



THE UNIVERSITY OF TEXAS AT DALLAS
Fraternity and Sorority Life

Guidelines for Conducting a New Member Education/ Intake Process

The purpose of this document is to provide fraternities and sororities of the UT Dallas Fraternity and Sorority Life Community, their Advisors, and prospective members with a source of information regarding a New Membership/Intake Process. Chapter Members, Chapter Advisors, and Fraternity and Sorority Life Staff will work together to ensure a successful and positive experience for all involved.

In order for the Fraternity and Sorority Life to assist chapters with the membership/intake process and avoid potential problems, chapters **must** adhere to the following guidelines if they are to conduct a membership/intake process at UT Dallas:

Meeting and Documentation:

I. **TWO WEEKS** prior to any new member/intake activities, at least one chapter member, the chapter president or intake director, will meet with their respective Fraternity and Sorority Life staff advisor.

To schedule an appointment, contact Kevin Saberre Jr. at 972-883-6371, email Kevin.Saberre@utdallas.edu, or schedule a meeting through Microsoft Teams.

At this meeting or prior to the meeting the chapter will submit/provide:

- A. Any national or regional paperwork that needs to be signed by the Fraternity and Sorority Life Office (If Applicable)
- B. A Completed [Fraternity and Sorority Anti-Hazing Compliance Form](https://forms.office.com/r/c8RvEimmAc) (Found online at: <https://forms.office.com/r/c8RvEimmAc>)
- C. A Completed [New Member/Intake Education Outline Form](https://forms.office.com/r/6JP9v3kP6V) (Found online at: <https://forms.office.com/r/6JP9v3kP6V>)
- D. Acknowledge that each incoming member will need to complete the [New Member Compliance Form](https://forms.office.com/r/SA3MH1kpp9) (Found online at: <https://forms.office.com/r/SA3MH1kpp9>)
- E. Each New Member must complete the online FSL New Member 101 Education Module (available through E-Learning). ****In order for the new members to be added to the academic roster each must complete the education module by the due date indicated by the Office of Fraternity and Sorority Life****

***All documents supplied to Fraternity and 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 national organization staff as needed. In the event that any dates and times need to be changed on the intake calendars of events, the chapter president or chapter member in charge of intake must notify the Office of Fraternity and Sorority Life (in writing) no less than 2 days prior to the new event time.

Presentation of New Members (if applicable):

- I. All organizations must adhere to the following guidelines 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, or no later than the Study Days prior to final exams (*Reading Day*), whichever comes first.

- II. Guidelines for those who present new members using a “show” (i.e.: “probate,” “rollout,” “New Member Presentation,” “neophyte show”):
 - A. Presentation “Shows” are not to be scheduled on the same time of a previously planned event of another chapter of the same council.
 - B. A room reservation confirmation must be obtained from the Student Union Reservation’s office.
 - C. No explicit language or revealing attire is to be used/worn by the new members or other “show” participants. Presentation music should also be edited versions of songs. Presentation shows must uphold the values of each fraternity/sorority.
 - D. No “dissing” of other organizations will be permitted. The show should include only information about the presenting organization. Should “dissing” occur the presenting organization will be subject to discipline by Fraternity and Sorority Life (see **Violations** section for further details).
 - E. No alcoholic beverages will be permitted.
 - F. 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.)
 - G. 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. (See **Violations** section for further details.)
 - H. 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. The presenting organization will be held responsible for all guests attending their show.

I. The presentation must start within 15 minutes of the stated start time on all marketing materials.

J. The duration of the presentation show should be no longer than 2 hours total. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

K. An official listed chapter advisor **MUST** be in attendance at all new member presentations.

Violations of Policies and New Member Education/ Intake Process:

Violations of the New Member Education/intake process will be subject to disciplinary actions in accordance with the UT Dallas Student Code of Conduct and could be punishable by state law. In the event that the chapter is disciplined as stated, the regional and national leadership of the fraternity/sorority will be notified.

Violations include but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms without notice, falsifying original signatures, incomplete paperwork, etc.)
2. Holding new membership/intake without adhering to the New Membership Education/Intake Guidelines set by the Office of Fraternity and Sorority Life.
3. Hazing: Any violations of the UT Dallas Hazing Policy will result in a referral to the Dean of Students and Office of Community Standards and Conduct.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).
6. Any violation of the UT Dallas Student Code of Conduct will result in a referral to the Office of Community Standards and Conduct.

Please Note:

If any questions regarding the Guidelines arise, they may be discussed between the Chapter President, Intake Coordinator (New Member Educator), Chapter Advisors, and the Fraternity and Sorority Life staff.

Participation of students in hazing activities **is prohibited**.

The University of Texas at Dallas is committed to providing an educational, living and working environment that is welcoming, respectful, and inclusive of all members of the university community. An environment that is free of discrimination and harassment allows members of the university community to excel in their academic and professional careers. To that end, to the extent provided by application federal and state law, the University prohibits unlawful discrimination against a person because of their race, color, religion, sex (including

pregnancy), sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. In addition, the University's commitment to equal opportunity extends its nondiscrimination protections to include sexual orientation, gender identity, and gender expression where not protected by applicable law.

Hazing includes but is not limited to:

Any act that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation; or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;

- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

This law does not affect or in any way limit the right of the university to enforce its own rules against hazing under [UTDSP5003, Student Code of Conduct.](#)

The law defines hazing as **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 for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:**

- A. **any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of harmful substance on the body, or similar activity;**
- B. **involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the students to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;**
- C. **involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described in Paragraph (E), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of that student;**
- D. **is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or**
- E. **involves coercing, as defined by Section 1.07, Penal Code, the student to consume:**
 - (i) **A drug; or**
 - (ii) **An alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.**

The above includes hazing that is with or without the consent of participants. The University charges each student with notice and knowledge of full Texas State laws regarding hazing which can be found in Texas Statute Title 2, Subtitle G, Chapter 37, Subchapter F. Any person with knowledge that a specific hazing incident has occurred on or off campus must immediately report the incident to the Dean of Students.

Without the submission of the required paperwork, new member/intake process will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Office Fraternity & Sorority Life, and/or the chapter has not adhered to these written New Membership/Intake Guidelines, new membership/intake activities will cease immediately, and the office of Community Standards and Conduct will be notified immediately. All disciplinary reviews will be handled by the Office of Community Standards and

Conduct according to university policy.

Violation of General Rules and Regulations: Any student who engages in conduct that violates the Regents' Rules and Regulations, University rules and regulations, specific instructions issued by an administrative official of the institution or the UT System acting in the course of their authorized duties, or federal, State, or local laws is subject to discipline. A student is subject to discipline for prohibited conduct that occurs on or off campus, including but not limited to University or UT System sponsored off-campus activities such as field trips, internships, rotations, study abroad, or clinical assignments, regardless of whether civil or criminal penalties are also imposed for such conduct. [UTDSP5003, Student Code of Conduct](#)

