



TEXAS TECH UNIVERSITY

Fraternity & Sorority Life[®] Membership Intake Policy

Intake Checklist	Date Completed	Advisor's Comments
<input type="checkbox"/> Grades/Academic Plan	_____	_____ _____ _____ _____ _____
<input type="checkbox"/> Current Standing	_____	_____ _____ _____ _____ _____
<input type="checkbox"/> Notice of Membership Intake	_____	_____ _____ _____ _____ _____
<input type="checkbox"/> Verification of Aspirants Form	_____	_____ _____ _____ _____ _____
<input type="checkbox"/> Hazing Position Organization Compliance Form	_____	_____ _____ _____ _____ _____

To be completed by the FSL Staff Member.

Texas Tech University Fraternity & Sorority Life's Membership Intake Policy

The purpose of this document is to provide the fraternities and sororities of Texas Tech University's Multicultural Greek Council and National Pan-Hellenic Council, their Advisors, and prospective members with a source of information regarding FSL's stance of the Membership Intake Process. Organization Members, Organization Advisors, and Fraternity & Sorority Life will work together to ensure a successful and positive experience for all involved. Any organization seeking to hold intake should complete the paperwork and return it to Fraternity & Sorority Life.

In order for Fraternity & Sorority Life to assist organizations with the intake process and avoid potential problems, we ask that organizations adhere to the following policy:

Organization Requirements:

- I. Have a 2.5 semester GPA from the previous semester as an organization
- II. Meet with the Council Advisor and provide all necessary documentation prior to intake activities beginning.

Required Meeting and Documentation:

TWO WEEKS PRIOR to the start and marketing of any intake activities, the organization president and/or intake director, should meet with the Council Advisor in Fraternity & Sorority Life. At this meeting the organization must submit/provide:

- ☐ Completed Notice of Membership Intake (Page 4)
- ☐ Completed Hazing Position Organization Compliance Form (Page 5)
- ☐ Any Inter/National or Regional paperwork that needs to be signed by Fraternity & Sorority Life. **Note: the Council Advisor will not sign this paper without a meeting and the above listed.**

If the meeting isn't held two weeks prior to intake activities, the organization will be referred to the Office of Student Conduct with the recommendation of a conduct status one level higher than what the organization is currently on.

2 DAYS AFTER SELECTIONS organizations have made final selection for the Membership Intake Process, the Council Advisor must verify aspirants GPA's and university enrollment. Only those students who meet the requirements and are currently enrolled at Texas Tech University are allowed to complete the process and participate in presentation of new members. For the Council Advisor to verify grades and enrollment, organizations must turn in a completed Verification of Aspirants Form (Page 6). These forms should be submitted **by 5 pm on the second business day** after the interest/informational meeting, and prior to the start date of the official process/education of aspirants to ensure an ample amount of time before rituals begin.

If paperwork isn't received within 2 business days of selections, the organization's reserved date for their new member presentation will be open for other organizations to reserve.

CHANGES TO SCHEDULE: In the event that any dates and times need to be changed during intake, the organization president or organization member in charge of intake should notify the Council Advisor (via email) prior to the new event time.

Accountability:

The following are considered violations of this policy at Texas Tech University:

- a. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, meeting at undocumented places and/or incomplete paper work, etc.)
- b. Holding membership intake without adhering to the Intake Guidelines set by Fraternity and Sorority Life.
- c. Hazing: Any violations of the TTU Hazing Policy will result in a referral to the Office of Student Conduct.
- d. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).
- e. Any activity related to intake conducted in defiance of previous guidelines or warnings by council advisor.

Organizations who fail to comply will be referred to the Office of Student Conduct with the recommendation of a conduct status one level higher than what the organization is currently on.

Presentation of New Members (if applicable):

All organizations must adhere to the following when presenting new members to the Texas Tech University community.

