

University of Dayton encourages fraternities and sororities within the University of Dayton UGC to contribute to the fulfillment of its mission by inspiring leadership development, fostering personal growth and creating lifelong learning. The purpose of this policy is to assist fraternities and sororities at UD in the execution of their Membership Intake Processes. This document is meant as an educational tool for UD UGC members, their advisors, and potential new members about the expectations, policies, and procedures of the Office of Fraternity and Sorority Life in regards to Membership Intake. Our goal is to create a positive experience for all involved through the collaboration between the office, chapter members, graduate chapter/alumni Advisors, and National Headquarters/Boards.

Privacy Statement

To preserve the privacy and confidentiality of all chapters conducting Membership Intake, the Office of Fraternity and Sorority Life ensures all documents will be kept confidential from students, student employees, or student leaders, including council officers. Any and all Membership Intake information will only be shared with the Office of Fraternity and Sorority Life staff, Student Development staff, corresponding graduate/alumni advisors, corresponding chapter president and Membership Intake Coordinator(s), and National Headquarters/Regional staff representatives. No chapter will be required to submit any ritualistic information.

All membership intake forms will be stored for a minimum of one academic year (10 months). Access to these documents and information will be denied to all parties except those aforementioned. All inquiries about these documents should be referred to the chapter president and/or chapter/graduate advisors.

Prohibition of Hazing

Any action or activity committed by either active members, associate members or potential members of an organization which inflicts or intends to cause physical or mental harm or anxieties; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing includes, but is not limited to:

- a. Interference with a student's academic or work performance.
- b. Forced consumption of any food, alcohol, other drugs, or any other substance.
- c. Forced physical activity.
- d. Deprivation of food or sleep.
- e. Physical acts such as branding and paddling
- f. Requiring participation in any activity that violates University policies or any local, state or federal law.
- g. Other violations as outlined in the Interfraternity Council (IFC), Women's College Panhellenic Council (WCPC), National Pan-Hellenic Council (NPHC), or United Greek Council (UGC) Constitutions.

Any action or situation, which intentionally or unintentionally endangers a student who is attempting admission into or affiliation with any student organization. Any violation of policies may subject the organization and/or individual members to sanctions in accordance with the UD Standards of Behavior & Code of Conduct. Further, hazing is prohibited and defined in the Ohio Revised Code §2903.31 Hazing, in the UD Student Code of Conduct Item 10 Hazing, and in the University Hazing Policy.



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Eligibility

- UGC organizations in good standing with their local, state, regional, and national headquarters and University of Dayton's academic policy are eligible to conduct Membership Intake
- All UGC organizations must notify the Office of Fraternity and Sorority Life, through submitting the forms in this packet, of their intent to conduct Membership Intake.
- Any UD undergraduate student who has completed at least one semester of college, in good disciplinary standing with the University and has a minimum 2.25 cumulative GPA is eligible to participate in Membership Intake unless specifically stated in the National Organization's Intake Policy.

Expectations of Conducting Intake

- Membership intake activities will not interfere with academic endeavors or class schedules.
- Membership intake activities will not include the presence or consumption of alcohol.
- Chapters will not engage in pre- or post-hazing activities. Hazing is not tolerated in any form – as part of the member program or as act of individual members of the chapter.
- The selection of new members will be free of any form of mental and/or physical abuse and hazing.
- Members will be selected on the criteria set forth by the Inter/National organization.
- Chapters will be in good standing with the Inter/National organization, their respective council, the Office of Fraternity and Sorority Life's Mission and Values, the Center for Student Involvement and University of Dayton.
- Potential new members will not be subject to sleep deprivation, servitude and/or moral degradation or humiliation.

Required Intake Paperwork

- Notice of Intention to Abstain Form (*if this form is submitted no other paperwork is required*)
- Notice of Intake & Hazing Policy Agreement
- Report of Candidates/Potential New Members
- Candidates/Potential New Member Grade Release Form
- New Member Presentation Form

Required Paperwork Timeline

- Notice of Intention of Abstain from Conducting Membership Intake **(p. 3)**
 - Returned to Office of Fraternity and Sorority Life no later than two weeks after the beginning of the semester
- Notice of Membership Intake **(p. 4)**
 - Returned to Office of Fraternity and Sorority Life no later than two weeks after the beginning of the semester
- Hazing Policy Agreement **(p. 5)**
 - Returned to Office of Fraternity and Sorority Life within one week after selection of candidates/potential new members
- Candidates/Potential New Member Grade Release Form **(p. 6)**
 - Returned to Office of Fraternity and Sorority Life within one week after selection of candidates/potential new members
- Report of Candidates/Potential New Members **(p.7)**
 - Returned to Office of Fraternity and Sorority Life within one week after the selection of candidates/potential new members or no later than 24 hours after the beginning of the scheduled membership intake program, whichever is earlier

