University of North Carolina Charlotte
Office of Fraternity and Sorority Life

Guidelines for Recruitment and New Member Education (IFC and Panhellenic)

The purpose of this document is to provide the fraternities and sororities of the UNC Charlotte Greek Community, their Advisors, and prospective members with a source of information regarding recruitment and new member education. Chapter Members, Chapter Advisors and the Office of Fraternity and Sorority Life will work together to ensure a successful and positive experience for all involved. In order for the Office of Fraternity and Sorority Life to assist chapters with the recruitment and education process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct recruitment at UNC Charlotte:

Meetings and Documentation:

I. Prior to any new member activities, at least one chapter member, preferably the chapter president or new member educator will meet with the Director and/or Associate/Assistant Director for Fraternity and Sorority Life to submit materials for new member education. To schedule an appointment, call the Office of Fraternity and Sorority Life at 704-687-0360. At this meeting the chapter will submit/provide:
   A. Notice of Membership New Member Education (attached)
   B. Fraternity and Sorority Life Anti-Hazing Compliance Form (attached- this is due every semester you conduct recruitment)
   C. New Member Anti-Hazing Compliance Form (signed by all new members)
   D. A calendar of events- should include a timetable of any new member education activities with dates and times. Activities to include on the calendar, if applicable:
      1. Start date of the new member’s education
      a) A calendar of new member education activities must be submitted of the Office of Fraternity and Sorority Life and must include dates, times, and location of all new member activities.
      2. Initiation date and location
      3. Any additional dates or information pertinent to a specific organization
   E. The National Office Risk Management Policy and the New Member Education materials:
      1. Guidelines for how you teach you new members about risk management.
         a) This will need to be a document for HOW you are educating your newest members. We are not asking for your actual policy here.

II. Verification of New Members: All chapters conducting recruitment during a non-formalized rush/recruitment period must submit a Verification of New Members Form (attached) and the New Member Anti-Hazing Compliance Form (attached). The verification and compliance forms must be submitted prior to new member activities and prior to the start date of the official education of new members listed on the chapter’s recruitment calendar. These forms list the individuals approved by your chapter. 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. Student 800 Number
      4. Academic Waiver
   B. Total Number of Candidates
   C. Original signature of Chapter President
   D. Signature of Advisor (chapter must bring in form with the original signature; no faxes or scanned copies will be accepted unless prior approval is given by the Director and/or Associate/Assistant Director for Fraternity and Sorority Life).
   E. A separate line for verification of date received. (to be completed by the Office of Fraternity and Sorority Life)

All documents supplied to the Office of 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 EDUCATION calendars of events, the chapter president or chapter member in charge of education must notify the Director and/or Associate/Assistant Director for Fraternity and Sorority Life (in writing) no less than 2 business days prior to the new event time.
Hazing

UNC Charlotte, Policy Statement #406

It is the responsibility of all Students, staff, faculty and members of the University community to ensure an atmosphere of learning, social responsibility, and respect for human dignity. This is achieved by providing positive influences and constructive development for current and aspiring members or participants of any group or organization at UNC Charlotte. Hazing is counterproductive to the positive learning environment the University seeks to create.

Policy

Any Student, Student Group, or Student Organization, as those terms are defined in University Policy 406, The Code of Student Responsibility is prohibited from Hazing. Hazing is a violation of North Carolina state law, this Policy, and the Code of Student Responsibility. According to North Carolina law (NCGS § 14-35):

“It is unlawful for any student in attendance at any university, college or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section Hazing is defined as follows: ‘to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group including any society, athletic team, fraternity or sorority, or other similar group.’ Any violation of this section shall constitute a Class 2 misdemeanor.”

Hazing at UNC Charlotte is further defined as any activity, intentional or unintentional, by a Student, Student Group, or Student Organization, related to membership in a Student Group or Organization, that endangers the mental, physical, or emotional health of a person, regardless of whether such person has consented to participation in the activity. Any actions that demean, disgrace or embarrass a person may also be considered Hazing. Hazing can occur either on or off campus. While Hazing is typically associated with membership selection and initiation into a group or organization, it is possible for Hazing to occur before, during, after or separate from membership selection and initiation, and regardless of status or position in the Student Group or Student Organization.

Students, Student Groups, and Student Organizations found to be in violation of this Policy may face sanctions set forth in Chapter 10 of the Code of Student Responsibility, as well as possible criminal prosecution. Silent participation or acquiescence in the presence of Hazing are not neutral acts; they are violations of this Policy and University Policy 406, The Code of Student Responsibility.

Hazing may be divided into three categories: subtle, harassment, and violence:

1. Subtle hazing includes, but is not limited to, behaviors that emphasize a power imbalance between new members/rookies and other members of the group. Termed “subtle hazing” because these types of hazing are often taken-for-granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle Hazing to feel like part of the group or team. (Some types of subtle hazing may also be considered harassment hazing).

