Spring 2022 Chapter Growth and New Member Guidelines

In order to ensure a safe and seamless membership intake process it is necessary that the University establish a timeline for membership intake procedures. This packet will assist organizations in planning and conducting membership intake programs for the upcoming semester.

The completion of these documents is required for all chapters that participate in membership intake at the University of North Carolina at Pembroke. It is important that the all guidelines are followed, failure to do so will result in actions being taken by Campus Engagement and Leadership, Student Conduct, as well as contacting respective chapter’s advisor and national headquarters.
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Purpose Statement

New member intake and education is the lifeline of the community. New members bring fresh ideas and perspectives while upholding the values of their respective organizations. The purpose of these guidelines is to provide structure and uniformity for the fraternities and sororities that participate in recruitment.

Chapter members, chapter advisors, and Campus Engagement and Leadership staff will work together to ensure a successful and positive experience for all involved. In order for the Fraternity and Sorority Life staff to assist chapters with the recruitment and new member education process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct recruitment at UNC Pembroke.

To protect the interest and privacy of chapters, Campus Engagement and Leadership staff will keep all information submitted private. University staff, chapter advisors, respective regional or (inter)national representatives, chapter presidents, and potential/new member educators will only have access to this information on a need to know basis.

Expectations for Chapters Conducting Membership Intake

☐ When available, all prospective members will participate in any mandated programming by Campus Engagement and Leadership.
☐ All intake activities (informational meetings, education session, new member presentations, etc.) need to be submitted via BraveConnect for approval. For privacy reasons, education sessions and private meetings can set at as “Invited Users Only” so that the sessions will not show to the public on BraveConnect.
☐ The membership activities will not interfere with academic endeavors or class schedules.
☐ The selection of new members will be free of any form of mental and/or physical abuse and hazing. Chapters will not engage in pre or post hazing activities.
☐ Chapter advisor(s) will be present at all membership related activities.
☐ Chapters will complete all required paperwork in a timely fashion.
☐ No membership activity includes the presence or consumption of alcohol.
☐ Prospective members will be made aware of the University of North Carolina at Pembroke Hazing Policy.

All membership intake activities are to be conducted in compliance with each inter/national organization’s intake guidelines and process as well as the guidelines of Campus Engagement and Leadership.

*This includes UNC Pembroke COVID-19 restrictions until further notice given by the Campus Engagement and Leadership.

Anti-Hazing Policy

Any violations of the University Anti-Hazing Policy (located in the UNCP Student Handbook) will result in a referral to the Office of Student Conduct. Organizations found responsible for hazing will be subject to penalties outlined by the UNC Pembroke Student Handbook, as well as any sanctions outlined by the (inter)national organization.

A representative from Campus Engagement and Leadership must give a hazing presentation at your organization’s informational meeting and/or other activities where stated in these guidelines.

Additionally, each chapter is responsible for providing their members with education and information about hazing. The UNC Pembroke hazing policy and (inter)national hazing policy must be reviewed at the beginning of each semester. All chapters must re-sign the Chapter Hazing Compliance form each semester.
Violations
Violations of the new member education process may result in a loss of privileges. Loss of privileges is based upon the infractions and is at the discretion of the Office of Student Conduct with partnership with Campus Engagement and Leadership.

Violations include, but are not limited to:
1. Intentional submission of improper paperwork:
   a. Changing of dates on forms without notifying Campus Engagement and Leadership staff via email
   b. Falsifying original signatures
   c. Incomplete paperwork
   d. Paperwork is not turned in on due dates
2. Holding intake, recruitment, a new member presentation, or new member education without adhering to the appropriate UNC Pembroke guidelines (including those within this document).
3. Disregarding academic performance by hosting intake or new member activities that conflict with academic commitments.
4. Distributing promotional materials (including via online platforms) to inform students of intake without prior approval from Campus Engagement and Leadership staff.
5. Hosting intake or new member activities outside of the scheduled and/or approved times.
6. Intake, initiation, and/or new member activities should conclude no later than 12:00 midnight if classes are being held the next day (Sunday through Thursday).
7. Each chapter is responsible for conducting initiation according to (inter)national policies and in compliance with any University regulations.
8. “Hell Weeks” are prohibited.
9. Requiring new members to stay overnight at the house/apartment/retreat facility.

