



UNIVERSITY OF CENTRAL FLORIDA

## Office of Fraternity & Sorority Life

### New Member Education and Membership Intake Policy

#### Purpose

The purpose of this policy is to assist fraternities and sororities at the University of Central Florida with their New Member Education and Membership Intake efforts. This document is meant to educate UCF fraternity and sorority members, their advisors, and aspiring/potential members about the New Member Education and Membership Intake expectations and procedures of the University of Central Florida's Office of Fraternity and Sorority Life (OFSL). OFSL believes in partnerships with fraternity and sorority members, Graduate/Chapter Advisors, and (inter)national headquarters/boards to ensure a successful and positive experience for all involved. *These activities should support the mission and core values of the University of Central Florida, the Office of Fraternity and Sorority Life, and each (inter)national organization.*

#### Prohibition of Hazing

According to the UCF *Golden Rule Student Handbook*, hazing is defined in the following ways:

##### UCF-5.008 Rules of Conduct, Section 8 (a) – (g)

(a) any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to: initiation or admission into, association or affiliation with, any registered student organization or other group whether or not officially recognized by the University. Hazing in violation of Florida Statutes may result in felony charges. A student may commit an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a student organization or group may be considered hazing under this rule

(b) Hazing includes brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.

(c) Hazing includes any activity which could subject the individual to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other activity that could adversely affect the mental health or dignity of the individual.

(d) Hazing includes forcing, pressuring, or coercing, the student into violation of University policies or federal, state, or local law.

(e) Hazing includes soliciting a person to commit or being actively involved in the planning of any act of hazing as defined above where the act of hazing creates a substantial risk of physical injury or death to the person(s) hazed.

(f) It is not defense to an allegation of hazing that:

1. the consent of the victim had been obtained;
2. the conduct or activity that resulted in the death or injury of a person was not part of any official organizational event or otherwise sanctioned or approved by the student organization; or
3. the conduct or activity that resulted in the death or injury of a person was not done as a condition of membership into a student organization.

(g) Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

UCF-5.012 Organizational Rules of Conduct, Section 10 (a) – (h)

(a) Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to initiation or admission into, or association or affiliation with, any registered student organization or other group whether or not officially recognized by the University. Hazing which violates Florida Statutes may result in felony charges. A student may commit an act of hazing whether the student is a prospective, current, or former member of the organization or group. The actions of active, associate, new and/or prospective members, former members, or alumni of a registered student organization or other student group may be considered hazing under this rule.

(b) Hazing includes brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquor, liquid, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.

(c) Hazing includes any activity that could subject the individual to extreme mental or physical stress such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other activity that could adversely affect the mental or physical health or dignity of the individual.

(d) Hazing includes forcing, pressuring, coercing, or requiring the violation of University policies, federal, state, or local law.

(e) Hazing includes soliciting a person to commit or being actively involved in the planning of any act of hazing as defined above where the act of hazing creates a substantial risk of physical injury or death to the person(s) hazed.

(f) It is not a defense to an allegation of hazing that:

1. the consent of the victim had been obtained;
2. the conduct or activity that resulted in the death or injury of a person was not part of any official organizational event or otherwise sanctioned or approved by the student organization or group; or
3. the conduct or activity that resulted in the death or injury of a person was not done as a condition of membership into a student organization.

(g) Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(h) All student groups, whether or not registered with the University and whether or not officially recognized by the University are subject to the same hazing prohibitions set out in this section (10). With regard to student groups that are not registered students

organizations, and against which there is an allegation of hazing, the principles of group responsibility and scope provisions of University Regulation 5.011(1)(b), (1)(c), and (4) shall apply, as well as the conduct proceeding procedures of University Regulation 5.013.

***The above definition applies to any act conducted on or off the UCF campus. A good rule to follow when planning activities is, “when in doubt, leave it out!”***

It is important to note that hazing is prohibited in the state of Florida by law as well. Specific information regarding this law can be found on UCF’s anti-hazing website, located here: <https://antihazing.sdes.ucf.edu/info/>.

