



**CENTER FOR
FRATERNITY AND SORORITY
DEVELOPMENT**

New Member Intake and Education Guidelines

New Member Education and Intake programs should prepare new/associate members for membership in the organization and the greater fraternity and sorority community.

- Organizational Expectations and Policies
- History
- Culture, Values, & Ritual
- Traditions
- Leadership Development
- Promote Scholastic Success

New Member Educator Workshop

Typically, New Member Education and Intake programs are facilitated by undergraduate members of a fraternity or sorority. CFSD offers a New Member Educators Workshop each semester to help inform students about these university guidelines. Per the [Expectations of Excellence](#), every fraternity and sorority is expected to send chapter president, vice president, and new member educator/intake officer to the New Member Educators Workshop each semester. The dates will be determined and published on the CFSD Calendar.

Duration of Program

New Member Education programs should not exceed a maximum of six (6) weeks (from the first ritual/ceremony/meeting through initiation) and should be completed at least ten (10) class days prior to the last day of classes. A deadline for program completion will be set by the university each semester, typically two Sundays before the last day of classes, and posted on the CFSD calendar. If for some reason, an organization cannot complete the new member program, including initiation, within the timeframe established by the university, the organization should request special consideration at least two weeks prior to the deadline. Requests can be submitted to and approved by the Director of Fraternity and Sorority Development.

All organizations are required to submit a calendar outlining their new member program when submitting a [request to conduct Intake & New Member Education](#). Organizations must receive approval from their chapter coach for any changes/revisions to their program schedule.

Location of Activities

All intake and new member education activities are to take place on the UConn campus. When requesting permission to move forward with intake/new member education activities, the

organization should also submit evidence of space reservations. Organizations can also choose to host activities virtually. In recognition that some organizations have activities and rituals that require being off-campus, an organization can request permission from their CFSD Chapter Coach for off-campus activities.

UConn Anti-Hazing Policy

Hazing, defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person's willingness to participate.

In cases of individual violators, appropriate disciplinary action may be imposed as outlined in the [Responsibilities of Community Life: The Student Code](#). In cases where organizations have authorized such conduct, loss of privileges, temporary suspension of registration, or rescission or termination of registration may be imposed. Such penalties shall be in addition to any penalties pursuant to the penal law (Public Act Number 88-328) which violator or organization may be subject.

There are many ways to report hazing and other dangerous activities. To report hazing directly to the Office of Community Standards, please visit:

https://cm.maxient.com/reportingform.php?UnivofConnecticut&layout_id=1

New Member Program Development

Some organizations provide flexibility to chapters to develop and/or modify the new member education program. Our team is available to coach chapter leaders in developing safe, sustainable, and effective new member educational experiences. Additionally, CFSD staff may be available to facilitate and lead educational experiences for new members upon request.

New Member Eligibility

Per the *Fraternity and Sorority Recognition Policy*, membership in fraternities and sororities is limited to UConn students. The recruitment and inclusion of non-UConn students is strictly prohibited and can jeopardize the organization's university recognition. The CFSD expects that chapters will establish chapter expectations and maintain inter/national requirements when selecting new members.

Per Title VI of the Civil Rights Act of 1964, fraternities and sororities shall not discriminate on the basis of race, color, national origin, religion, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Further, social fraternities and sororities are exempt from the Title IX of the Education Amendments of 1972 and may limit membership based on sex and gender.

University Requirements & Reporting

Prior to conducting any new member intake and education activities, an organization must be in good standing per the *Expectations of Excellence*. Each organization, in good standing, must submit a [request to conduct Intake & New Member Education](#) activities. A complete request will include:

- National New Member Education Program (Official Process)
- Chapter New Member Education Calendar, which must include content on:
 - Risk Management
 - Hazing Prevention
 - Membership Expectations and Accountability
 - CFSD and Council Policies and Expectations
 - Campus Resources
- Contact Information for New Member Educator(s) & Chapter Advisor
- Confirmation of Reservations for all activity spaces

Within the first 10 days of the start of the New Member Education program, each organization must:

- *Complete a New Member Report:* <https://greeklife.uconn.edu/new-member-report/> (roster of all new/associate members)
- Have all new/associate members join organization on UConn and be added to the roster as "Associate Member". See: *Roster Maintenance Guidelines:* <https://greeklife.uconn.edu/rosters/> (note: NPHC and IGC organizations are permitted to add new/associate members to UConn after the new member presentation; however, it must be completed within 5 days of the presentation).
- Have all new/associate members complete all FOUR new member education modules in CFSD's HuskyCT Course

Additionally, new members are expected to attend the new member social the semester they joined. The attendance of new members at this event is a requirement of the Expectations of Excellence Program.

Bid Day/New Member Presentations

All organizations recognized through the CFSD must adhere to the following requirements when presenting new members (hereafter "presentation(s)") to the Storrs campus community or hosting Bid Day activities. The university recognizes national organizations' policies and guidelines and expect all chapters to be in accordance with their national policies. Each organization must submit a Bid Day/New Member Presentation Agreement form. A complete form will include:

- Contact Information for Event Coordinator
- Event Information (location, time, etc.)
- Inclement Weather Plan for all outdoor events
- Event Outline

General Guidelines

1. Presentations/Bid Day activities cannot be scheduled for the last week of classes or during Finals Week.
2. CFSD will establish a deadline for bid day activities/new member presentations and publish this date on the CFSD calendar.
3. No alcoholic beverages will be permitted by any person in attendance.
4. In the event of a fight or other altercation during the event, those fighting will be removed from the event immediately and the event will be stopped.
5. Organizations planning to host their event outdoors must have an inclement weather plan. Inclement weather plans must be submitted in the Bid Day/New Member Presentation Agreement Form. In the case of inclement weather, organizations must move the event into an indoor space on campus or hold their event at another time on the same day. Inclement weather for the purpose of this document is rain, snow, or a weather forecast showing an actual temperature equal to or less than 50 degrees Fahrenheit at the start of the presentation time.
 1. At least 3 days prior to the presentation, the council advisor, will reach out to the organization and inform the organization if their inclement weather plan must be implemented. If the organization is required to implement their inclement weather plan, the organization will not be permitted to change back to the original plan after the decision is made.

Bid Day Guidelines

1. Bid Day activities must take place no more than one week (7 calendar days) after member selection has concluded.
2. Only members and new members from the organization may attend the bid day event.

New Member Presentation Guidelines

1. New Member 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 timeline.
2. New Member Presentations must begin with 15 minutes of the approved and advertised start time. Organizations that start more than 15 minutes late, will be fined \$25 for every 15-minutes after the approved and advertised start time, until the actual start time.
3. New Member Presentations are not to be scheduled to take place on the same date as a previously planned presentation of another chapter within the same council. Please check with your council advisor for details. If two organizations in the same council would like to

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work together to host their presentations on the same day, they both must indicate this in writing to their council advisor.

4. Because of its public nature, all presentations should be considered family shows and should be done tastefully. Therefore, inappropriate attire, excessive vulgarity, profanity, and “dissing” of other organizations will not be tolerated.
5. Physical or suggestive abuse is prohibited. 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 or suggest harm to an individual.)

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, CFSD, and possible referral to the Office of Community Standards. This Policy shall be reviewed and revised as necessary by CFSD to remain current with new standards of practice as recommended by the University, inter/national organization, and higher education best practices. Questions related to this policy should be directed to the Center for Fraternity and Sorority Development, greeklife@uconn.edu.