- A. All actions of the organization and new members must adhere to Texas Tech University policies, Inter/National or Regional Organization policies, governing council policies, Fraternity & Sorority Life policies, and the *Student Conduct Code*. Violation of these policies will result in a referral to the Office of Student Conduct.
- B. Presentation of new members must take place no later than the week prior to the last day of classes in the semester initiated.
- C. Presentation "Shows" are not to be scheduled on the same night/time of a previously planned event of another organization of the same council.
- D. **Presentations may not be scheduled to begin after 8:00 pm. 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 to assist with crowd disbursement. The presenting organization will be responsible for the presentation site being clean and left in its original state after the presentation.
- E. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. No paddles or bricks are permitted anywhere at or during the show (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as an instrument to harm another individual.)
- F. No explicit language or revealing attire is to be used/worn by the new members or other "show" participants. Presentation shows must uphold the values of each fraternity/sorority as well as the governing council.
- G. No alcoholic beverages will be permitted or consumed prior to or during the presentation. This applies to all participants and attendees of the presentation.
- H. In the event of a fight during the presentation, the Texas Tech University Police Department will be immediately called to the presentation site. If a member of the presenting organization is involved, the presentation show will immediately be stopped by Fraternity & Sorority Life staff. The presenting organization and its advisors will be responsible for assisting Fraternity & Sorority Life staff in disbursing attendees in a safe, calm, and orderly fashion.
- 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. Fraternity & Sorority Life staff will assist the presenting organization in correcting disruptions.
- J. No references are to be made to any individual(s) departing from the New Member Intake Process.

Areas of Concern:

- All documents supplied to Fraternity & 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 Inter/National or Regional organization staff as needed.
- Organizations may file for an exemption to this policy in the case of an extenuating circumstance. In order to apply for an exemption to this policy, an organization must provide a one-page written rationale of the extenuating circumstance and need for an exemption with signatures of the Organization Advisor, Organization President, and New Member Educator to the Council Advisor.
- If any questions arise, they may be discussed between the Organization President, New Member Educator, Organization Advisors, and the Council Advisor. Final jurisdiction and decision-making authority rests in the hands of Fraternity & Sorority Life.

○ Texas Tech University's Hazing Position Compliance Form

Texas Law:

The following Hazing Policy was passed by the Texas State Legislature for offenses related to hazing at or in connection with an educational institution. "Hazing" is any intentional knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution. Hazing is a criminal act under the state law of Texas, as codified in the following statutes:

- Texas Education Code, Section 51.936
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.936>
- Texas Education Code, Section 37.151-157
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.151>
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.152>
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.153>
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.154>
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.155>
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.156>
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm#37.157>

National Pan-Hellenic Council Hazing Policy:

All members of the TTU NPHC are also held accountable to the National Pan-Hellenic Council's 1990 Joint Position Statement against Hazing. All chapter officers are responsible for knowing and educating their members about this policy. A complete description of the policy can be downloaded at:

<http://www.nphchq.org/docs/NPCHJointPostionsStatemetnAgainstHazing2003.pdf>

TTU's Hazing Policy:

Hazing is any action taken or situation created intentionally to cause embarrassment, harassment, or ridicule AND/OR risks emotional and/or physical harm to members of a group or team, regardless of the person's willingness to participate. A complete description of the policy can be located at B. Misconduct => 2. Actions against Others => d. Hazing

<http://www.depts.ttu.edu/dos/handbook/conduct.php#authority>

Self-Reporting:

The Texas Tech University's *Code of Student Conduct* allows organizations to partner with the university to jointly investigate incidents that occur in your organization. Self-reporting provides the organization the opportunity to identify when there is a gap in the behaviors of members and the values of the organization and move forward to hold themselves and members accountable.

Organization leaders may self-report misconduct or potential misconduct by utilizing the online form below or by contacting the appropriate Fraternity & Sorority Life staff. To self-report a violation of TTU's policy, please visit

<http://ttu.orgsync.com/org/orgconduct/report>.

Informal Resolution:

If an investigation is opened, an informal resolution is an option for the organization. Once the investigative process is complete and formal allegations have been assigned, but prior to a formal hearing, a responding student has the option to resolve the issue informally. In order to participate in an Informal Resolution, a responding student must (1) accept the finding(s) with regard to the allegations presented, and (2) accept the sanction(s) recommended by the Student Conduct Officer/Investigator.

