



## **Guidelines and Policies for Conducting Membership Intake**

### **Sorority and Fraternity Life The University of Texas at Austin**

The purpose of this document is to provide the sororities and fraternities at The University of Texas at Austin, their advisors, and prospective members with a source of information regarding membership intake. Chapter members, chapter advisors and Sorority and Fraternity Life staff will work together to ensure a successful and positive experience for all involved. In order for Sorority and Fraternity 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 intake at The University of Texas at Austin.

All submitted paperwork should be (1) filled out **electronically**, (2) **signed and (3) submitted to the Sorority & Fraternity Life office**; completing it in this manner will ensure that the information is legible and accurate. **Your completed documents with valid signatures (no copies or faxes of signatures will be accepted) will need to be turned in to your Sorority & Fraternity Life council advisor in the Student Services Building, 4.400 within 48 hours of the start of your new member education process.**

The membership intake packet is divided into three sections, the guidelines, and forms, which include:

Forms (to complete and turn in)

- Verification of eligibility (page 2-3)
- Release of information/talent and grade release (page 4)
- Organization compliance acknowledgement (page 4)
- Aspirant, new member and active member compliance (page 5-6)
- Presentation of new members policy (page 7)
- Statement of understanding (page 8)

Please return completed forms to:

Sorority and Fraternity Life

C/O [your council advisor]

Student Services Building 4<sup>th</sup> Floor, Suite 4.400

OR

Email a signed and scanned copy to your respective Council Advisor

Policies and Laws (to be read and kept by the chapter)

- Presentation of new members policy (page 8)
- Texas Hazing Memo (page 9)
- Texas Hazing Laws and Information (page 9-11)
- UT Austin's Institutional Rules on Student Services and Activities (page 11-15)



**VERIFICATION OF ELIGIBILITY**

We, \_\_\_\_\_ (organization and chapter) at The University of Texas at Austin, declare that the following individuals are aspirants for membership and will be duly initiated pending a decision to be made by stakeholders, including but not limited to chapter officers, regional officers, and national representatives.

The LIST OF ASPIRANTS attached is accurate and correct to the best of my knowledge.

Aspirants Under 18 Years of Age:

Total Number of Candidates/Inductees:

\_\_\_\_\_  
President's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
New Member Officer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chapter Advisor Name

\_\_\_\_\_  
Signature

Chapter Advisor Contact Information:

Name: \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email : \_\_\_\_\_



**VERIFICATION OF ELIGIBILITY (continued)**

List of Aspirants

EID	Printed Name	Year <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup>
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**RELEASE OF INFORMATION TALENT AND GRADE RELEASE**

ALL FORMS ARE SUBMITTED ONLINE

All Aspirants/ Potential New Members need to complete a Talent and Grade Release Form

LINK: <http://deanofstudents.utexas.edu/secure/sfl/gradereleaseform.php>

**ORGANIZATION COMPLIANCE ACKNOWLEDGEMENT**

As the President and New Member Officer, we certify that all activities sponsored or required by our national sorority/fraternity of members and aspirants comply with The University of Texas at Austin Institutional Rules and Texas Law.

We have informed all aspirants of The University of Texas at Austin Institutional Rules and Texas Law. Information will also be given to aspirants at the beginning of the new member process.

We understand no student should be demeaned or harmed for the purposes of being in a student organization, whether or not that student gives consent, and that any activity that humiliates, degrades or risks emotional and/or physical harm is hazing.

We understand that failure to uphold Institutional, State or as it applies to your national organization hazing policies will result in a referral to the Dean of Students for an organizational violation (i.e. the sorority/fraternity may face charges), and/or a referral to the Dean of Students for an individual violation (i.e. the individual or individuals within the sorority/fraternity may face sanctions).

We understand that participation in any hazing activity or knowledge of it and a failure to take action to stop the hazing is in effect a violation. We also understand our responsibility to not allow members of our organization, whether graduate 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 result in a personal referral to the Dean of Students.

Our signatures below certify that we have read, understand, and agree to abide by the rules and laws related to hazing as outlined in this packet.

\_\_\_\_\_  
President's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
New Member Officer's Name

\_\_\_\_\_  
Signature



**ASPIRANT, NEW MEMBER AND ACTIVE MEMBER COMPLIANCE**

All members of \_\_\_\_\_ (organization and chapter), including you, have been supplied with several documents, including The University of Texas at Austin [Hazing Memorandum](#) and Prohibition on Hazing policy, which explains the illegal nature of hazing.

I, the undersigned, understand that no student should be demeaned or harmed for the purposes of being in a student organization, whether or not that student gives consent, and that any activity that humiliates, degrades or risks emotional and/or physical harm is hazing.

