

## **Guidelines for Conducting Membership Intake**

### **University of Alabama at Birmingham Fraternity and Sorority Life**

The purpose of this document is to provide the University of Alabama at Birmingham MGC, their advisors, and prospective members with information regarding the membership intake process. Chapter members, chapter advisors and Fraternity and Sorority Life will work together to ensure a successful and positive experience for all involved.

In order to ensure a successful intake process for each organization, UAB Fraternity and Sorority Life requires that each chapter adheres to the following guidelines.

#### **Meetings and Documentation:**

- I. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake director must meet with the Assistant Director of Fraternity and Sorority Life. To schedule an appointment, call the Assistant Director at (205)934-4818. At this meeting the chapter must submit:
  - a. Any inter/national or regional paperwork that needs to be signed by the Assistant Director of Fraternity and Sorority Life.
  - b. Notice of Intention to Conduct Membership Intake Form (attached)
  - c. Fraternity and Sorority Life Hazing Compliance Form (attached)
- II. Verification of Potential New Members
  - a. All chapters conducting a new membership intake process must submit a Verification of Potential New Members Form (attached). Chapters must include the name of ALL potential new members approved by your chapter to participate in Membership Intake.
    - i. The form must be submitted within five business days of the start of your new member process.
  - b. In cases where an inter/national intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Assistant Director of Fraternity and Sorority Life.
- III. Anti-Hazing Agreement and Grade Release Cards
  - a. All chapters conducting a membership intake process must submit an Anti-Hazing agreement and Grade Release Card for each selected candidate. (Forms available in Student Involvement and Leadership office, Room 230-E).
    - i. These signed cards must be submitted within 5 business days after the selection date listed on the chapter's intake calendar.
- IV. All forms submitted must contain original signatures (no faxes or pdfs accepted).
- V. Privacy Statement
  - a. To protect the interests, traditions, and privacy of our fraternities and sororities, all documents supplied to Fraternity and Sorority Life are kept confidential from students, student employees, or student leaders, including council officers. They may be shared with university officials and inter/national organizations staff on an as needed basis.
  - b. In the event that any dates and times need to be changed on the intake calendar of events, the chapter president or chapter member responsible for intake must notify the Assistant Director of Fraternity and Sorority Life (via e-mail) no less than 2 business days prior to the new event time.

## Presentation of New Members (if applicable)

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

- I. Presentation of new members must take place prior to the last day of classes in the semester of initiation.
- II. Guidelines for those who present new members using a “show” include:
  - a. Presentation shows are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
  - b. No explicit attire is to be worn by the new members or other “show” participants.
  - c. There shall be no disparaging or disrespectful comments about other organizations or foul language used in the “show”.
  - d. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, poking, caning, etc.
    - i. Canes, staffs, sticks, etc. may be used as part of the presentation but may not be used as a weapon to harm another individual
  - e. In the event of a fight during the presentation, participants in the fight will be referred for disciplinary measures.
    - i. If a member of the presenting organization is involved in a fight, the presentation show will be stopped immediately
  - f. 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 org., etc.
  - g. The duration of the presentation should be no longer than 2 hours.
    - i. Following the show, members of the presenting organization must vacate the area within 30 minutes
    - ii. The presenting organization assumes all responsibility for ensuring the site is left in its original state after use
  - h. A graduate/alumni or faculty/staff advisor for the organization must be present for the duration of the show
  - i. An Office of Student Involvement staff member must be present at the show. The presenting organization must coordinate the schedule with the staff member who will be present.
  - j. Responsibility for all guests and spectators will be assumed by the presenting chapter.

## University of Alabama at Birmingham Hazing Policy for Student Organizations

- I. Purpose
  - a. It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life, either on, or off, campus.
  - b. The purpose of this policy is to define hazing and to provide guidelines with regard to hazing that student organizations and their members must follow.
- II. Prohibition and Sanctions
  - a. Hazing, as defined in this policy, is prohibited, and
  - b. Organizations that are found to be in violation of this policy may lose status as recognized UAB student organizations, and

- c. Individual members who are found to be in violation of this policy are in violation of the Non-Academic Conduct Policy and may be disciplined in accordance with UAB's disciplinary procedures.
- III. Definition
- a. Hazing is a willful action taken toward any student, or group of students, on, or off, campus by a student organization or any of its members to produce public humiliation, physical discomfort, bodily injury, or public ridicule or to create a situation where public humiliation, physical discomfort, bodily injury, or public ridicule occurs.
  - b. Such activities include, but are not limited to:
    - i. Paddling
    - ii. Requiring or compelling exercise and calisthenics
    - iii. Road trips (involuntary excursions)
    - iv. Requiring or compelling exposure to uncomfortable elements
    - v. Requiring or compelling activities creating unnecessary work, detention, or any duties that impair academic efforts
    - vi. Verbal harassment
    - vii. Requiring or compelling the wearing in public of apparel which is conspicuous and not in good taste
    - viii. Requiring or compelling the forced consumption of any liquid or solid, or gaseous substance
- IV. Responsibility
- a. The Vice President of Student Affairs or a designated representative is the UAB official who has primary responsibility for administering this policy.
- V. Relationship of this policy to the State of Alabama's law:
- a. Alabama Law H.387 declares hazing illegal and establishes conditions for civil and criminal liability. Alabama Law H.387 and subsequent related amendments will serve as a guide for action by UAB should a hazing incident occur.

