
<b>CHAPTER ADVISOR SUPERVISING INTAKE IS</b>	
Name:	Name:
Title in Chapter:	Title in Chapter:
Phone Number:	Phone Number:
Email Address:	Email Address:

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

\_\_\_\_\_  
 President's Name (printed)

\_\_\_\_\_  
 Grad Chapter Advisor Name (printed)

\_\_\_\_\_  
 President's Signature

\_\_\_\_\_  
 Grad Chapter Advisor Signature

\_\_\_\_\_  
 President's Phone Number

\_\_\_\_\_  
 Grad Chapter Phone Number

Date Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ By: \_\_\_\_\_



**VERIFICATION OF ASPIRANTS FORM**

**Organization & Chapter Name:**

We hereby declare that on \_\_\_\_\_ (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional/national representatives.

Total # of Aspirants	Chapter President Signature	Grad Chapter Advisor Signature

**NOTICE TO ASPIRANTS:**

By signing below, you waive your rights granted to you by the Family Educational Rights and Privacy Act of 1974 and permit the University of Cincinnati to release academic information about me to my Fraternity or Sorority. Your signature indicates that you understand that this waiver will be in effect until you notify SALD/Fraternity & Sorority Life that you no longer wish to allow such information to be released.

Aspirant's Name (print clearly)	M#	Signature	Date

<b>OFFICE USE ONLY</b>	<b>Date Received:</b> ____ / ____ / ____ <b>By:</b> _____
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### HAZING COMPLIANCE FORM

Full Name:	UC Email:
M#:	Year in School:

#### The University of Cincinnati Student Code of Conduct states:

Failure to comply with rule 3361:40-3-12 of the Administrative Code, or state law regarding hazing where hazing generally means any act which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization.

#### The University of Cincinnati Administrative Code (3361:40-03-12) states:

- (A) PHILOSOPHY: The University of Cincinnati recognizes that participation in extracurricular activities may significantly enhance the learning and growth experiences of university students. In accordance with state and federal laws, the university shall adamantly prohibit any form of hazing associated with these activities. All student activities, including, but not limited to, student organization membership orientation and initiation, shall be expected to be unquestionable in their purpose and intention. Further, these activities shall support attainment of all purposes stated in the respective student organizations' constitutions.
- (B) POLICY: Consistent with this philosophy and sections 2307.44 and 2903.31 of the Ohio Revised Code, the following hazing policy shall be adopted by the university. This policy shall be complied with by all students, recognized student organizations, university advisors, and any other person or group where the activity involving hazing, whether on or off campus, may affect or interfere with the lawful function of the university.
- a. The laws of the state of Ohio concerning hazing shall be observed.
  - b. Hazing shall be defined as participating in or **allowing** any or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or admission into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing that activity. *In no event shall the willingness of an individual to participate in such activity serve as a defense in cases of hazing.*
  - c. Actions and activities which are explicitly prohibited include, but shall not be limited to, the following:
    - i. Any activity that creates a substantial risk of physical or mental harm to the individual.
    - ii. Paddling, beating, or hitting individuals.
    - iii. Wearing anything designed to be degrading or to cause discomfort.
    - iv. Depriving individuals of the opportunity for obtaining a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
    - v. Activities that interfere with an individual's academic efforts by causing exhaustion, or loss of reasonable study time.
    - vi. Use of drugs.



- vii. Eating or drinking foreign or unusual substances, including alcohol or anything an individual chooses not to eat or drink.
- viii. Having any object or substance thrown at, poured on, attached to or otherwise applied to the bodies of individuals.
- ix. Any activity or game that makes an individual the object of amusement, ridicule, or intimidation or which cause the individual to be degraded or humiliated.
- x. Kidnapping, transporting and/or stranding anyone.
- xi. Interrogations or audible stress such as yelling or loud noises.
- xii. Activities which are illegal such as theft or public indecency.
- xiii. Activities which are contrary to the policies and rules of the university.

(C) PROCEDURE: This policy shall be referenced in the university of Cincinnati student handbook, student code of conduct, and the registration packets for all student organizations. The organization's president, with the organization's university advisor, shall be responsible for signing the compliance form which shall be part of the registration process with the student organizations and activities office. Any group not filing a registration packet shall not be given recognized student organization status. The officers shall also communicate this policy to all members and new officers to see that the organization strictly adheres to the policy. **Members shall also understand that not only shall the organization be responsible for preventing hazing in any form, but any and all members involved in a hazing violation shall be held personally accountable.** Any participants in hazing; the local organization, local directors, trustees or officers who authorized, requested, commanded or tolerated the hazing; and any local officer who authorized, requested, commanded or tolerated the hazing shall be subject to university discipline. The national organization and its officer, and national and local directors or trustees may be subject to civil suits for injury and damages under Ohio law.

### **HAZING IS A CRIMINAL OFFENSE IN OHIO.**

I, \_\_\_\_\_ (print), have been informed of both the University's and my (Inter) National Organization's policies against hazing. I understand that these practices are not only harmful but also have no place in Greek-letter organizations. I will not allow myself to be hazed nor will I tolerate the hazing or harassment of any fellow members. If my individual efforts to eliminate hazing do not work, I promise to notify the proper authorities of the hazing activities of which I am aware. By signing this statement, I agree that I have read and understand the University of Cincinnati Hazing Policy. I agree to comply with this policy, local and state laws, the policies of my fraternal organization and the local and national governing council to which my organization belongs.

Organization: \_\_\_\_\_

New Member/Member Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Chapter President Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SUBMIT TO THE PROGRAM COORDINATOR FOR FRATERNITY & SORORITY LIFE WITHIN 30 DAYS**