2. Harassment hazing includes, but is not limited to, behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies. (Some types of harassment hazing can also be considered violence hazing).

3. Violence hazing includes, but is not limited to, behaviors that have the potential to cause physical and/or emotional, or psychological harm.

Additional examples of Hazing can be found on the Office of Student Conduct Hazing website. (See also StopHazing.org).

Violations:

Violations of the new member education 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 Director and/or Associate/Assistant 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, social events, all fundraising activities, and recruitment functions) is prohibited. The suspension period will be determined by the Director and/or Associate/Assistant 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 paperwork, etc.)
2. Holding membership education without adhering to the New Membership Education Guidelines set by the Office of Fraternity and Sorority Life.
3. Hazing: Any violations of the UNC Charlotte Hazing Policy will result in a referral to the Dean of Students.
4. Overt activity defined as any activity related to new member education conducted in defiance of previous guidelines or warnings by council advisors.

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 Director and/or Associate/Assistant 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 Associate/Assistant Director for Fraternity and Sorority Life.

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

Things to Remember:

1. This packet must be submitted prior to the start of New Member Education.
2. Each chapter must submit a calendar of events for education activities, a Notice of New Membership Education Form, and a Fraternity and Sorority Life Anti-Hazing Compliance Form at the initial meeting with the Director and/or Associate/Assistant Director for Fraternity and Sorority Life. The calendar of events must be approved at least one week before any recruitment related activities commence.
3. The Notice of New Membership Education form must contain the original signature (no faxes or scans will be accepted) of the Chapter President and the both Faculty and Graduate Chapter Advisors.
4. The Fraternity and Sorority Life Anti-Hazing Compliance Form must contain the original signature of the Chapter President.

Without the submission of the required paperwork new membership education will not be approved. In the event that the new membership education activities begin without the knowledge and signed approval of the chapter advisors, and/or the chapter has not adhered to these written new membership education guidelines, new membership education 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 Director and/or Associate/Assistant Director for Fraternity and Sorority Life.
The officers and members of ________________________________ are proud to announce the education of new members for the Fall Spring (circle one) of ________________________________.

Education of new members begins on ________________________________.
New members will be initiated on ________________________________.

The person in charge of New Member Education for the Chapter will be: ________________________________.
The chapter advisor supervising New Member Education for the Chapter will be: ________________________________.

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

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*Faculty Advisor Name Printed
*if Applicable
*Faculty Advisor Signature
* Faculty Advisor Phone #

Department Use Only: Date of Meeting I: ________________________________
UNC Charlotte Fraternity and Sorority Life Anti-Hazing Policy Compliance Form

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

THIS FORM MUST BE SUBMITTED EACH SEMESTER PRIOR TO THE START OF RECRUITMENT

North Carolina 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.

UNC Charlotte Hazing Policy

Any action or activity, regardless of location, intent, or willingness/consent of the participant, which:
- does not contribute to the positive development of a person;
- inflicts or causes physical, emotional, or psychological harm or anxieties;
- causes emotional anguish or physical discomfort to feel like part of the group;
- demeans, degrades, disgraces, harasses, or ridicules a person;
- intentionally or unintentionally endangers a student’s admission to or affiliation with any student organization during any point in their membership.

Hazing Agreement

We, the undersigned, certify the following:
1. We have read AND understand UNC Charlotte’s Hazing Policy
2. We have read and understand the North Carolina 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 the Office of 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 form we agree to abide by the above.

Fraternity /Sorority

President ___________________________ Date

New Member Educator ___________________________ Date

Chapter Advisor ___________________________ Date

Start Date for New Member Education: ___________ End Date for New Member Education: ___________
**University of North Carolina Charlotte**  
**VERIFICATION OF NEW MEMBERS FORM**  
**(ONLY used during non-formal recruitment times: COB or 365 Recruitment)**

Organization & Chapter Name  

We hereby declare that on (date submitted), the following individuals are for membership into our organization and will be offered membership pending the verification of academic standing.

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<th>Total Number of Candidates</th>
<th>Signature - Chapter President</th>
<th>Signature - Chapter Advisor</th>
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<th>Aspirant's Name</th>
<th>Please identify if this person is an: Orientation Counselor (OC), Athlete (ATH), or Residence Assistant (RA)? (leave blank if none of these)</th>
<th>Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit UNC Charlotte to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity and Sorority Life that I no longer wish to allow such information to be released.</th>
<th>Student 800 Number</th>
<th>Cumulative GPA (DO NOT WRITE IN THIS BOX)</th>
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Department Use Only  

Date Received:
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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 North Carolina Charlotte 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

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UNC Charlotte Membership Recruitment and New Member Education Guidelines
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