### **Expectations of Organizations Conducting New Member Education/Membership Intake**

- The cumulative grade point average of the new members/aspirants will be at least a 2.5 prior to the start of the new member/membership intake process.
- New member/membership intake activities will not interfere with academic endeavors or class schedules, will not occur between the hours of 12 a.m. and 8 a.m., and will not include the presence or consumption of alcohol.
- No more than 12 hours of activity should be required of new members/aspirants any given week.
- The new member/membership intake process period will not exceed eight (8) weeks (exceptions may be granted with the approval of the (inter)national organization).
- Members will be selected on the criteria set forth by the (inter)national organization.
- Chapters will not engage in pre or post hazing activities. Hazing is not tolerated in any form—as part of the new member/membership intake process or as acts of individual members of the chapter.
- Chapters will be in good standing with their (inter)national organization, their respective council, OFSL, and the University of Central Florida.
- Chapters will complete all required paperwork thoroughly, in a timely fashion, and will not willingly omit any information.
- New members/aspirants will participate in the new member/aspirant modules by the designated deadline.
- Chapters are not to engage in any new member/membership intake activities outside of the parameters outlined by their (inter)national headquarters/organizations without expressed permission.
- All new member/membership intake activities (including Neophyte Presentations) are to conclude prior to the first day of no activity week.
- The new member/membership intake should be a positive, educational experience for all involved. Names such as “Hell Week” should not be used in reference to pre or post application and initiation activities.
- The practice of surprising new members/aspirants with the date/and or time of initiation is not acceptable. New members/aspirants should be informed as to the date of initiation no later than two weeks after the new member education/membership intake process begins.

### **Aspirants’ Rights**

The new member education/membership intake process should be conducted in a manner that respects the dignity of new members/aspirants and protects their mental and physical well-being. Examples of acceptable behavior include activities that are not classified as hazing, but promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni/ae positively, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster chapter solidarity or otherwise promote the institutional mission of the University.

No new member/aspirant shall be required by any person or persons to perform any act which:

- Interferes with the academic process – causes the new member/aspirant to miss or be ill prepared for classes, labs, study sessions, or tests
- Causes the new member/aspirant to violate UCF policies
- Requires or pressures the new member/aspirant to consume any substance
- Prevents the new member/aspirant from securing normal amounts of sleep
- Requires the new member/aspirant to perform personal services for undergraduate or alumni/ae members
- Is sadistic and treats the new member/aspirant in a “sub-human” manner
- Is illegal
- Is immoral
- Places the new member/aspirant in physical danger or in jeopardy of losing their life
- Places severe emotional stress upon the new member/aspirant
- Requires the new member/aspirant to be present at activities for unreasonable periods of time
- Requires the new member/aspirant to participate in individual questioning activities or line-ups
- Requires the new member/aspirant to carry items that they would not normally bear
- Requires the new member/aspirant to answer the telephone in a manner unlike a member would answer it
- Prevents the new member/aspirant from speaking for a period of time
- Involves the abandonment of a new member/aspirant or active member thereby requiring them to find their own way back to campus
- Requires the blindfolding of the new member/aspirant (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for inter/national Ritual)
- Requires the new member/aspirant to intentionally deface property or requires the aspirant to clean others’ property
- Requires new member/aspirant to enter locations only from a specific entry point
- Requires new member/aspirant to eat meals together, attend unscheduled “call-down” meetings, work out together or sleep somewhere together for any length of time without written permission from UCF and inter/national office
- Requires new member/aspirant to address or refer to members in a manner different from how they are addressed by the general membership
- Requires new member/aspirant to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.

**THIS LIST IS IN NO WAY INCLUSIVE.**

### **New Member Education/Membership Intake Procedures**

- A. Prior to any New Member Education/Membership Intake activities being planned:
1. All chapters must fill out the New Member Education/Membership Intake Intent Form to specify whether they intend to complete a process that semester or not. This form must be returned to OFSL within **twenty-five (25) business days** of the start of the semester (but before New Member Education/Membership Intake activities begin). Failure to submit this form on time will result in a \$100 fine.
  2. The New Member Educator/Membership Intake Coordinator and Chapter President must schedule a meeting with the Chapter Coach (Chapter Advisors and Assistant New Member Educator/Membership Intake Coordinator may also attend but are not required) at least ten **(10) business days** prior to the start of the New Member Education/Membership Intake Process. At this meeting, the New Member Educator/Membership Intake Coordinator and Chapter President will provide the

following:

- Any (inter) national and/or regional documents that are to be completed by OFSL staff (including any letters that need to be written to specific organization representatives, exact wording needed, name of representative, and the mailing address, phone number(s), and email for such representative)
- Completed New Member/Membership Intake Registration Form

B. Following the meeting between the chapter representatives and the OFSL:

1. At least **five (5) business days** prior to the start of the New Member Education/Membership Intake process, the Verification of New Members/Aspirants Form must be submitted to the chapter's coach. The Verification of Aspirants Form must include the names of all individuals approved by your organization for membership.