Notice of Intention to Abstain from Conducting Membership Intake

The _____ chapter of _____ does not
Fraternity or Sorority Name
intend to conduct Fraternity or Sorority Name membership intake during the _____ semester of the
____--____ academic year. We understand that should that decision change, we must notify the
Office of Fraternity and Sorority Life in writing and submit the appropriate forms by the set deadlines. We
understand that if we engage in pre-pledging activities not a part of the inter/national process, it will be reported
to the Office of Fraternity and Sorority Life, the chapter's advisor, and the organization's national headquarters.

Submit this form to the Office of Fraternity and Sorority Life no later than two weeks after the beginning of the semester

President's Name Printed

President's Signature

Date

Chapter/Graduate Advisor's Name Printed

Chapter/Graduate Advisor's Signature

Date

OFSL Advisor's Name Printed

OFSL Advisor's Signature

Date

Notice of Membership Intake

The members of the _____ are proud to announce the intake of new
Organization Name

members for the _____ semester of the _____ - _____ academic year.

The following schedule outlines the significant dates:

Interest meeting(s) will be held on: _____

Candidate selection will conclude on: _____

Candidate education/intake program will begin on: _____

Candidate education sessions will take place on: _____

Candidates will be initiated on: _____

New members will be presented on: _____

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

Name

Title

Phone Number

Email Address

The chapter advisor supervising intake for
the chapter will be:

Name

Title

Phone Number

Email Address

The above information is accurate and correct to the best of my knowledge. I understand that it is my responsibility to inform the Office of Fraternity and Sorority Life of any changes made to the above information immediately following modifications.

Submit this form to the Office of Fraternity and Sorority Life *no later than two weeks* after the beginning of the semester

President's Name Printed

President's Signature

Date

Chapter/Graduate Advisor's Name Printed

Chapter/Graduate Advisor's Signature

Date

Hazing Policy Agreement

I have been informed of both the University's and the Inter/National Organization's policies against hazing. I understand that these practices are not only harmful but also have no place in Greek-letter organizations. I will not allow myself to be hazed nor will I tolerate the hazing or harassment of any fellow members. If my individual efforts to eliminate hazing do not work, I promise to notify the proper authorities of the hazing activities of which I am aware.

	Print Full Name	Signature	Phone Number	UD ID#
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Submit this form to the Office of Fraternity and Sorority Life *no later than one week* after the selection of candidates

Chapter President (print name)

Chapter President's Signature

Date

Chapter/Graduate Advisor (print name)

Chapter/Graduate Advisor's Signature

Date

Grade Release of Candidates/Potential New Members

Organization: _____ Semester: _____

By signing below, I am authorizing University of Dayton to disclosure my semester term, cumulative grade point average, academic standing (e.g., dean's list, probation, suspension) and University Conduct records to the following: the president of my chapter, the membership chair, my chapter advisor(s), the chapter's faculty advisor(s), Inter/National Organization staff members for the chapter, governing council elected/appointed officers, and the Fraternity & Sorority Life staff. Such release of information is necessary so that these individuals may monitor academic progress, provide targeted assistance (if needed), as well as determine my eligibility for awards and recognition (scholarships and/or publications noting academic distinction). This release is effective as long as I am an undergraduate student and a member of the chapter. I may request that Office of Fraternity and Sorority Life immediately discontinue such release of information at any time.

By signing below, I am showing my acceptance of the following statement: As a new member of a fraternity and sorority at University of Dayton, I will encourage and support the positive ideals and standards of the UD Fraternity & Sorority Community. I will commit to lifelong membership and community involvement by upholding the standards of academic excellence, civic engagement, leadership, and positive relationships. I recognize that I represent not just myself, but also my chapter, the fraternity and sorority community, and University of Dayton.

Name of New Member	Semester & Year Joined	UD ID #	UD Username	Signature of New Member

Submit this form to the Office of Fraternity and Sorority Life *no later than one week* after the selection of candidates

Reporting of New Members Form

UDID #: _____ Year in School: _____

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 also have no place in Greek-letter organizations. I will not allow myself to be hazed nor will I tolerate the hazing or harassment of any fellow members. If my individual efforts to eliminate hazing do not work, I promise to notify the proper authorities of the hazing activities of which I am aware.

