

Guidelines for Conducting Membership Intake: United Greek Council (UGC)

The purpose of this document is to provide the fraternities and sororities of the NAU Greek Life 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 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 NAU:

Meetings and Documentation:

- I. Prior to **any intake activities**, at least one chapter member, preferably the chapter president or intake director will meet with the Coordinator for Fraternity and Sorority Life. To schedule an appointment, call Fraternity and Sorority Life at 928-523-5181. At this meeting the chapter will submit/provide:
 - A. Any national or regional paperwork that needs to be signed by Fraternity and Sorority Life
 - B. Notice of Membership Intake (attached)
 - C. Fraternity and Sorority Life Anti-Hazing Compliance Form
 - D. A calendar of events- should include a timetable of any intake activities with dates and times. Activities must also be submitted to True Blue Connects and approved one-week before they commence. Activities to include on the calendar, if applicable:
 1. Informationals and/or interest meetings
 - a) **Two fliers/advertisements for this interest/informational/rush/smoker meeting must be provided to Fraternity and Sorority Life. The flier must include time, date, location, dress code, and any additional expectations of aspirants/potential new members/perspectives. A flier may be securely affixed to Office of the Dean of Students window (designated area) by an FSL staff member.**
 - b) **The flier must be posted for a period of no less than 3 days PRIOR to the meeting.**
 2. Selection date(s)
 3. Start date of the new member's official process/education
 4. Initiation/Induction date
 5. Presentation of New Members (if applicable):
 - a) The traditional location for all New Member Presentations is Union Point in the University Union. Special requests to host the New Member Presentation in a different location must be submitted in writing to the Coordinator or Director of Fraternity and Sorority Life along with this packet.
 - b) The date of the New Member Presentation must be submitted with this packet and approved by the Coordinator or Director of Fraternity and Sorority Life.
 6. Any additional dates pertinent to a specific organization.
- II. Verification of Aspirants/potential new members/perspectives: All chapters conducting intake must submit a Verification of Aspirants/potential new members/perspectives Form (attached) and the New Member Anti-Hazing Compliance Form (attached). 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/potential new members/perspectives 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/potential new members/perspectives 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 Coordinator and/or Director for 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. NAU User ID

4. FERPA Form
- B. Total Number of Candidates
- C. Original signature of Chapter President
- D. Signature of Faculty and Grad Chapter Advisor *if applicable (chapter must bring in the form with the original signature; **no faxes will be accepted unless prior approval is given by the Coordinator and/or Director for Fraternity and Sorority Life**).
- 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 Coordinator and/or Director for Fraternity and Sorority Life (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:

- I. Presentation of new members must take place no more than **14 calendar** days after the members have been initiated into the organization, or prior to "Reading Day(s)," whichever comes first.
- II. Guidelines for those who present new members using a "show":
 - A. Fraternity and Sorority Life must be notified of the date and time of the "show" no less than one week in advance.
 - B. Union Pointe in the University is the preferred location for all shows. A request to utilize a location other than Union Pointe must be discussed and approved by the Coordinator and/or Director for Fraternity and Sorority Life.
 - C. An approval of the event through Unions and Activities, including a copy of the facility reservation must be submitted to the Coordinator and/or Director for Fraternity and Sorority Life (must include both the primary location and rain location).
 - D. No explicit or revealing attire is to be worn by the new members or other "show" participants.
 - E. **No profanity.**
 - F. **No alcoholic beverages will be permitted.** This includes by visiting chapters, alumni and/or graduate members.
 - G. 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)
 - H. In the event of an altercation during the presentation, then those fighting will be disciplined through the Student Code of Conduct judicial procedures. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See **Violations** section for further details)
 - I. **No references to hazing and/or other illegal activities.**
 - J. 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.
 - K. 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.
 - L. No blatant skipping of numbers will be allowed. (ex: 1,2,4,5, etc.)
 - M. 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.
 - N. The Coordinator and/or Director for Fraternity and Sorority Life or his/her designee from the Dean of Students Office Staff (full-time, professional or graduate) **MUST** be in attendance at all New Member Presentations.
 - O. No Bricks, bats, and/or paddles will be allowed at any new member presentations.
 - P. It is the chapter's responsibility to notify visiting and alumni members of all NAU New Member Presentation rules.

- Q. If a New Member Presentation does not occur, new members must be presented in some formal way (reception, social media, email, flier, etc.) acknowledging all new members.

