Guidelines for Conducting Membership Intake / Recruitment and New Member Process

The purpose of this document is to provide the fraternities and sororities of the University of Oklahoma Fraternity and Sorority Programs and Services (FSPS) community, their advisors, and prospective members with a source of information regarding Membership Intake/Recruitment and New Member Process. Chapter members, Chapter Advisors and the Office of Fraternity & Sorority Programs and Services will work together to ensure a successful and positive experience for all involved. In order for FSPS to assist chapters with the intake/new member process and avoid potential problems, chapters must adhere to the following guidelines if they conduct intake/new member education at the University of Oklahoma.

MEETING & DOCUMENTATION

I. Prior to any intake/new member activities or meetings, the Chapter President, and the Intake Coordinator/New Member Educator will meet with the respective council FSPS advisor and FSPS chapter advisors. To schedule an appointment, call the Office of Student Life at 405-325-3163. During this meeting, chapter representatives will need to have the following items ready for submission to FSPS:
   a. National or Regional paperwork needing required signatures from a member of the FSPS team
   b. Notice of Membership Intake / Recruitment and New Member Process (attached)
   c. FSPS Minimum Expectations Covenant
   d. Calendar of Events – should include a timetable of any intake/recruitment/new member activities with dates and times. Activities must be approved by FSPS staff before they commence. Activities to include on the calendar, if applicable:
      i. Informationals and/or interest meetings
      ii. Selection date(s)
      iii. Start of the 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 required to proceed with the activity on OU’s campus (must include both the primary location and rain location)
      vi. Date of New Member Presentation for approval by the FSPS staff (if applicable)
      vii. Any additional dates pertinent to a specific organization (should include philanthropies, education sessions,
          viii. Ritual information that is shared will be kept confidential with the university administration. Any rituals at which alumni/alumnae are present would not need to be detailed in the report.

II. Roster of Candidates for Intake/Recruitment (attached) – All chapters conducting intake/recruitment must submit via OrgSync a Roster of Candidates for Intake on OrgSync (if applicable). This form must be submitted according to dates set by your respective governing council and prior to the start date of the official process/education of aspirants listed on the chapter’s intake/new member calendar. This form lists the individuals approved by your chapter that will be submitted to your regional or national representatives (if applicable) 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 respective governing council advisor. The Roster of Candidates contains the following information:

- List of candidates (in alphabetical order by last name) that will include each new member’s:
  - Name
  - Semester of Process/Education
  - OU ID Number
- Total Number of Candidates
- Electronic signature of Chapter President
- Electronic signature of Faculty and/or Grad Chapter Advisor (Please notify advisors to look in clutter for OrgSync approvals)
- A separate line for verification of date received. (To be completed by FSPS)

All documents supplied to FSPS and the Office of Student 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/new member calendars of events, the chapter president or chapter member in charge of intake/new member process must notify their respective council 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:

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 December 1st or May 1st depending on the semester in which the chapter is conducting intake. If these dates fall during dead week, university policy supersedes and no events can take place during that time.

II. Guidelines for those who present new members using a “show”:

- The Office of Fraternity and Sorority Programs and Services must be notified of the date, time, and location of the “show” no less than one week in advance.
- A copy of the reservation confirmation notice must be submitted to the respective council advisor (must include both the primary location and rain location).
- No explicit or revealing attire is to be worn by the new members or other “show” participants.
- No profanity or language that is derogatory towards marginalized communities.
- No alcoholic beverages will be permitted. This includes visiting chapters, alumni and/or graduate members.
- 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 part of the performance but may not be sued as a weapon to harm another individual)
g. In the event of an altercation during the presentation, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.

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 FSSL no more than 72 hours before the show explaining why they cannot, or have decided not to participate.

k. The duration of the presentation 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 assist with crowd disbursement) The presenting organization will be responsible for ensuring the site used is left in its original state after use.

l. The respective council advisor or their designee from the Office of Student Life staff (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’s responsibility to notify visiting and alumni members of all University of Oklahoma new member presentation rules.

o. 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

As a new member or member of a fraternity/sorority, you should be aware of the regulations governing the conduct of all students and student organizations at the University of Oklahoma. All organizations at the University of Oklahoma must abide by the regulations and laws pertaining to hazing as stated in the following:

**University of Oklahoma Student Code of Responsibilities and Conduct: Title 16 – Prohibited Conduct**

**§3** Physical abuse of any person. Physical abuse is not limited to those actions causing personal injury. It may also include physically restraining somebody against his/her will, holding or transporting an individual against his/her will, or other similar actions.