Hazing can be associated with membership selection and initiation into an organization. It is possible for hazing to occur before, during and after membership selection and initiation. If you are unsure whether or not the activity you engage in is hazing, please read the Texas law and UT Austin institutional rules, and/or contact Student Conduct and Academic Integrity or Sorority and Fraternity Life located in the Office of the Dean of Students.

The University of Texas at Austin will investigate all hazing allegations. Individuals and organizations found in violation of the University Hazing Policy will be subject to disciplinary action. If you believe you or someone you know is/has been a victim of hazing, please contact Sorority & Fraternity Life at (512) 471-9700 (you can remain anonymous, if you choose).

By signing this statement, I agree that I have read and understand the University Hazing Policy. I also agree to comply with this policy, local and state laws, the policies of the organization as well as the governing council rules to which the organization is accountable.

**Please have both active members of the chapter, as well as aspirants read and sign.**

Name                      EID                      \_\_\_\_\_  
Signature

Name                      EID                      \_\_\_\_\_  
Signature

Name                      EID                      \_\_\_\_\_  
Signature

Name                      EID                      \_\_\_\_\_  
Signature



Name                      EID                      Signature

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Name                      EID                      Signature

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### PRESENTATION OF NEW MEMBERS POLICY

Any activity showcasing new members, often referred to as a “new member showcase,” “probate,” “presents,” or “coming out show,” must adhere to the following policy for the presentation of new members at The University of Texas at Austin. These guidelines have been developed so that new member presentations remain a positive aspect of the experience for chapters, new members and the campus community alike. It is expected that all guests will respect and abide by these guidelines and university policies.

- Presentation of new members must take place no more than 14 calendar days after the members have been initiated into the organization, or prior to the “Last Class Day,” whichever comes first.
- Presentation “Shows” are not to be scheduled on the same night/time of a previously planned event of another organization of the same council, unless agreed upon in consultation with a Sorority & Fraternity Life staff member.
- An outdoor (or indoor) reservation form must be obtained from Student Activities. A copy of the reservation confirmation notice must be submitted to your Sorority & Fraternity Life council advisor. If outdoors, a rain location must also be secured.
- Attire of the members being presented should be appropriate and respectful for the occasion.
- The presentation venue's capacity must be maintained at all times and not exceeded.
- No alcoholic beverages will be permitted.
- A consultation with Student Activities must be completed regarding details of your event.
- Defaming commentary and degrading language toward other organizations and/or individuals will not be tolerated.
- Music must be **radio-edited** versions.
- 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.

#### **Additional Safety Guidelines**

- No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc.
- Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual. If you will have any of these items, you must disclose this in the event consultation with Student Activities. Some buildings on campus require permission to have these items present.
- In the event of a fight during the presentation, those fighting will be removed immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. Fights will be referred to Student Conduct and Academic Integrity.
- 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. Disruptions will be referred to Office of the Dean of Students.
- No mention of or reference to hazing will be tolerated. This includes but is not limited to mentioning or making reference to: “skating,” “being paper,” “made,” etc.
- If non-UT Austin guests will be attending your event, the Sorority & Fraternity Life office will sponsor these activities as long as they follow these Presentation of New Members policies.

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President’s Signature

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New Member Officer Signature



**STATEMENT OF UNDERSTANDING**

Organization/Chapter: \_\_\_\_\_ Today's Date: \_\_\_\_\_

I, \_\_\_\_\_ (Chapter President) have received the information contained in the New Member Paperwork and reviewed all documents. I understand the implications for not adhering to stated policies.

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
New Member Educator

\_\_\_\_\_  
Sorority & Fraternity Life Council Advisor  
(acknowledgement of receipt of paperwork)





## HAZING MEMO

[http://deanofstudents.utexas.edu/doscentral/hazing\\_memorandum.php](http://deanofstudents.utexas.edu/doscentral/hazing_memorandum.php)

### TEXAS HAZING LAWS AND INFORMATION

<http://catalog.utexas.edu/general-information/appendices/appendix-c/prohibition-of-hazing/>

Hazing in state educational institutions is prohibited by both state law (Sections 51.936 & 37.151 et seq., Texas Education Code) and by the Regents' Rules and Regulations (Rule 50101). Individuals or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.

#### INDIVIDUALS

A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

#### ORGANIZATIONS

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

#### DEFINITION

The term “hazing” is broadly defined by statute to mean 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, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Hazing includes, but is not limited to:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, 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 subdivision; and any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

The University of Texas System Board of Regents' Rules and Regulations, Rule 50101, Sec. 2.8 provides that, "Any student who, acting singly or in concert with others, engages in hazing is subject to discipline. Hazing in State educational institutions is prohibited by State law (Texas Education Code, Section 51.936). Hazing with or without the consent of a student whether on or off campus is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities of organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline."

