



USC University of
Southern California

Fraternity and Sorority Leadership Development

National Pan-Hellenic Council

Membership Intake Guidelines

2016

University of Southern California

Fraternity and Sorority Leadership Development

3607 Trousdale Parkway, TCC 330 • Los Angeles CA 90089 • Tel: (213) 821-1639 • USCFSLD@usc.edu

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Membership Intake

Fraternity and Sorority Leadership Development (FSLD) at the University of Southern California recognizes the importance of the membership intake process for all organizations and councils. As students continue to seek membership in Greek lettered organizations on our campus, it is important to establish a system of communication with organizations wanting to participate in the intake of new members.

Each of the affiliate organizations of NPHC, MGC, and AGC fraternities and sororities exist on campus because of collaboration/partnership between the organization and university. USC is committed to the success of NPHC, MGC, and AGC fraternities and sororities and works closely with each chapter and their advisors to ensure a quality and safe experience for those going through intake.

It is important each chapter understand this relationship and operate within the set policies and procedures of our respective national bodies and the university. It is equally important candidates/aspirants also understand they must adhere to these same policies and procedures during the membership intake process.

The intake registration process is designed to help chapters establish membership and ensure longevity at USC. To be in accordance with policies and procedures from national organizations of NPHC, MGC, and AGC fraternities and sororities and the university, it is necessary Fraternity and Sorority Leadership Development establish a timeline for membership intake procedures. This is only to bring structure to the USC's fraternities and sororities, not to take ownership of each chapter's membership process. Organizations are to understand if these guidelines are not followed, it will result in actions being taken by the FSLD and or the university.

To protect the interests, privacy, and confidentiality of the affiliate chapters of NPHC, MGC, and AGC organizations, all documents submitted will be treated as confidential information in accordance with California state law. Only the Vice President of Student Affairs, Associate Vice President for Student Affairs, Fraternity and Sorority Leadership Development, and Student Judicial and Community Standards (SJACS) staff will have access to any information submitted by a chapter. While access to these documents will be restricted, university administrators, chapter advisor, and/or representatives from the national organization will have access on a need to know basis.

Membership Intake Overview

Eligibility

- Groups must be in good standing with the university, FSLD, and their national organization
- A USC undergraduate student in good academic standing with the university and academically eligible per the group's GPA requirement is eligible to participate in intake

Intake Guidelines

- All intake activities must comply with the USC Anti-Hazing Policy and California State Law.
- Intake can occur during the fall and spring semester and cannot occur during academic breaks, such as winter break, spring break, and summer break
- All intake activities, including initiation, presentations, and coming out shows, must be complete by the defined initiation/probate/presentation deadline and follow guidelines in the Membership Intake Guidelines
- All intake activities must follow university and FSLD policy, including the Event Review Process
- Notification of any changes in the intake schedule, process, or termination of intake must be given to FSLD in an email within 24 hours
- Organizations who submit improper or incomplete paperwork, do not submit paperwork within established deadlines, do not provide original signatures, hold membership intake without adhering to the intake guidelines set by the FSLD, violate the membership intake guidelines or any FSLD policy, can be considered for interim suspension, which could include suspending all chapter and intake activities. Chapters can also be referred to Student Judicial and Community Standards (SJACS) for violating university policies, including hazing and alcohol.

Intake Process

- Prior to any intake meetings, FSLD must receive approval from the regional or national director confirming the chapter's approval to conduct intake. Once this is received, the chapter can schedule their membership intake meeting with FSLD staff.
- A meeting must be held with the chapter president/or intake coordinator and FSLD staff to get approval for intake at least one week prior to any intake activity or informational
- Groups must submit to FSLD the Fraternity and Sorority Hazing Compliance Form, Notice of Membership Intake Form, and a schedule of all activities from the interest meetings to initiation, including any "new member presentation" show at least 7 days prior to any activities.
- Groups must submit to FSLD the Verification of Aspirants Form immediately after the interest meeting and prior to the start date of the official process/education of candidates/aspirants listed on the chapter's intake calendar.

Forms Required

- Fraternity and Sorority Hazing Compliance Form (*7 days prior to any intake activities*)
- Notice of Membership Intake Form (*7 days prior to any intake activities*)
- Schedule of Intake Activities (*7 days prior to any intake activities*)
- Verification of Aspirants Form (*immediately after interest meeting*)

After Intake

- Updated membership roster within 24 hours after presents/new member shows

Membership Intake Guidelines

Membership Intake Meeting

At least 7 days prior to any intake activities, the chapter president or intake chair will meet with their FSLD advisor. To schedule an appointment, call or email the council advisor.

