CAMPUS ENGAGEMENT & LEADERSHIP
DIVISION OF STUDENT AFFAIRS

CHAPTER GROWTH GUIDELINES

New member 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 (CEL) staff will work together to ensure a successful and positive experience for all involved. In order for the staff to assist chapters with the recruitment and new member education and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct new member education at UNC Pembroke (UNCP).

Eligibility for Membership
Any student seeking membership into a fraternity or sorority on campus must meet the following requirements:
1. Registered full-time student at the UNCP
2. At least a 2.5 cumulative grade point average *(not applicable to incoming students)*
3. Sign a Verification of Aspirants Form or register through ICS (when applicable) in order to verify requirements

Chapters interested in facilitating recruitment and new member education must be in good standing with UNCP, CEL, their governing council, and their inter/national organization.

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

Additionally, each chapter is responsible for providing their members with education and information about hazing and other risk management topics. The UNCP hazing policy and inter/national hazing policy must be reviewed at the beginning of each semester. ALL chapter members must complete the F/S Community Agreement each Fall semester by September 15.

Requisite Meeting
At the beginning of each semester, the chapter president, new member educator and risk manager will need to meet with the Assistant Director for Fraternities and Sororities for a one hour requisite meeting. The requisite meeting is to go over the chapter's overall semester plans and to create action

steps. Chapters can also invite their on-campus and/or chapter advisor to the requisite meeting but it is not required.

Chapters can only begin the membership intake process with an approved Chapter Growth Plan by Assistant Director for Fraternities and Sororities <u>AND</u> their sponsoring alumni/uae chapter, chapter advisor and/or regional or national officer. Plans will only be reviewed for approval after the requisite meeting is completed.

All requisite meetings are to be completed no later than September 30 in the fall semester and Feb 28 in the spring semester.

<u>New Member Education Guidelines</u>
1. All intake activities (informational meetings, education sessions, new member presentations, etc.) must be submitted via BraveConnect for approval. Education sessions and private meetings can be set as "Invited Users Only" so that the sessions will not show to the public on BraveConnect.
2. The membership activities must not interfere with academic endeavors or class schedules.
3. The selection of new members must be free of any form of mental, emotional, financial and/or physical abuse, bullying and hazing.
4. Members (alumni or current) must not engage in any pre or post hazing activities.
5. A chapter advisor must be present at all new member intake and education activities.
6. Chapters must complete all required paperwork in a timely fashion and prior to the start of any new member education events.
7. All recruitment, new member education, and/or membership activities must exclude the presence and/or consumption of alcohol.
8. Prospective members must be educated on and receive a copy of the [UNCP Hazing Policy](#) and [North Carolina Hazing law](#).
9. Chapter new member educator and new member education committee must be in good standing with the inter/national organization, fraternity/sorority, and UNCP.
10. Chapter new member educator and new member education committee must be on the chapter's roster with the intern(national) organization and CEL.
11. The new member education process may not last longer <u>than 6 weeks</u> or whatever the national new member timeline states; whichever is shorter.
12. 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 by the Assistant Director for Fraternities and Sororities. Any potential/new member education and activities approved to be off-campus must have an advisor or inter/national HQ staff member present.
13. Chapter must review the inter/national policies, new member education calendar, and UNCP's [Anti-Hazing Policy](#) during a new member education session.

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 CEL.

New Initiates
New members who have successfully completed new member education must be added to the organization's roster via BraveConnect no later than one (1) week after initiation.

Chapter leadership is responsible for updating the roster via BraveConnect, and new initiates are responsible for individually submitting their own [New Member Agreement](#) form.

Showcase of New Members
All fraternities and sororities must showcase their new members. Chapters must showcase their new members before the close of the intake window but no more than two weeks (14 calendar days) after the newest members have been initiated into the organization. University holiday breaks will not be included in the two week timeline.

Guidelines for New Member Presentation Shows
All fraternities and sororities must adhere to the following requirements when presenting new members (hereafter "presentation(s)") to the UNCP campus community. CEL recognizes the cultural traditions of such presentations, and supports their adherence to university policy in ways that are educational, safe, and respectful. The university also recognizes national organizations' policies and guidelines and expects all chapters to be in accordance with their national new member presentation policy.

