

All Greek Council

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**Membership Regulation for Barry University**

**Fraternities and Sororities Conducting Intake**

**Introduction**: The purpose of this document is to provide the fraternities and sororities of the Barry University Greek Community, their advisors, and prospective members, with a source of information regarding Membership intake. Chapter advisors and the Office of Student Activities (OSA) will work together to ensure a successful and positive experience for all involved. In order for OSA to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following requirements if they are to conduct intake at Barry University:

**Meetings and Documentation**

1. Prior to any intake activities, at least one chapter member (preferably the Chapter President or intake chair) must call to meet with their faculty/staff advisor, and CSI Greek Life professional staff designee. To schedule an appointment, contact the Center for Student Involvement at 305-899-3961. At this meeting the chapter must submit/provide:
	1. Any national or regional paper work that needs to be signed by the Center for Student Involvement.
	2. *Notice of Membership Intake* (attached). This form must contain an original signature of the Chapter President, and either the original or faxed signature of the faculty/staff advisor.
	3. *Fraternity and Sorority Hazing Compliance Form* (attached). This form must contain original signatures of the Chapter President and Intake Chair.
	4. A calendar of events that includes a timetable of any intake activities with dates and times. Activities must be approved one week before they commence. Activities to be included on the calendar (if applicable) are:
		1. Informational and interest meetings
		2. Selection date(s)
		3. Start date of the new member’s official process/education
		4. Initiation date
		5. Presentation of New Members
			* If the presentation of new members includes a “show,” bring a copy of the signed permit required to proceed with the activity to OSA at least 48 hours prior to the show.
			* If the presentation of new members does not include a “show,” the method used to present new members should be discussed and approved at this meeting.
	5. Any additional dates pertinent to a specific organization

Without the submission of this paperwork, intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the ~~council advisors and/or the chapter~~ faculty/staff advisor and/or the Center for Student Involvement has not adhered to these written intake guidelines, intake activities will cease immediately and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the ~~council advisor/s~~ faculty/staff advisor and CSI.

1. Verification of Aspirants:

All chapters conducting intake must submit a *Verification of Aspirants Form* (attached). The verification form must be submitted to OSA 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. This form is a list of the individuals approved by the chapter, and will be submitted to the regional or national representatives (by the chapter) as aspirants for membership. 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 the council advisor/s. The verification form contains the following information:

* 1. List of aspirants for membership that will include each student’s (1) name, (2) signature, (3)student ID number, (4) academic waiver, and (5) cumulative GPA (to be completed by OSA)
	2. Total Number of Aspirants
	3. Original signature of Chapter President
	4. Signature of Primary Chapter Advisor (chapter may bring in form with the original signature, or the Chapter Advisor may fax signature directly to the department at 899-3961)
	5. A separate line for verification of date received by the department
1. Chapter Membership Roster Update:

At the conclusion of the intake process (after initiation), an updated *Membership Roster Addition/Deletion Form* must be turned in to OSA to reflect any changes in membership since the *Verification of Aspirants Form* was submitted. This form may be downloaded from the department website at
<http://student.barry.edu/student-activities/forms/_Clubs%20Forms/Student%20Organization%20Roster%20form.doc>

All documents supplied to OSA are kept confidential from students or student leaders, including the council officers. They may be shared with university officials and the chapter’s organization officers or staff as needed. In the event that any dates and times need to be changed on the calendars of events, chapter members must notify the Director of Student Activities (by phone and in writing) at least 2 business days prior to the new event time.

**Regulation for the Presentation of New Members**

All organizations must adhere to the following requirements when presenting new members to the campus community:

1. Organizations who do not conclude intake with a formal presentation “show” must introduce their members using another method within the same timeline presented in the following requirements. This “method” can vary from chapter to chapter, and must be approved by the council advisor and OSA.
2. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization.
3. Requirements for those who present new members using a “show”:
	1. Presentation “shows” are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council. Please check with your council advisor for details.
	2. Prior approval from the council advisor must be obtained for any items that are to be used as “markers” during the show i.e., firelights, fire, ropes, canes, animals, chalk.
	3. Props to be used in the show must also be approved i.e., shields, staffs, masks, etc. In general, paddles, bricks, and other outright symbols of “pledging” are not allowed.
	4. Excessive vulgarity and profanity will not be tolerated.
	5. No explicit or revealing attire.
	6. No alcoholic beverages will be permitted.
	7. No physical abuse will be tolerated. 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 another individual.)
	8. In the event of a fight during the show, those fighting will be expelled immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See **Violations** section for further details) If a member of the presenting organization is not involved, campus security will determine if the presentation will continue. In the event the show is stopped and the presenting organization is not at fault, an alternate date and time will be permitted by the council advisors. The Dean of Students Office will determine any resulting sanctions for the fight.
	9. 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.
	10. The duration of the presentation show should be no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement) The presenting organization will be responsible ensuring the site used is left in its original state after use.

**Hazing**

FL statute #1006.63

"Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. 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.

It is not a defense to a charge of hazing that: The consent of the victim had been obtained; The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

In recent years, criminal courts, the majority of national organizations, and campuses, alike have utilized the risk management policies of FIPG as the “industry standard” for all fraternities and sororities. As such, chapters should be aware of how FIPG defines hazing activities, as they may be accountable to the defined parameters.

**APPENDIX 2 of the FIPG, INC. RISK MANAGEMENT POLICY (12/97)**

Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

**Violations**

Violations of the intake regulations may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Director of OSA.

Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake process or any other rules set forth by OSA, the chapter will be placed on suspension.

Suspension is noted by a period wherein all social and formal programming (including community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Director of Student Activities and will be a minimum of one semester. Any “suspended” group automatically loses recognition by OSA per the Department Recognition Regulation. Violations include:

1. Intentional submission of improper paperwork i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.
2. Holding membership intake without conforming to the Membership Regulations set by OSA.

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1. Hazing: Any violations of the Code of Student Conduct will be referred to OSA
2. Overt activity related to intake defined as any activity conducted in defiance of previous sanctions or warnings by council advisors
3. Failure to adhere to Presentation of New Member Regulations

Guidelines for Review of Chapter Status for Suspension:

Chapters that have been suspended by OSA must have a review of chapter status before the suspension is removed, even if the period defined has passed. Those present at the review must include:

1. Executive Board: Chapter President and/or one representative
2. The chapter advisor
3. Office of Student Activities

All questions and concerns must be expressed by the Chapter President to the Office of Student Activities. If any questions regarding the Regulations arise, they may be discussed between the members of the chapter and Director of Student Activities. Final jurisdiction and decision-making authority rests in the hands of the OSA.

Students found guilty of hazing will be subject to sanctions defined by the Code of Student Conduct, as well as any sanctions outlined by the national organization. OSA will work in partnership with both bodies to create a comprehensive plan that avoids duplication and that may be both educational and punitive.

**Intake: Things to Remember**

Each chapter must submit a calendar of events for intake activities, an *Intent Form*, and a *Fraternity and Sorority Hazing Compliance Form*, at the initial meeting with OSA. The calendar of events must be approved at least one week before any intake related activities commence.

The *Intent Form* (also known as the *Notice of Membership Intake*) must contain the original signature of the Chapter President and the primary Chapter Advisor.

The Greek Life *Fraternity and Sorority Hazing Compliance Form* must contain the original signature of the Chapter President.

Submit the date of the presentation of new members and bring a copy of the signed permit required to proceed with the “show” if applicable. If this cannot be submitted at the initial meeting with OSA, then notify one of the previously listed individuals at least 48 hours prior to the event. At this time, chapters must submit the signed permit required to proceed with the activity to OSA.

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