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 Membership Intake. 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 intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct intake at UNC Charlotte:

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 Director and/or Assistant Director for Fraternity and Sorority Life. 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. Any national or regional paperwork that needs to be signed by the Office of 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 be approved one-week before they commence. Activities to include on the calendar, if applicable:
      1. Informationals and/or interest meetings
         a) Two flyers/advertisements for this interest/informational/rush/smoker meeting must be provided to the Office of Fraternity and Sorority Life. The flyer must include time, date, location, dress code, and any additional expectations of aspirants. A flyer will be securely affixed to the Office of Fraternity & Sorority Life window by an OFSL staff member.
         b) The flyer 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 date
      5. Presentation of New Members (if applicable):
         a) Bring a copy of the space reservation confirmation notice (from Reservations) required to proceed with the activity on UNCC’s campus (must include both the primary location and rain location).
      6. The date of the New Member Presentation must be approved by the Director and/or Assistant Director for Fraternity and Sorority Life
      7. Any additional dates pertinent to a specific organization

II. Verification of Aspirants: All chapters conducting intake must submit a Verification of Aspirants 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 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 Director and/or Assistant 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. Student 800 Number
      4. 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 Director and/or 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 intake calendars of events, the chapter president or chapter member in charge of intake must notify the Director and/or Assistant 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 30 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. The Office of Fraternity and Sorority Life must be notified of the date, time, and location of the “show” no less than one week in advance.
   B. A copy of the reservation confirmation notice must be submitted to the Director and/or Assistant Director for Fraternity and Sorority Life (must include both the primary location and rain location)
   C. No explicit or revealing attire is to be worn by the new members or other “show” participants.
   D. No profanity.
   E. No alcoholic beverages will be permitted. This includes by visiting chapters, alumni and/or graduate members.
   F. 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)
   G. In the event of a altercation 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)
   H. No references to hazing and/or other illegal activities.
   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. 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 the Office of Fraternity and Sorority Life no more than 72 hours before the show explaining why they cannot, or have decided not to participate.
   K. No blatant skipping of numbers will be allowed. (ex: 1,2,4,5, etc.)
   L. 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.
   M. The Director and/or Assistant 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.
   N. No Bricks, bats, and/or paddles will be allowed at any new member presentations.
   O. It is the chapter responsibility to notify visiting and alumni members of all UNC Charlotte New Member Presentation rules.
   P. If a New Member Presentation does not occur, new members must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.) acknowledging all new members.
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 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 Director and/or 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, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Director and/or 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 intake without adhering to the Intake 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 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 Director and/or 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 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.

Intake: Things to Remember

1. This packet must be submitted prior to an interest/informational/rush/smoker 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, a Notice of Membership Intake Form, and a Fraternity and Sorority Life Anti-Hazing Compliance Form at the initial meeting with the Director and/or Assistant 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 signature (no faxes 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.
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 the Office of 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 Director and/or Assistant Director for Fraternity and Sorority Life.
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/Intake process begins on ______________________
Aspirants will be initiated on ______________________
New Members will be presented on ______________________

The person in charge of intake for the Chapter will be:
Name ______________________
Title in Chapter ______________________
Phone Number ______________________

The chapter advisor supervising intake for the Chapter will be:
Name ______________________
Title in Chapter ______________________
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 ______________________ Faculty Advisor Signature ______________________ Faculty Advisor Phone # ______________________

Department Use Only: Date of Meeting 1: ______________________

UNC Charlotte Membership Intake Guidelines
Page 5 of 8
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.

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/Intake Coordinator _________________________________ Date

Co-Educator/Intake Coordinator _________________________________ Date

Chapter/Grad Advisor _________________________________ Date

Start Date for New Member Education: ________ End Date for New Member Education: ____________
University of North Carolina Charlotte

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 representative(s).

Total Number of Candidates

Signature - Chapter President

Signature - Grad Chapter Advisor

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<th>Aspirant’s Name</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 ID Number</th>
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Department Use Only

Date Received:
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.

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- causes emotional anguish or physical discomfort to feel like part of the group;
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- intentionally or unintentionally endangers a student’s admission to or affiliation with any student organization during any point in their membership.

**Hazing Agreement**

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2) We have read and understand the North Carolina Hazing law
3) We have read and understand our organization’s National Hazing Policy
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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 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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