However, presentations are a privilege not a right and therefore, CEL will revoke this privilege, if necessary. Additionally, CEL realizes that a great amount of time is needed to prepare for a presentation and that this level of involvement can negatively impact scholarship. NOTE: *Only groups whose most recent new member GPA was 2.5 or above in the previous semester will be eligible to host a presentation of new members.*

Organizations hosting an new member presentation show 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 the intake window.

2. No explicit or revealing attire is to be worn by the new members or other "show" participants.

3. Because of its public nature, all presentations should be considered family shows and should be done tastefully. Therefore, "dissing" of other organizations, sexually explicit content, excessive vulgarity and profanity will not be tolerated.

4. No alcoholic beverages will be permitted. This includes guests, 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, and sticks, 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 and will not resume.

7. No references to hazing and/or other illegal activities will be allowed.

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 must be submitted via email by the new member to Assistant Director for Fraternities and Sororities at least three (3) business days before the show. The letter must contain an explanation as to why they cannot or will not participate.

10. A CEL staff member or an approved designee via CEL (a UNCP full-time employee) <u>MUST</u> be in attendance at all new member presentations.

11. It is the chapter's responsibility to notify visiting and alumni members and any other guest of all UNCP new member presentation regulations.

12. New member presentations must be scheduled to begin *before* 7:30 p.m. and must start within 15 minutes of the advertised start time. The duration of the presentation must not be longer than 90 minutes and must end before 9:30 p.m. The clock starts at the advertised time of the event. If the organization starts late, they must still end on time. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

13. Organizations planning to host their presentations outdoors must have an inclement weather plan. Inclement weather for the purpose of this document is rain, snow or a weather forecast showing a low of less than 40 degrees Fahrenheit <u>OR</u> more than 90 degrees Fahrenheit, three (3) days prior to the presentation. In the case of inclement weather, organizations must move the event into an indoor space on campus.

14. Presentations must take place no more than two weeks (14 calendar days) after the newest members have been initiated into the organization. Holiday breaks will not be included in the two week timeline. Presentations cannot be scheduled for the last week of classes or during Finals Week. Please check the fraternity and sorority community calendar for the deadline for new member presentations.

15. The organization's graduate or alumni/ae advisor must confirm the chapter's ability to host the new member presentation on the proposed date. This approval should be in the form of an email to the Assistant Director one week prior to the event.

Failure to comply with the stated guidelines may result in the loss of future presentation and university privileges, disciplinary review from the respective governing council, CEL, and/or possible referral to the Office of Student Conduct. This document shall be reviewed and revised as necessary by CEL to remain current with new standards of practice as recommended by the University, inter/national

organizations, and higher education best practices. Questions related to this policy should be directed to the Assistant Director for Fraternities and Sororities or to cel@uncp.edu

APPENDIX A

This checklist should help guide your chapter in general planning for the semester and planning intake/new member education activities for chapter growth. If your chapter is not participating in Chapter Growth, the chapter is still required to complete 1 -5 when applicable.

1. Accurate Roster Update *(each semester)*
   - ☐ Update roster on BraveConnect, including a current list of chapter members, officers, and on-campus advisor(s) with current and accurate information.

2. Schedule Requisite Meeting *(each semester)*
   - ☐ Using the Calendly, schedule the chapter requisite meeting. Ensure that the chapter president, new member educator and risk manager can all attend the meeting when scheduling. *If the new member educator or risk manager cannot attend, the president should be well versed in details for Chapter Growth.*

3. Organization Re-Registration *(annually when prompted)*
   - ☐ Chapters will complete their re-registration on BraveConnect to ensure that CEL has the most current information.

4. Chapter Advisor Update *(annually or when there's a change)*
   - ☐ Using the Off-Campus Advisor form, off-campus chapter advisors must update their contact information. If there are additional alumni, specifically any assigned to work with the intake, recruitment, and/or new member education process, they will need to complete that form as well.