At this meeting the chapter will submit/provide:

- A. Any national or regional paperwork that needs to be signed by FSLD
- B. Notice of Membership Intake
- C. Fraternity and Sorority Hazing Compliance Form
- D. Schedule of Intake Activities
 - 1. To include a timetable intake activities approved by the national organization with dates and times. Activities must be approved **one-week** before they commence.
 - 2. Activities to include on the calendar, if applicable:
 - a) Informational and/or interest meetings
 - b) Selection date(s)
 - c) Start date of the new member's official process/education
 - d) Initiation date
 - e) Presentation of New Members (ie: "probate," "rollout," "neophyte show") (if applicable):
 - a. The date of the New Member Presentation must be approved by the council advisor and/or the Director of the Fraternity & Sorority Leadership Development
 - f) Any additional dates pertinent to a specific organization

After Informational/Interest Meeting

All chapters conducting intake must submit a Verification of Aspirants Form immediately after their informational/interest meeting and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. This form lists the individuals approved by your chapter and national organization to begin the intake process. 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 FSLD.

Presentation of New Members *(if applicable)*

All organizations must adhere to the following guidelines and their national organization policies when presenting new members to the campus community.

- A. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization.
- B. Presentations must be registered through the Event Review process and follow the FSLD Event Review Guidelines
- C. If reserving space on campus, organizations must follow space reservation policies of the reserved space.

- D. Presentation “shows” are not to be scheduled on the same night time of a previously planned event of another chapter of the same council unless written approval is given by the chapter with a previously scheduled event.
- E. Reservation of campus space can be done on-line with Trojan Event Services at <https://trojanevents.usc.edu>. A copy of the reservation confirmation notice must be submitted to FSLD during the membership intake meeting (must include both the primary location and rain location).
- F. No explicit language or revealing attire is to be worn by the new members or other “show” participants.
- G. Alcohol is not permitted.
- H. No physical abuse is tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Paddles or bricks are not permitted. Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm others.
- I. In the event of a fight 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.
- J. No references to hazing and/or other illegal activities.
- K. During the show there will be no disrespecting other organizations, people, or groups.
- L. Disruptions by other attending organizations will not be tolerated. This includes but is not limited: walking through the presenters’ show, talking over the presenting organization, etc.
- M. 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 20 minutes of scheduled time advertised.
- N. To help with crowd disbursement following the show, members of the presenting organization must vacate the area within 30 minutes.
- O. The presenting organization will be responsible for ensuring the site used is left in its original state after use, including trash clean up.

University of Southern California Hazing Policy

As found in SCampus 2015-2016, Part G, section 8 "Student Organizations"

1. "Students and student organizations shall not engage in any activity that is considered hazing by university standards, or as defined in California Penal Code 245.6, which defines hazing as, "any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school community college, college, university, or other educational institution in this state. The term hazing does not include customary athletic events or school-sanctioned events."
2. "In addition to California law, the university's policy with respect to hazing prohibits students from engaging collectively or individually in any of the following practices as a part of any programs or general activities. This list is intended to provide examples of hazing; as it is impossible to anticipate every situation that could be defined as hazing, this list should not be considered to be all-inclusive. For questions regarding whether a particular activity not mentioned below is considered hazing, contact the Office of Student Judicial Affairs and Community Standards, the Office for Fraternity and Sorority Leadership Development, or the Office of Campus Activities.
 - a. Forced excessive or strenuous physical activities.
 - b. The application of foreign substances to the body.
 - c. Activities such as scavenger hunts, which result in illegal or otherwise prohibited activity, such as pledge ditches, kidnaps and the like.
 - d. Depriving students of sufficient sleep (eight consecutive hours per day minimum).
 - e. Not providing decent and edible meals (no unusual combinations or preparation, colored foods, etc.).
 - f. Depriving students means of maintaining a normal schedule of bodily cleanliness (including a minimum of one shower per day).
 - g. Depriving students means of communications, such as their cell phones.
 - h. Forcing, coercing or permitting students to eat an excess of substances such as raw meat, onions, peppers, etc.
 - i. Forcing, coercing, or permitting students to drink excessive amounts of liquids including alcohol, salt water, water, etc.
 - j. Nudity or forcing or allowing students to dress in a degrading manner. k. Branding any part of the body.