Ohio Law requires any person with knowledge of hazing activities to report that information to a proper authority. At University of Dayton, that report should be forwarded to the Office of Fraternity and Sorority Life (Kennedy Union, 241, 937-229-4114) or the Department of Public Safety (937-229-2121).

Further, I hereby authorize University of Dayton to disclose the following information contained in my education records to Fraternity and Sorority Life Staff and to my chapter or Greek-letter affiliate organizations: high school rank, SAT and/or ACT score(s), semester and cumulative GPA at UD and all previously attended institutions and my UD conduct record (from the Office of Community Standards and Civility). I also authorize the release of grade information for the purpose of scholarship awards, recognition, educational needs, midterm deficiencies and class attendance. This authorization shall remain effective so long as I am enrolled at University of Dayton unless rescinded by me in writing.

Organization: _____

New Member Signature: _____ Date: _____

Chapter President Signature: _____ Date: _____

Chapter/Graduate Advisor Signature: _____ Date: _____

Submit this form to the Office of Fraternity and Sorority Life ***within one week*** after the selection of candidates/potential new members OR ***no later than 24 hours after*** the beginning of the scheduled membership intake program, whichever is earlier

New Member Presentation Form

All organizations advised through the Office of Fraternity and Sorority Life at the University of Dayton must adhere to the following requirements when presenting new members (hereafter “presentation(s)”) to the Dayton campus community. The university recognizes the historic and cultural traditions inherent in such presentations, and supports their adherence to university policy in ways that are safe, respectful, and educational. The university also recognizes national organizations’ policies and guidelines and expect all chapters to be in accordance with their national new member presentation policy.

Although the Office of Fraternity and Sorority Life recognizes the significance of hosting a new member presentation, we empower the governing council of any organization who does not abide by these guidelines to invoke consequences including but not limited to taking away this privilege. The council may choose to impose regulations to ensure the effectiveness and safety of every new member presentation.

1. Submit an 1850 event registration at least **ten business days** before the date
2. Presentations must take place no more than two weeks (14 calendar days) after the newest members have been initiated into the organization. Holiday breaks will not be included in the two week timeline.
3. The organization’s graduate or alumni/ae advisor must confirm the chapter’s ability to host the new member presentation on the proposed date. This approval should be completed through 1850 portal.
4. Presentations are not to be scheduled to take place on the same date as a previously planned presentation of another chapter within the same council. Please check with your council advisor and the Office of Fraternity and Sorority Life calendar for details.
6. In general, paddles, blindfolds, bricks, and other symbols of “pledging and hazing” are not allowed.
7. Because of its public nature, all presentations should be considered family shows and should be done tastefully. Therefore, excessive vulgarity, profanity, and “dissing” of other organizations will not be tolerated.
8. All attire should be appropriate. No revealing attire is permitted.
9. No alcoholic beverages will be permitted by any person in the presentation or in attendance.
10. Physical or suggestive abuse is prohibited. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm or suggest harm to an individual.)
11. In the event of a fight or other altercation during the presentation, those fighting will be removed from the event immediately by the presenting organization, and the presentation will be stopped. In the event the presentation is stopped and the presenting organization is not at fault, an alternate date and time will be permitted by the council advisor.



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12. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to walking through the presenters' presentation, talking over the presenting organization, etc.

13. The duration of the presentation shall be no longer than 90 minutes and shall end before 10:00pm. The clock starts with the advertised time of the event. If the organization starts late, they must still end on time. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

Failure to comply with the stated guidelines may result in the loss of future presentation and university privileges, disciplinary review from the respective governing council, the Office of Fraternity and Sorority Life, and possible referral to the Office of Community Standards and Civility.

This Policy shall be reviewed and revised as necessary by the Office of Fraternity and Sorority Life to remain current with new standards of practice as recommended by the University, Inter/National organizations and FIPG. Questions related to this policy should be directed to the Office of Fraternity and Sorority Life, (937) 229-4114.

I agree to the aforementioned statements. I understand that it is my responsibility to ensure that my chapter and guests follow the guidelines set out by the Office of Fraternity and Sorority Life.

Organization: _____

Chapter President Signature: _____ Date: _____

Chapter/Graduate Advisor Signature: _____ Date: _____

Submit this form to the Office of Fraternity and Sorority Life no later than one week after the selection of candidates