Hazing

NAU Policy Statement

To promote a safe and educationally productive learning and living environment, Northern Arizona University prohibits Hazing. Students, faculty, and staff must work to prevent Hazing within the scope of their individual authority and must report suspected Hazing incidents to the NAU Police Department in an emergency, to the Dean of Students, or in cases involving employees, to the appropriate vice president or Human Resources. Students and Student Organizations that engage in Hazing are subject to disciplinary action and sanctions up to and including expulsion or de-registration. University employees who knowingly permit, authorize, or condone Hazing are subject to disciplinary action. It is not possible for Hazing victims to consent or acquiesce to Hazing. The Northern Arizona University Police Department or other appropriate law enforcement agencies will investigate Hazing activity that appears to violate Arizona law.

Policy

A. Prohibition Hazing is prohibited. Soliciting another to engage in Hazing is prohibited. Aiding or abetting another person who is engaged in Hazing is prohibited. Students, faculty, and staff who knowingly permit, authorize, or condone Hazing are subject to disciplinary action and sanctions. Interfering with an investigation of Hazing or retaliating against an individual who made a good faith report of Hazing is prohibited. It is not a defense to a violation of this policy if the Hazing victim consented to or acquiesced in the Hazing activity. B. Duty to Prevent Students, faculty, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. Failure to do so shall constitute misconduct subject to disciplinary action. C. Duty to Report Students, faculty, and staff shall report violations or suspected violations of this policy to the appropriate campus authority. Violations by Students should be reported to the Office of the Dean of Students or the NAU Police Department. Dial 911 in an emergency. Violations by faculty or staff should be reported to the NAU Police Department in an emergency or otherwise in writing to the provost, another vice president of jurisdiction as may be appropriate, or Human Resources for referral to the employee's supervisor. Failure to report violations or suspected violations of this policy may constitute misconduct subject to disciplinary action. D. Investigation and Adjudication Violations of this policy by Students shall be investigated and adjudicated in accordance with the Student Code of Conduct and the University's standard Student disciplinary procedures. Violations of this policy by faculty or staff shall be reviewed in accordance with Arizona Board of Regents and University policies and procedures that govern employee conduct. The officers and members of a Student Organization may be held individually or collectively responsible for a violation of this policy. The University may pursue disciplinary action or sanctions against members of a Student Organization in addition to disciplinary action or sanctions implemented by the Student Organization or its governing body as a result of internal processes. E. Sanctions When determining disciplinary consequences, the University may consider mitigating or aggravating factors such as prior or subsequent conduct, motive, and intent. A pattern of similar violations will warrant an escalating response. Violations of this policy may result in one or more of the following sanctions or employment actions: 1. Students or Student Organizations a. Letters of warning, direction, or reprimand; b. Disciplinary probation, suspension, or expulsion; c. Restricted access to or use of University property or facilities; d. Restitution paid to the University or other persons for damages or harm; e. De-registration or suspension or loss of a Student Organization's campus privileges; or f. Other sanctions consistent with University policy that may be deemed appropriate from time to time. 2. Employees a. Letters of warning, direction, or reprimand; b. Suspension, demotion, loss of pay; Policy Code TBD / Hazing Prevention Page 3 of 3 c. Termination of employment; d. Restricted access to or use of University property or facilities; e. Restitution paid to the University or other persons for damages or harm; or f. Other sanctions consistent with University policy that may be deemed appropriate from time to time. F. Criminal Referral The University will report to law enforcement any complaint of Hazing activity that appears to involve criminal conduct that creates a substantial risk to the health, safety, or wellbeing of any University community member, such as physical injury, threats of physical injury, intimidation, harassment, theft, or property damage. G. Exceptions This policy is not intended to prohibit or sanction customary public athletic events, contests or competitions that are sponsored by the University, or any activity or conduct that furthers the goal of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

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 Coordinator and/or Director for 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 Office of 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 Coordinator and/or Director for Fraternity and Sorority Life.

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 NAU 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 Chapter Advisors must be present (both Faculty and Graduate Chapter advisors).
3. The Coordinator and/or Director for Fraternity and Sorority Life

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 Director and/or the Coordinator for Fraternity and Sorority Life.

Students found guilty of hazing will be subject to penalties outlined by the NAU Office of the Dean of Students, as well as any sanctions outlined by the national organization.

Intake: Things to Remember

1. This packet must be submitted one week **prior to an interest/informational/rush/smoker meeting**. If it is not, you put your chapter in jeopardy of delaying your membership intake process and having to reschedule your interest meeting.
2. Each chapter must submit a calendar of events for intake activities, a Notice of Membership Intake Form, and a Fraternity and Sorority Life Anti- Hazing Compliance Form at the initial meeting with the Coordinator and/or Director for Fraternity and Sorority Life. 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 signatures (**no scanned signatures will be accepted**) of the Chapter President and both Faculty and Graduate Chapter Advisors (if applicable).
4. The Fraternity and Sorority Life Anti-Hazing Compliance Form must contain the original signature of the Chapter President.
5. 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.
6. All new members must complete the Hazing Prevent Workshop facilitated by Fraternity and Sorority Life not later than 30 days after their induction/initiation.