#### Violations of Membership Intake Policies

- I. Violations of the membership intake process may result in referral to the Office of Student Advocacy, Rights, and Conduct.
- II. Violations include, but are not limited to:
  - a. Intentional submission of improper paperwork (i.e., changing of dates on form, falsifying original signatures, incomplete paperwork, etc.)
  - b. Holding membership intake without adhering to the guidelines for conducting membership intake set by the University or the inter/national organization.
  - c. Hazing
    - i. Any violation of the Alabama Statute and or University of Alabama at Birmingham Code of Student Conduct related to hazing will result in a referral to the Office of Student Engagement.
  - d. Overt activity defined as any activity related to membership intake conducted in defiance of established guidelines or warnings by the Assistant Director of Fraternity and Sorority Life or chapter advisors.
  - e. Failure to adhere to the Presentation of New Member Guidelines (as listed in this packet).

All questions regarding the Guidelines for Conducting Membership Intake should be posed by the chapter president or membership intake director to the Assistant Director of Fraternity and Sorority Life.

## **Fraternity and Sorority Hazing Compliance Form**

### **University of Alabama at Birmingham Fraternity and Sorority Life**

We certify that all activities sponsored or required by our national fraternity/sorority of members or aspiring members comply with the University of Alabama at Birmingham Hazing Policy, and with Alabama state law.

We have informed all chapter member(s) of our fraternity/sorority of the contents of the UAB Hazing Policy. This policy will be read to and discussed with all aspirants at the interest meeting as well as the first fraternity/sorority educational meeting.

We understand that failure to comply with the UAB Hazing Policy could result in referral to the Office of University Compliance for disciplinary action both individually and as an organization.

We understand that participation in any hazing activities or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to ensure the safety of our aspiring members and to not allow members of our organization, whether undergraduate, graduate, or affiliated with another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause individual referral to the Office of University Compliance for disciplinary action.

Our signatures below certify that we have read, understand, and agree to abide by the University of Alabama at Birmingham Hazing Policy.

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Fraternity/Sorority Name

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Chapter Name

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Printed Name of Chapter President

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Printed Name of Intake Coordinator

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Signature of Chapter President

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Signature of Intake Coordinator

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Date

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Date

**Notice of Intention to Conduct Membership Intake**  
**University of Alabama at Birmingham Fraternity and Sorority Life**

The officers and members of \_\_\_\_\_ are proud to announce the intent to take in new members for the Fall/Spring (circle one) semester of 20\_\_\_\_\_.

Informational Meeting(s) will be held on \_\_\_\_\_

Issuing of bids will conclude on \_\_\_\_\_

New member process begins on \_\_\_\_\_

And ends on \_\_\_\_\_

New Members will be presented on \_\_\_\_\_

The person of contact responsible for intake for the chapter will be:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title in the Chapter

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

\_\_\_\_\_  
E-mail address

The advisor supervising intake for the chapter will be:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title in the Organization

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

\_\_\_\_\_  
E-mail address

**The above information is accurate and complete to the best of my knowledge. I further understand that it is my responsibility to inform the Fraternity and Sorority Life staff of any changes to the above information immediately, if any changes are made.**

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

\_\_\_\_\_  
Advisor's Printed Name

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
President's Phone Number

\_\_\_\_\_  
Advisor's Phone Number

**Verification of Potential New Member Form**  
University of Alabama at Birmingham Fraternity and Sorority Life

Organization and Chapter Name: \_\_\_\_\_

Students who wish to participate in membership intake for Multicultural Greek Council must meet the minimum academic qualifications of the chapter and national organization for which they are seeking membership.

\_\_\_\_\_ (chapter) requires a minimum grade point average of \_\_\_\_\_ on a 4.0 scale. **Please note that students who do meet the minimum qualifications are not guaranteed membership in the organization.**

By completing and signing this form, you, the student interested in membership in an MGC organization, consent to have the Assistant Director of Fraternity and Sorority Life check your hours completed and grade point average to verify your eligibility and share this information with the chapter in which you are seeking membership.

**To be completed by potential new members.**

Potential New Member Name	Signature	Blazer ID	Phone Number	Cum. GPA (for office use only- do not fill out)
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We hereby declare that on \_\_\_\_\_, the above individuals are potential new members for membership into our organization and will be considered for membership pending verification of eligibility and the decision of our regional/national representative(s).

I confirm that this interest meeting was held in compliance with our national organization's procedures and guidelines.

\_\_\_\_\_  
Signature of Chapter President

\_\_\_\_\_  
Signature of Chapter Advisor

**For Office Use Only:**

Received on: \_\_\_\_\_ By: \_\_\_\_\_

Completed Properly: Yes: \_\_\_\_\_ No, return to chapter: \_\_\_\_\_