Hazing with or without the consent of a student is prohibited by the System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. Initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline. Activities which under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of Rules include but are not limited to: calisthenics, such as sit-ups, push-ups, or any other form of physical exercise; total or partial nudity at any time; the eating or ingestion of any unwanted substance; the wearing or carrying of any obscene or physically burdensome article; paddle swats, including the trading of swats; pushing, shoving, tackling, or any other physical contact; throwing oil, syrup, flour, or any harmful substance on a person; rat court, kangaroo court, or other individual interrogation; forced consumption of alcoholic beverages either by threats or peer pressure; lineups intended to demean or intimidate; transportation and abandonment (road trips, kidnaps, walks, rides, drops); confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small); any type of personal servitude that is demeaning or of personal benefit to the individual members; wearing of embarrassing or uncomfortable clothing; assigning pranks such as stealing; painting objects; harassing other organizations; intentionally messing up the house or room for clean up; demeaning names; yelling and screaming; and requiring boxing matches or fights for entertainment.

#### IMMUNITY

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the suspected hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to



report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years.

**UT AUSTIN'S INSTITUTIONAL RULES ON STUDENT SERVICES AND ACTIVITIES**

<http://deanofstudents.utexas.edu/sa/policiesinstrules.php>

**Subchapter 14–100. General Provisions**

**Sec. 14–101. Introduction**

- a. The University of Texas at Austin is committed to providing a safe educational environment for everyone and does not tolerate hazing by any group or individual affiliated with the University. The University expects that all students and organizations will observe and fully comply with state law, the Regents' *Rules*, University regulations, and administrative rules associated with the prohibition of hazing.
- b. Hazing is prohibited under state law. The University will initiate disciplinary action in response to hazing incidents that take place during official functions of the University or during functions sponsored by registered student organizations or sponsored student organizations; the University will also initiate disciplinary action in response to hazing incidents that have a substantial connection to the interests of the University regardless of the location in which they occur, on or off campus. See Texas Education Code, Section 37.156 and Section 51.936 for more information.

**Sec. 14–102. Application**

- a. This chapter applies to individual students and organizations and states the function of administrative staff members of the University in disciplinary proceedings.
- b. Individuals who are not currently enrolled at the University remain subject to the disciplinary process for conduct that occurred while they were students.
- c. Students and organizations are subject to discipline for prohibited conduct under this chapter while participating in off-campus activities, whether or not the activities are sponsored by the University.

**Sec. 14–103. Definitions**

In this chapter, unless the context requires a different meaning, the following definitions apply.

1. "Authorized representative" means a person designated to represent a registered student organization or a sponsored student organization as required in subsection 6–303(a) of the *Institutional Rules*.
2. "Dean of students" means the dean of students of the University of Texas at Austin or any delegate or representative of the dean of students.
3. "Hazing" or "hazing activity" means any intentional, knowing, or reckless act, occurring on or off of the campus of an educational institution, by one person alone or acting with others, directed against a person, that endangers the mental or physical health or safety of a person for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are primarily students at an educational institution. Hazing includes but is not limited to



- A. any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance in or on the body, or similar activity;
  - B. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the person to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person;
  - C. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the person to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the person;
  - D. any activity that intimidates or threatens the person with ostracism, that subjects the person to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the person or discourages the person from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a person to leave the organization or the institution rather than submit to acts described in this subsection;
  - E. any activity that intends to demean or embarrass a person, regardless of whether that person agrees or consents to the activity, including but not limited to skits or roasts at the expense of a person; wearing attire that is embarrassing and not a part of a uniform; requiring a person to act as a personal servant; forced recitation of facts, songs, or chants, or similar activity.
  - F. any activity that induces, causes, or requires the person to perform a duty or task that involves a violation of the Penal Code. See Texas Education Code, Section 37.151(6) for more information.
4. “Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, team, or service, social, or similar group whose members are primarily students, and includes but is not limited to groups with a valid registration under chapter 6 of the *Institutional Rules*. See Texas Education Code, Section 37.151(5) for more information.
  5. “Student” means a person who is currently enrolled at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus, or who engaged in prohibited conduct while he or she met the above criteria.
  6. “University” means the University of Texas at Austin.