5. Annual F/S Community Agreement (annually; *only in fall semester*)
   - ☐ Ensure that **ALL** chapter members have completed the F/S Community Agreement via BraveConnect each fall semester by September 15.

Chapter Growth Checklist
6. A completed and submitted Chapter Growth Form *(if applicable)*
   a. Calendar of all intake and new member activities.
      - ☐ A timeline of all intake and new member education activities. *(See Appendix B for what is required)*
      - ☐ 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 national risk management policy
      - ☐ A copy of the national new member education guidelines

    c. Chapter Insurance
- ☐ A copy of the Certificate of insurance. *(Chapters should be able to retrieve a copy via their HQ or a member portal in some cases.)*

    d. Any national/regional paperwork that requires a signature from Campus Engagement and Leadership staff *(if applicable)*

7. Verification of Aspirants
   - ☐ Ensure that each aspirant (potential new member) completes the [Verification of Aspirants](#) form at least three (3) days prior to the the beginning of new member education sessions. Each chapter will have access to a google sheet with eligible aspirants.

8. Selected Candidates
   - ☐ Complete the [Selected Candidates for Membership](#) form on BraveConnect. This form should list students who have been selected to go through New Member education for your chapter. The list must include full name, Banner ID, Bravemail and classification.

9. Upload chapter events and activities to BraveConnect
   - ☐ After the intake calendar has been approved, submit all activities to BraveConnect. For private education sessions and meetings, chapters can select "Hidden from Non-Members" at the bottom of the event registration form on BraveConnect.

10. Update roster with New Members
    - ☐ Update roster on BraveConnect to include all newly initiated members no later than one (1) week after initiation.

11. New Initiates' Responsibility
    - ☐ Each new initiated member must complete a [New Member Agreement](#) form no later than one (1) week after initiation. Chapters are responsible for ensuring that their new members have completed the form.

12. Complete the New Member Presentation Request *(if applicable)*
    - ☐ Chapters wanting to have a New Member Presentation must submit a New Presentation Request form on BraveConnect at least <u>14 business days prior to the desired show date</u>. (*NOTE: All presentations must be completed before the Chapter Growth Window closes.*)
    - ☐ Communicate with alumni and other invited guests the new member presentation guidelines

Communicate any changes or updates to the [Assistant Director for Fraternities and Sororities](#) in a timely manner via email and by updating BraveConnect events.

APPENDIX B

Sample New Member Education Calendar

This document was created to serve as a sample intake/new member education calendar. Organizations have the autonomy to create something that works best for and follows their inter/national new member education plan. However, all required information must be included in the calendar if the group wishes to gain approval to move forward with intake/new member education activities each semester. The following details are required:

A. Name of Activity
B. Date
C. Event Start Time
D. Event End Time
E. Location*
F. Event Purpose/Goals Description
G. Attendance Requirement – *It will be assumed that all events are optional for new members unless specified*

* All new member events must be on-campus and/or virtual. A confirmation of on-campus reservations, must accompany the Chapter Growth calendar submission. If a group wishes to conduct an activity off-campus with new members, the group must request to do so. This includes, but is not limited to, community service, bonding retreats, travel to organizational educational events, etc. The request must be authorized by an advisor and must be accompanied with the calendar. The chapter will be notified if the request has been granted. However, the number of approved off-campus activities is limited and therefore, organizations should plan wisely.

Week 1			
Date	Activity	Location	Time
Monday, mm/dd/yyyy	New Member Ceremony	UC 231	7:00-9:00pm
Event Purpose/Goal	Following recruitment, prospective new members will be invited to participate in a special ritual signifying their acceptance of their invitation to membership and the start of their journey with the organization. Following the ceremony, we will hold a brief meeting to discuss expectations and goals. Attendance is required		
Thursday, mm/dd/yyyy	New Member Meeting	Jones Center	7:00pm-9:00pm

Event Purpose/Goal	During this meeting we will complete any national and university housekeeping items that are necessary. New Members will receive access to the online membership portal provided by the national organization so that they can begin to complete their online learning modules. Attendance is required.