I. Psychological hazing, which is defined as any act or peer pressure which is likely to: (i) compromise the dignity of any student affiliated with the organization, (ii) cause embarrassment or shame to any student affiliated with the organization, (iii) cause any student affiliated with the organization to be the object of malicious amusement or ridicule, or (iv) cause psychological harm or emotional strain. “

The State of California Penal Code 245.6. on Hazing (January 2007)

- (a) It shall be unlawful to engage in hazing, as defined in this section.
- (b) "Hazing" means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.
- (c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
- (d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.
- (e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- (f) Prosecution under this section shall not prohibit prosecution under any other provision of law.

FRATERNITY AND SORORITY HAZING COMPLIANCE FORM

All USC fraternities and sororities must file this form with Fraternity and Sorority Leadership Development the first full week of class each semester to certify compliance with this policy. The preceding document remains in effect until a new one is filed.

With our signature below, we certify the following:

We certify all activities sponsored or required by our national fraternity/sorority of members or candidate/aspirants members comply with the USC Hazing Policy, and with State of California Law.

We read and understand our national organization hazing policy. We verify that all of our candidates/aspirants will be initiated using local and national ceremonies as approved by the national organizations and be conducted as outlined in the schedule of activities.

We read and understand the USC Hazing Policy. We have informed our members and candidate/aspirant member(s) of our fraternity/sorority of the contents of the University of Southern California Hazing Policy. This policy will be read to aspirants at the beginning of each semester’s intake process.

We understand failure to uphold the USC Hazing Policy as stated will result in referral to the Student Judicial and Community Standards for an organizational violation of the University of Southern California Hazing Policy (i.e. the fraternity/sorority will face charges), and/or referral to the Student Judicial and Community Standards for an individual violation of the University of Southern California Hazing Policy (i.e. the individuals within the fraternity/sorority who haze will face charges).

We understand participation in any hazing in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether grad status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to Student Judicial and Community Standards.

Our signatures below certify we read, understand, and agree to abide by the Membership Intake Guidelines, USC and California policies.

Fraternity/Sorority Name

Semester and Year

Name of the Chapter President

Signature of the Chapter President

Name of the Intake Chair/New Member Educator

Signature of the Intake Chair/New Member Educator

Date ___ / ___ / ___

Date ___ / ___ / ___

Department Use Only: Date Received: _____

NOTICE OF MEMBERSHIP INTAKE

To be submitted 7 days prior to informational meetings or intake activity. Failure to complete this form by the deadline can result in your organization not being approved to begin intake.

The members of _____ are proud to announce the intake of new members for the Fall Spring (circle one) of _____ (year)

Interest Meeting(s) will be held on _____

Chapter Interviews will be held on (if applicable) _____

Selection will conclude on _____

Education of aspirants/Intake process begins on _____

Aspirants will be initiated on _____

New Members will be presented on _____

President Name _____

President Phone Number _____

Officer Responsible for Intake Name _____

Officer Responsible for Intake Phone Number _____

Chapter Advisor Name _____

Sponsoring Graduate Chapter _____

Chapter Advisor Phone Number _____

Regional Officer Name _____

Regional Officer Title _____

Regional Officer Phone Number _____

The above information is accurate and correct to the best of my knowledge. I acknowledge the USC Membership Intake Guidelines, university and state hazing policies, and that my chapter has been given approval for membership intake from my regional or national organization.

President Signature _____ Date _____

Intake Officer Signature _____ Date _____

Chapter Advisor Signature _____ Date _____

Department Use Only: Date Received: _____ Date of Meeting: _____

VERIFICATION OF ASPIRANTS FORM

To be completed 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.

Fraternity/Sorority _____

We hereby declare that on _____ (date) the following individuals are approved as aspirants by our national organization for membership into our organization and will be duly initiated pending the decision of our regional/national representative(s).

ASPIRANTS, READ THE FOLLOWING:

By signing below, I agree to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit University of Southern California to release information concerning my grades, disciplinary records, and other education records information about me to my sorority/fraternity. I understand this waiver will be in effect until I notify the Fraternity and Sorority Leadership Development that I no longer wish to allow such information to be released.

I read and understand the USC Hazing Policy and state hazing policies. I understand failure to uphold these policies will result in referral to the Student Judicial and Community Standards.

I understand participation in any hazing in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving my approval to haze. I understand my responsibility to not allow members of the organization, whether grad status or affiliated at another institution of higher education, to haze. Failure to report any such activity of which I become aware may cause personal referral to Student Judicial and Community Standards.

| Aspirant’s Name | Aspirant’s Signature | USC Student ID Number | Cumulative GPA <small>(Office Use Only)</small> |
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President Signature _____ Date _____

Intake Officer Signature _____ Date _____

Chapter Advisor Signature _____ Date _____

Department Use Only: Date Received: _____