## **Subchapter 14–200. Prohibited Conduct**

### **Sec. 14–201. Personal Hazing Offense**

A person commits the offense of hazing and is subject to discipline under this chapter if the person

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. recklessly permits hazing to occur; or



4. has firsthand knowledge of the planning of a specific hazing incident(s) involving a person in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution. See Texas Education Code, Section 37.152 for more information.

**Sec. 14–202. Organization Hazing Offense**

- a. An organization commits a hazing offense if the organization condones or encourages hazing or if an officer, authorized representative, or any combination of members, potential new members, or alumni of the organization commits or assists in the commission of hazing. See Texas Education Code, Section 37.153 for more information.
- b. No organizational activity, including but not limited to initiations or rituals, may include any feature that is dangerous, harmful, or degrading to a person. A violation of this prohibition renders both the organization and participating individuals subject to discipline.

**Sec. 14–203. Consent Not a Defense**

Hazing with or without the consent of a person is prohibited, whether on or off campus, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline. See Texas Education Code, Section 37.154 for more information.

**Subchapter 14–300. Reporting Hazing**

**Sec. 14–301. Obligation to Report**

- a. A person who believes that he or she has been subjected to hazing in violation of this chapter or a person who has knowledge of hazing activities should report the incident(s) in writing to the dean of students or another University official, administrator, or supervisor. A faculty member is not an “official, administrator, or supervisor” for this purpose unless that faculty member holds an administrative position.
- b. All supervisors, administrators, and University officials are responsible for promptly reporting incidents of hazing that come to their attention to the dean of students.
- c. No person is required to report hazing to the alleged offender.

**Sec. 14–302. Immunity from Institutional Discipline**

- a. In an effort to encourage reporting of hazing incidents, the dean of students through written agreement may grant immunity from discipline under subsection 14–401 to a person who voluntarily reports a specific hazing event under subsection 14–301 if the person
  1. reports the incident(s) before being contacted by the dean of students concerning the incident(s) or otherwise being included in the institution’s investigation of the incident(s); and
  2. cooperates in good faith by providing a complete and factual account of the incident(s) throughout the disciplinary process.
- b. A person will not be granted immunity under subsection 14–302(a) if the person
  1. reports the person’s own act of hazing;



2. reports an incident of hazing in bad faith or with malice as determined by the dean of students; or
  3. reports the incident after being contacted by the dean of students concerning the incident or otherwise being included in the institution's investigation of the incident.
- c. The dean of students may revoke the immunity granted under subsection 14–302(a) and initiate disciplinary proceedings under subsection 14–401 if the person
1. is found to have engaged in the hazing activity under investigation;
  2. fails to cooperate fully and in good faith, as determined by the dean of students, by providing a complete and factual account of the incident(s) throughout the disciplinary process regarding the incident(s); or
  3. otherwise acts in bad faith or with malice as determined by the dean of students.
- d. The dean of students will notify a person regarding a grant or revocation of immunity under this section by letter or by e-mail.

### **Sec. 14–303. Immunity from Criminal and Civil Liability**

- a. The law grants immunity from criminal or civil liability to any person who in good faith and without malice reports a specific hazing event to the dean of students or other appropriate official under section 14–301 and immunizes that person from participation in any judicial proceeding resulting from that report. See Texas Education Code, Section 37.155 for more information.
- b. A doctor or other medical practitioner who treats a person who may have been subjected to hazing may make a good faith report of the hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. See Texas Education Code, Section 37.157 for more information.

## **Subchapter 14–400. Administration of Discipline**

### **Sec. 14–401. Individual Discipline**

Notwithstanding any action taken on account of the violation by civil authorities or agencies charged with the enforcement of criminal or civil laws, the dean of students may initiate disciplinary proceedings under chapter 11 of the *Institutional Rules* against a student accused of violating chapter 14.

### **Sec. 14–402. Organizational Discipline**

Notwithstanding any action taken on account of the violation by civil authorities or agencies charged with the enforcement of criminal or civil laws, the dean of students may initiate disciplinary proceedings under chapter 6 of the *Institutional Rules* against an organization accused of violating chapter 14.

### **Sec. 14–403. Interim Disciplinary Action**

Pending a hearing or other disposition of the allegations, the dean of students or the president of the University may take such immediate interim disciplinary action against a student under Chapter 11 or an organization under chapter 6 of the *Institutional Rules* as is appropriate to the





circumstances. Failure to comply may result in additional disciplinary action under chapter 6 and/or chapter 11 of the *Institutional Rules*.

**Sec. 14–404. Potential Criminal Liability**

Under state law, individuals or organizations engaging in hazing may be subject to fines and charged with a criminal offense. See Texas Education Code, Section 51.936 and Section 37.151 et seq. for more information.