Tuesday - Sunday	Chat and Chew	Various locations	5:00pm-7:00pm
Event Purpose/Goal	New members will have meet ups, at least 30 minutes, with the members in the chapters. This can be anything from the potential big treating the new member to coffee at Starbucks to attending a PAC event together or going to a sporting event together on campus. Attendance is optional.		

Week 2			
Date	**Activity**	**Location**	**Time**
Tuesday, mm/dd/yyyy	Flag Football	Lumbee Field	3:00pm-6:00pm
Event Purpose/Goal	New member candidates will join current members on mix teams for a friendly game of flag football. Playing is optional. New members will get work on a team and meet other members in the chapter. Attendance is optional.		
Thursday, mm/dd/yyyy	New Member Meeting	Jones Center	7:00pm-9:00pm
Event Purpose/Goal	New members will learn about the value of fellowship within our organization and what it means to dedicate yourself to others for a lifetime. Attendance is required.		
Friday, mm/dd/yyyy	Philanthropy Event	UC Lawn	2:00pm-3:30pm
Event Purpose/Goal	We will be selling stickers to raise awareness about food insecurity and to collect donations towards our Hunger philanthropy. The proceeds will be donated towards the local food shelter. New members will get to sign-up for shifts at the table daily. Attendance is required.		

Week 3			
Date	**Activity**	**Location**	**Time**

Monday, mm/dd/yyyy	Executive Board Meeting	UC 225	6:00pm-7:30pm
Event Purpose/Goal	New members will get to observe an executive board meeting and get to learn about how the organization leadership conducts business. New members will also get to shadow a specific officer, based on identified interests for the remainder of semester. Attendance is required.		
Thursday, mm/dd/yyyy	New Member Meeting	UC 225	7:00pm-8:30pm
Event Purpose/Goal	New members will learn about leadership characteristics and the leadership opportunities available through the organization. Chapter officers will be invited to share information about their specific role and how it contributes to the mission of the organization. New members will then be invited to identify up to three-chapter committees and/or officer roles that they would be most interested in pursuing after initiation. Attendance is required.		

Week 4			
Date	Activity	Location	Time
Tuesday, mm/dd/yyyy	New Member Meeting	UC 231	6:00pm-8:00pm
Event Purpose/Goal	New members will learn about the importance of social responsibility and how to be engaged citizens. We will also talk about how the organization fits into the greater fraternity and sorority community. New members will learn more about the councils we have on campus and community overall. Attendance is required.		
Saturday, mm/dd/yyyy	Community Service Event	Pembroke	12:00pm-3:00pm
Event Purpose/Goal	New members will be invited to participate in a day of service at the chapter's adopted highway street. We will help to clean up the area and then we will have a meal together and fellowship. Attendance is required.		

Week 5			
Date	Activity/Event	Location	Time
Monday, mm/dd/yyyy	Distinguished Speaker Series	Thomas Hall	7:00pm-8:00pm

Event Purpose/Goal	New member candidates and current members will attend the Distinguished Speaker Series to learn more about the topic and take advantage of all opportunities to learn something new outside the classroom New member candidates are highly encouraged to attend.		
Wednesday, mm/dd/yyyy	New Member Meeting	UC 231	8:00pm-9:30pm
Event Purpose/Goal	New members will learn about the importance of scholarship and lifelong learning. New members will get to create a personal schedule to learn how to manage their time effectively and become familiar with the resources and support available to them through the organization.		
Thursday, mm/dd/yyyy	Time Management Workshop	UC Annex	5:30pm-6:30pm
Event Purpose/Goal	We will co-sponsor a time management workshop with the Center for Student Success in an effort to create a personal schedule to learn how to manage time effectively as members of the organization. We will co-present with CSS staff. This event will be open to the public and new members are highly encouraged to attend.		

Week 6			
Date	Activity/Event	Location	Time
Sunday, mm/dd/yyyy	Initiation	Old Main 221	10:00am-1:00pm
Event Purpose/Goal	New Members will participate in a ceremony, learn the deeper meaning of our symbols and values, and accept lifelong membership in the organization. Attendance is required.		

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