**§13** Hazing, which is an activity participated in or encouraged by student groups, or any members, or associates of a group, in which prospective members or pledges are subjected to or imposed upon to do onerous, denigrating, or hazardous tasks. Student groups shall be assumed to be responsible for the actions of their members or associates for hazing violations. The University or prospective members may file a complaint of hazing against all parties as individuals and against the student groups.

**§21** Mental harassment, being intentional conduct extreme or outrageous, or calculated to cause severe embarrassment, humiliation, shame, fright, grief or intimidation. To constitute mental harassment, the conduct must be of such a nature that a reasonable person would not tolerate it.
Title 21, Section 1190 Oklahoma State Statutes – Hazing

A. No student organization or any person associated with any organization sanctioned or authorized by the governing board or any public or private school or institution of higher education in this state shall engage or participate in hazing.

B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00), or by both such imprisonment and fine.

F. For purposes of this section:
   a. “Hazing” means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;
   b. “Endanger the physical health” shall include but not be limited to any brutality of a physical nature, such a whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual;
   c. “Endanger the mental health” shall include any activity except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Your Fraternity/Sorority Inter/National Policies
INTAKE/ RECRUITMENT & NEW MEMBER PROCESS: THINGS TO REMEMBER

1. This packet must be submitted prior to any recruitment activity, which can include but not limited to (an interest/informational/recruitment/smoker meeting). If it is not, you put your chapter in jeopardy of rescheduling your interest meeting or participating in recruitment events.

2. Each chapter must submit a calendar of events for intake/new member activities,  
   - FSPS Minimum Expectations Covenant, a Notice of Membership Intake / Recruitment & New Member Process Form  
   - Roster of Candidates for Intake Form.  
   - It is up to the individual chapter to also ensure that each aspirant/prospective member submits a University of Oklahoma Official Intake Acceptance Form. All these can be found via Orgsync within the Fraternity and Sorority Programs and Services portal.

3. The Notice of Membership Intake form must contain an electronic signature of the Chapter President, Faculty Advisor and Graduate Chapter Advisor (if applicable). It is up to you to notify your advisor to complete the form.

4. Submit the date of the presentation of new members (if applicable) 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 Programs and Services.

   Without the submission of the required paperwork intake/new member process will not be approved. In the event that the intake/new member activities begin without the knowledge and signed approval of the council advisors, chapter leadership, and national offices, has not adhered to these written Intake/Recruitment & New Member Guidelines, intake/new member 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 Programs and Services.
NOTICE OF MEMBERSHIP INTAKE | NEW MEMBER PROCESS NOTIFICATION FORM

Please type or print clearly

Fraternity/Sorority ____________________________ Date ____________________________

Notice of Intake/New Member Recruitment for the: ☐ Fall Semester ☐ Spring Semester

Interest Meeting(s)/Recruitment Events will be held on __________________________________________

Selections will conclude on __________________________________________

Intake Process or New Member Education begins on __________________________________________

New Members/Aspirants/Potentials will be initiated on __________________________________________

New Member Presentation will be on (if applicable) __________________________________________

TO BE FILLED OUT BY NEW MEMBER EDUCATOR OR INTAKE COORDINATOR:

Name ___________________________________________________________ Title in Chapter

Local Address __________________________________________

Street/P.O. Box                  City                  State                  Zip Code

Local Phone ____________________________ Cell Phone ____________________________

Email _________________________________

TO BE FILLED OUT BY ADVISOR SUPERVISING NEW MEMBER EDUCATION OR INTAKE PROCESS:

Name ___________________________________________________________ Title in Chapter

Local Address __________________________________________

Street/P.O. Box                  City                  State                  Zip Code

Local Phone ____________________________ Cell Phone ____________________________

Email _________________________________

Chapter President (Print Name) ____________________________ Signature

Chapter Vice President (Print Name) ____________________________ Signature

Intake Coordinator or New Member Educator (Print Name) ____________________________ Signature

Chapter Advisor or Graduate Chapter Advisor (Print Name) ____________________________ Signature

Inter-/National Representative (Print Name) ____________________________ Signature