Without the submission of the required paperwork, intake, recruitment, and/or new member education will not be approved. In the event that related activities begin without the knowledge and approval of from Campus Engagement and Leadership, and/or the chapter has not adhered to these written guidelines, new member education activities will cease immediately.

Eligibility for Membership
Any student attending the University of North Carolina at Pembroke and meets the following requirements:
1. Registered student at the University of North Carolina at Pembroke
2. At least a 2.5 cumulative grade point average
3. Sign a Verification of Aspirants Form or register through ICS in order to verify requirements

Meetings and Documentation
Prior to the start of any recruitment, intake, and/or new member activities, the chapter president, new member intake officer, and new member education officer will meet with Campus Engagement and Leadership staff. Chapters can only begin the membership intake process with approval from Campus Engagement and Leadership and their sponsoring alumni/ae chapter and/or regional or national officer.

In advance of this meeting, the chapter will have provided the following:
1. A completed Notice of Chapter Growth Form.
   a. Calendar of all intake and new member activities.
   A timeline of any intake and new member education activities with date, time, and location
   Start date of intake and potential/new member education
Discussion points, when applicable
Initiation date and location
Any additional dates pertinent to the specific organization
b. Fraternity/Sorority (inter)national organization’s risk management policy and new member education guidelines.
   A copy of the risk management policy and new member education guidelines should be submitted with the Recruitment and New Member Education Form
c. Recruitment marketing materials.
   All advertising must promote the organization in a positive manner
   All advertising must have the date, time, location, and the Alternative Format Statement
   No references to alcohol or illegal substances are permitted on any form of advertisement
   *All advertising must be submitted to Campus Engagement and Leadership staff at least 14 days before to the first recruitment event for approval.
d. Any national/regional paperwork that requires a signature from Campus Engagement and Leadership staff.

2. Anti-Hazing Policy Compliance Form
   A copy must be submitted by chapter president, new member educator, and chapter advisor

New Member Education Guidelines
After the chapter’s Notice of Chapter Growth form is reviewed and approved by Campus Engagement and Leadership staff, chapters are responsible for the following:

1. Submitting a Verification of Aspirants Form that includes potential new members that chapter have expressed interest in joining the chapter.
2. A Campus Engagement and Leadership staff member has verified the academic eligibility of a 2.5 cumulative GPA or higher.
3. Chapter new member educator and new member education committee is in good standing with the inter(national) organization, fraternity/sorority, and UNC Pembroke.
4. Chapter new member educator and new member education committee is on the chapter’s roster with the inter(national) organization and Campus Engagement and Leadership.
5. The new member education process will last no longer than 6 weeks. If a chapter’s regional or (inter)national organization standards require and/or allow a new member education period of fewer than 6 weeks, the organization will complete its new member education process within the shorter time frame.
6. All potential new member education activities must be held on campus. Approval to host any potential/new member education activities off-campus needs to be approved Campus Engagement and Leadership staff. Any potential/new member education and activities approved to be off-campus must have an advisor or (inter)national staff member present.
7. Chapters must review and provide the following information on the first day of the new member education session:
   a. (Inter)national Policies
   b. New Member Education Calendar
   c. Anti-Hazing Policy (located in the UNCP Student Handbook)

New Member Presentation Guidelines
Organizations hosting a new member presentation must adhere to the following guidelines when presenting new members to the campus community:

1. Presentation of new members must take place prior to the close of intake window.
2. No explicit or revealing attire is to be worn by the new members or other “show” participants.
3. No sexually explicit content, behavior, or excessive use of profanity.
4. No alcoholic beverages will be permitted. This includes by visiting chapters, alumni and/or graduate members.
5. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, chains, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual.
6. 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.
7. No references to hazing and/or other illegal activities.
8. 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.
9. If a new member decides that they cannot or will not participate in the presentation, a written letter with originally signature must be submitted by the new member to Campus Engagement and Leadership no more than 72 hours before the show. The letter must contain an explanation as to why they cannot or will not participate.
10. No blatant skipping of numbers will be allowed (ex: 1,2,4,5, etc.).
11. Campus Engagement and Leadership or a designee (a UNCP full-time employee) MUST be in attendance at all new member presentations.
12. It is the chapter responsibility to notify visiting and alumni members of all UNC Pembroke new member presentation regulations.
13. New member presentations may not be scheduled to begin after 7:30 p.m, and must begin within 30 minutes of the advertised start time. Exceptions may be made by Campus Engagement and Leadership on a case-by-case basis.

**New Initiates**

Members who have successfully completed their new membership process must be added to the organization’s roster via BraveConnect within 24 hours AND documented using the New Member Agreement Form by 4 p.m. the next business day following initiation.

Active members are responsible for updating the roster via BraveConnect, and new initiates are responsible for individually submitting their own New Member Agreement Form.
Chapter Growth Checklist

Preparing for Growth
- **Update roster on BraveConnect**, including a current list of chapter members, officers, and on-campus advisor(s) with current and accurate contact information
- Using the **Off-Campus Advisor Form**, update contact information for the chapter advisor and any other alumni officers, specifically any alumni assigned to work with the intake, recruitment, and/or new member education process
- Submit the **Notice of Chapter Growth Form** no later than 14 days before the first related/listed activity
- Submit the **Anti-Hazing Compliance Form** signed by the chapter president, new member educator, and advisor(s)
- Schedule a meeting with **Campus Engagement and Leadership staff** to discuss submissions
- After the meeting, submit all activities to BraveConnect (private education sessions and meetings can set as “Invited Users Only”)

During the Process
- Each aspirant (potential new member) will need to complete the **Verification of Aspirants Form** to ensure that students are eligible for membership
- Submit a copy of chapter minutes via e-mail to Campus Engagement and Leadership indicating that the Anti-Hazing Policy was read & reviewed with the chapter
- Review the (inter)national policies, new member education calendar, and UNCP’s Anti-Hazing Policy during the first new member education session
- Communicate any changes or updates with **Campus Engagement and Leadership staff** in a timely manner (and by updating BraveConnect events when applicable)

Completing the Process
- **Update roster on BraveConnect** to include all newly initiated members within 24 hours of initiation
- Submit a **New Member Agreement Form** for each newly initiated member by 4 p.m. the next business day following initiation
- Schedule anti-hazing presentation given by **Campus Engagement and Leadership staff**

Important Dates for Spring 2022

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Intake Window Opens</td>
<td>Tuesday, Jan. 18</td>
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<tr>
<td>Notice of Chapter Growth Form due</td>
<td>Friday, Feb. 18 at 4:00 p.m.</td>
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<td>Spring Break (No Intake Activities)</td>
<td>Monday, Mar. 14 – Sunday, Mar. 20</td>
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<td>Chapter Growth Window Closes</td>
<td>Sunday, Apr. 10</td>
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<td>Easter Break</td>
<td>Friday, Apr. 15 – Sunday, Apr. 17</td>
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<tr>
<td>Final Exams</td>
<td>Monday, May 9 – Friday, May 13</td>
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<tr>
<td>Date</td>
<td>Function</td>
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<tr>
<td>8/15/2020</td>
<td>Welcome BBQ</td>
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<td>8/20/2020</td>
<td>Tabling</td>
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<td>8/26/2020</td>
<td>Meet the Greeks</td>
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<td>9/3/2020</td>
<td>Meet &amp; Greet</td>
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<td>9/6/2020</td>
<td>Flag Football</td>
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<td>9/7/2020</td>
<td>Interviews</td>
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<td>9/10/2020</td>
<td>Bids Handout</td>
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<td>9/13/2020</td>
<td>Orientation</td>
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<td>9/27/2020</td>
<td>Formal Pinning</td>
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<tr>
<td>10/11/2020</td>
<td>History of XYZ</td>
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# Intake and New Member Education Calendar

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