In cases involving another student (the complainant) and/or a violation of Part 1, Section B2 of the Code of Student Conduct, both the Complainant and Respondent must agree to both the finding(s) and any the sanction recommended by the Student Conduct Officer/Investigator.

In cases where an Informal Resolution is reached, there is no formal hearing and no appeal. The case will only be reopened if new material, previously unavailable is presented.

Texas Tech 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) semester of _____

Informational/Interest Meeting(s) will be held on *(date, time, location)*: _____

Selection will conclude on *(date, time, location)*: _____

Education of aspirants/Intake process begins on *(date, time, location)*: _____

Additional intake activities *(date, time, location)*: _____

Aspirants will be initiated on *(date, time, location)*: _____

New Members will be presented on *(date, time, location)*: _____

The person in charge of intake for the Organization will be:

The advisor supervising intake for the Organization will be:

Name

Name

Position in Organization

Position in Organization

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 #

Alumni Advisor Name Printed (if applicable)

Alumni Advisor Signature

Alumni Advisor Phone #

Faculty Advisor Name Printed

Faculty Advisor Signature

Faculty Advisor Phone #

Department Use Only: Date of Meeting: _____

Submit to FSL two weeks prior to the start of any intake activities.

TTU Fraternity & Sorority Life – Hazing Position

Organization Compliance Form

We, the undersigned, certify the following:

1. We have read AND understand the Texas Hazing law.
2. We have read AND understand our Inter/National or Regional Hazing Policy.
3. We have read AND understand Texas Tech's Hazing Policy.
4. We have read AND understand the Self-Reporting Opportunities for TTU Student Organizations.
5. We verify that these policies will be read to our organization's membership.
6. We verify that all new members will receive a copy of the policies listed above.
7. We verify that all activities sponsored or required by our organization, in whole or part, comply with this policy.
8. 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 to the Office of Student Conduct and to the Inter/National or Regional Headquarters.
9. **Furthermore, if any hazing incident occurs, the organization will be referred to the Office of Student Conduct.**

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

President

Date

New Member Educator/Intake Coordinator

Date

Co-Educator/Intake Coordinator (If Applicable)

Date

Organization/Alumni Advisor

Date

Submit to FSL two weeks prior to the start of any intake activities.

Texas Tech University

VERIFICATION OF ASPIRANTS FORM

¹ Date Received: _____

Submit to FSL 2 business days after selections.

Organization 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 Inter/National or Regional representative(s).

Total number of Candidates

Signature: Organization President

Signature: Advisor

Aspirants: Please read the two statements below, and sign only if you agree to both statements.

I hereby give permission for Texas Tech University personnel to provide information concerning my academic, judicial/conduct, TTU Police Department and/or TTU Housing records or reports to my fraternity/sorority advisor(s), collegiate officers, Inter/National Organization, and the Center for Campus life so that recognition and educational needs can be determined as long as I am affiliated with this fraternity/sorority and enrolled at Texas Tech University.

I 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 have no place in Greek-Lettered organizations. I will not allow myself to be hazed nor will I tolerate the hazing or harassment of any fellow members. I promise to notify Fraternity & Sorority Life staff of hazing activities of which I become aware.

Aspirant's Name	<u>Signature</u>	Student ID Number	Cumulative GPA (DO NOT WRITE IN THIS BOX)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
Department Use Only		Date Received:	

New Member Presentation Agreement

We, the undersigned, certify the following:

1. We have read and understand the New Member Presentation Policies.
2. We have read and understand our organization's New Member Presentation Policies.
3. We verify that this policy will be read to our organization.
4. We verify that all activities sponsored or required by our organization, in whole or part, comply with this policy.

Organization Name

President Signature

Date

New Member Signature

Date

Organization/Alumni Advisor Signature

Date

Submit to FSL two weeks prior to the start of any intake activities.