C. Following Initiation:

1. Chapter Presidents must submit the End of Intake Report to OFSL within **five (5) business days** of initiation via Packet 2. Failure to submit this form on time will result in a \$100 fine.
2. Neophyte Presentation (DGC and NPHC chapters only): If the organization intends to have a Neophyte Presentation, the *Neophyte Presentation Agreement* must be submitted to OFSL at least **fifteen (15) business days** prior to the date of the Neophyte Presentation.

## Forms

All forms submitted must include original signatures by all required parties; without all of the signatures, the paperwork will not be considered complete. Without the submission of the proper paperwork, New Member Education/Membership Intake registration will not be accepted. Should New Member Education/Membership Intake activities begin without adherence to the above mentioned policies and procedures, New Member Education/Membership Intake activities will cease immediately and the organization will be referred for judicial proceedings.

## New Members/Aspirants' Qualifications for New Member Education/Membership Intake

All new members/aspirants must **at least** meet UCF's minimum grade point average expectations to take part in New Member Education/Membership Intake. The cumulative grade point average of the new members/aspirants must be at least a 2.5 cumulative grade point average prior to the start of the process.

## Timeline of New Member Education/Membership Intake Activities

All New Member Education/Membership Intake activities shall be conducted only in the fall or spring semester of each academic year. OFSL considers the start of the New Member Education/Membership Intake process to be the point when the new member/aspirant is being extended an invitation to begin the education process by the organization.

**Regardless of start date, all membership intake activities SHALL end no later than the designated activity moratorium dates (please check the OFSL calendar each semester for this date). There is to be no crossover of New Member Education/Membership Intake activities from semester to semester.**

The New Member Education/Membership Intake process will not last any longer than what the (inter)national headquarters/(inter)national body for each organization has approved. If an organization is not able to comply with these steps (due to requirements from its (inter) national headquarters/(inter) national body), **minor** alterations are acceptable as long as **changes and reason for the changes are submitted in writing by the Chapter Advisor, the Regional Director and/or (inter) national headquarters at least five (5) business days prior to the change. These changes must be accepted by the OFSL for them to**

**be considered valid. Failure to submit these changes and gain approval from the OFSL will result in a violation of this policy.**

### **Flyers for Informational Meetings**

The chapter will turn in to OFSL at least one (1) flyer promoting Informational Meetings at least ten (10) business days prior to the event. This flyer will be available in OFSL for advertisement purposes.

### **Initiation**

Initiation is defined as *the ceremony in which new members/aspirants become members of the organization* (in some organizations, it may be defined as “cross-over”). **Under no circumstances is the date of the initiation ceremony to remain a secret** from the new members/aspirants. **New members/aspirants must be made aware of this date at least two weeks after the beginning of the educational process.**

### **Outline of New Member Education/Membership Intake Activities**

**An outline of all activities conducted by the organization for New Member Education/Membership Intake purposes and those that include any new member/aspirant involvement must be turned in to OFSL as part of the New Member Education/Membership Intake Registration Form during the one-on-one meeting with the Chapter Coach. This outline must include (but is not limited to):**

- All educational sessions
- Ritual or ceremony dates
- Study dates
- Initiation date
- Neophyte Presentation practices
- Community service projects
- Overnight activities
- Leadership development programs
- Big brother/sister activities
- Activities in which members will have an opportunity to meet and be involved with alumni/ae

It is important for organizations to understand that OFSL considers that if an activity is not listed in the outline then it will not occur. If any activities occur outside of those listed on the outline submitted, the organization will be subject to conduct action by the University.

### **Neophyte Presentations (DGC and NPHC Chapters Only)**

- Space must be reserved for **any** type of presentation.
- Presentations must take place on campus.
- Presentation of aspirants must take place no more than 30 days after the members have been initiated into the organization and prior to the activity moratorium beginning. If the length of time your (inter)national organization requires is less, then you are expected to abide by your (inter)national organization’s expectations.
- Presentations should not take place during University holidays/closure.

### **Violations**

A conduct process to determine violations of the New Member Education/Membership Intake policy and/or the anti-hazing policy by organizations and its members will be handled through the Office of Student Conduct and Academic Integrity. Violations of the policy may include (but are not limited to): intentional submission of improper paperwork (falsifying signatures, changing dates without approval, incomplete forms), holding New Member Education/Membership Intake without adherence to the policies and procedures set forth by

OFSL, and not adhering to the policies of the (inter)national organization, the University of Central Florida, and OFSL as well as municipal, state, and federal laws. The (inter)national organization of any fraternity/sorority violating the anti-hazing rules and New Member Education/Membership Intake policies will be notified of any violations.

*If you have any questions regarding paperwork that needs to be submitted or about the process for New Member Education/Membership Intake, please contact OFSL and/or the respective Chapter Coach at 407-823-2072.*