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 Coordinator and/or Director for Fraternity and Sorority Life.

**Northern Arizona University
NOTICE OF MEMBERSHIP INTAKE**

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

Interest Meeting(s) will be held on _____

Selection will conclude on _____

Education of aspirants/potential new members/perspectives/intake process begins on _____

Aspirants/potential new members/perspectives will be initiated on _____

New Members will be presented on _____

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

President's Phone #

*Grad Chapter Advisor Name Printed

*Grad Chapter Advisor Signature

*Grad Chapter Advisor Phone #

Faculty Advisor Name Printed
*if Applicable

Faculty Advisor Signature

Faculty Advisor Phone #

Department Use Only:

Date of Meeting:

NAU Fraternity and Sorority Life Anti-Hazing Policy Compliance Form

All NAU fraternities and sororities must file this form with Fraternity and Sorority Life to certify compliance with this policy. The preceding document remains in effect until the new one is filed.

Arizona Law

As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act associated with initiation into any organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person—including students, alumni, administrators, employees, or faculty members of any primary, secondary, or post-secondary school or of any other educational institution, public or private- shall recklessly participate or condone the hazing of another,. The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant.

NAU Hazing Policy

Hazing: any intentional, knowing or reckless act committed by a student, employee, or visitor whether individually, or in concert with other persons, against another person, in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with Northern Arizona University that contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation. Hazing includes, but is not limited to, paddling in any form, physical or psychological shocks, late work sessions that interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance, submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment

Hazing Agreement

We, the undersigned, certify the following:

1. We have read AND understand NAU 's Hazing Policy
2. We have read and understand the Arizona Hazing law
3. We have read and understand our organization's National Hazing Policy
4. We verify that this policy will be read to our chapter
5. We verify that all new members will receive a copy of this policy
6. We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline
8. **Furthermore, if a hazing incident occurs, the officers and members of a student organization may be held individually or collectively responsible under the Student Code of Conduct. If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office. By not reporting I may be subject to disciplinary action under the Student Code of Conduct.**

By signing this form we agree to abide by the above.

Fraternity /Sorority _____

President _____

Date

New Member Educator/Intake Coordinator _____

Date

Co-Educator/Intake Coordinator _____

Date

Chapter/Grad Advisor _____

Date

Start Date for New Member Education: _____

End Date for New Member Education: _____

Date Received:

VERIFICATION OF ASPIRANTS/POTENTIAL NEW MEMBERS/PERSPECTIVES FORM

Organization & Chapter Name _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants/potential new members/perspectives for membership into our organization and will be duly initiated pending the decision of our regional/national representative(s).

Total Number of Candidates

Signature-Chapter President

Signature- Grad Chapter Advisor

Aspirant's Name	Please identify if this person is an: Orientation Leader (OL), Athlete (ATH), or Residence Assistant (RA)? <i>(leave blank if none of these)</i>	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit NAU to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify Fraternity and Sorority Life that I no longer wish to allow such information to be released.	NAU User ID	Cumulative GPA (DO NOT WRITE IN THIS BOX)
1.				
2.				
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Department Use Only		Date Received:		

Office of Fraternity and Sorority Life
ASPIRANTS/POTENTIAL NEW MEMBERS/PERSPECTIVES FORM
Anti-Hazing Compliance Form

The University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including fraternity houses, private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action.

NAU Hazing Policy

- See Above

Hazing Agreement

We, the undersigned, certify the following:

- 1) We have read AND understand NAU 's Hazing Policy
- 2) We have read and understand the Arizona Hazing law
- 3) We have read and understand our organization's National Hazing Policy
- 4) We verify that this policy will be read to our chapter
- 5) We verify that all new members will receive a copy of this policy
- 6) We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
- 7) Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline
- 8) **Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to Student Conduct for supplying false information to a University Official (if they knew of the hazing incident and did not take steps to stop it)**
- 9) **If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.**

By signing this statement, I agree that I have read and understand the University of Arizona 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 _____

Chapter _____

Date _____

Semester _____

***PLEASE USE ADDITIONAL FORMS AS NEEDED FOR ADDITIONAL SIGNATURES**

Date	Candidate Name	Signature	NAU User ID