The purpose of this document is to provide the Panhellenic sororities of the Duke University Greek community, their advisors, and prospective members with a source of information regarding New Member Education. Chapters and Fraternity & Sorority Life staff will work together to ensure a successful and positive experience for all involved.

In order for Fraternity & Sorority Life to assist chapters with the New Member Education process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct New Member Education at Duke University:

**MEETINGS AND DOCUMENTATION:**

1. Panhellenic’s Formal Recruitment takes place during the Spring semester. Chapters may conduct Informal Recruitment or Continuous Open Bidding (COB) during the Spring and/or Fall semesters, if eligible. Regardless of Recruitment type and semester, chapters are expected to follow and adhere to Appendix B of the Bylaws of the Duke Panhellenic Association: Membership Recruitment Rules.

2. At least one chapter member, preferably the New Member Educator (NME) or the member in charge of New Member Education for your chapter, MUST meet with the FSL Student Development Coordinator/Panhellenic Advisor prior to their chapter’s new member education process. For Formal Recruitment, this meeting will take place each January. For Informal Recruitment, chapters MUST schedule a one-on-one meeting with the FSL Student Development Coordinator/Panhellenic Advisor. At the meeting, the chapter must submit the following:
   a. Any inter/national or regional paperwork that needs to be signed by Fraternity & Sorority Life staff
   b. New Member Education Form (attached)
   c. Anti-Hazing Compliance Form (2 components, attached)
      i. Anti-Hazing Agreement for Chapter Officers
      ii. Anti-Hazing Agreement for New Members

   1. This document must be signed by all of the chapter’s new members and submitted to the FSL Student Development Coordinator/Panhellenic Advisor, by the following deadlines:
      a. For Informal Recruitment/Continuous Open Bidding (COB), new members should sign the form when they sign their Continuous Open Bidding Acceptance Binding Agreement (COBABA).
      b. For Formal Recruitment in the Spring Semester, the chapter should have all new members sign the form immediately upon joining the organization. Chapters should submit the form by Monday, January 29 (following Formal Recruitment).

3. Chapter Membership Roster Updates
   a. Please ensure that FSL always has an up-to-date roster. If any initiated member deactivates/disaffiliates or any new member resigns, please let FSL know immediately.
   b. Roster submissions should be in the format of Excel documents and include the first name, last name, UniqueID, and email of EVERY member.

*All documents submitted to Fraternity & Sorority Life are kept confidential from students and student leaders, including Council officers. They may be shared with Duke University officials and Inter/National Headquarters staff as needed.*
HAZING:

Hazing is a serious infraction of Duke University regulations. The potential for hazing typically arises as part of a student’s introduction to or initiation into an organization (fraternity, sorority, athletic team, or other group) in which there is often a perceived or real power differential between members of the organization and those newly joining it.

Hazing is defined as: any action taken or situation created, whether on or off University premises, that is harmful or potentially harmful to an individual’s physical, emotional, or psychological well-being, regardless of an individual’s willingness to participate or its bearing on his/her membership status. Such activities and situations include, but are not limited to:

LEVEL I VIOLATIONS
- Marching in Line
- Road trips
- Wearing apparel which is conspicuous and not normally in good taste, and/or inappropriate for the time of year
- Calisthenics
- Line-ups
- Pledge/signature books
- Periods of silence
- Standing for a length of time
- Personal servitude
- Activities that would not normally construe hazing, but because of time, place, or manner make them inappropriate

LEVEL II VIOLATIONS
- Sleep deprivation or interruption of consecutive sleep hours
- Expected or forced consumption of food, drink (including alcohol), or other substance(s)
- Acts of humiliation or degradation (including streaking or wearing degrading or humiliating apparel)
- Restrictions on eating or bathing
- Acts that disrupt academic instruction or learning of others
- Interruption or interference of academic commitments

LEVEL III VIOLATIONS
- Branding
- Paddling in any form
- Compromising (sexual) situations

Both individuals and organizations may be held accountable under this policy. The action of even one member of a group may result in both individual and organization responsibility. The following questions can help individuals/organizations assess the appropriateness of an activity:
1. Does the activity promote and confirm to the ideals, values, and mission of both Duke University and the organization?
2. Is it an activity that all members (current and new members) engage in together?
3. Would the organization’s advisor, the National Headquarters of the fraternity/sorority, and/or other Duke University officials approve of the activity?
4. Will this activity increase new members’ respect for the organization and all of its members?
5. Is the activity free of mental anguish and/or physical discomfort?
6. Does the activity have inherent value in and of itself?
Any individual or organization found responsible for hazing will be subject to the sanctions outlined in Duke’s disciplinary process, including, but not limited to: disciplinary probation, social suspension, suspension of charter, restrictions on member recruitment and or organization activity, removal of the individual from the organization, loss of housing privileges, suspension, and/or expulsion. Sanctioning will increase with the level of violation and any previous hazing violations/history (Please note: The levels of violation listed above are guidelines online and may change given particular circumstances of a violation). Students should also be aware that hazing is a misdemeanor under North Carolina State Law.

Acts or potential acts of hazing may be reported to the following departments:

- Office of Student Conduct at (919) 684-6938
- Duke Police Department at 911 or (919) 684-2444
- Confidentially via voicemail to Duke University’s Hazing Hotline at (919) 684-5766

If you have any questions, please contact Fraternity & Sorority Life or the governing Council representing your chapter at (919) 684-9401.

**VIOLATIONS:**

Violations of the new member education process may result in probation or suspension. Whether the chapter will be placed on probation or received automatic suspension is based upon the violation(s) and is at the discretion of the Undergraduate Conduct Board. Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the new member education process or any other rules set forth by Duke University, Fraternity & Sorority Life, or their advisors, 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 new member education functions) is prohibited. The suspension period will be determined by Duke University’s disciplinary system and will be a period of no less than one (1) semester.

Violations include:

1. Intentional submission of improper paperwork (e.g. Changing dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding Recruitment events without conforming to the New Member Education Guidelines set by Fraternity & Sorority Life or the Membership Recruitment Rules set by the Duke Panhellenic Association
3. Hazing
   a. Any violations of the North Carolina General Statute, Chapter 14 Criminal Law, Article 9 will result in a referral to the Office of Student Conduct and the Undergraduate Conduct Board
4. Overt activity defined as any activity related to Recruitment conducted in defiance of previous guidelines or warning by Council advisors

**IMPORTANT ITEMS TO REMEMBER:**

1. The official New Member Education process may take place for a maximum of 6 weeks or less, depending on organizational requirements. Duke University’s Policy trumps National organizations’ policies. If your organization requires a process longer than 6 weeks, the chapter must reorganize the program into a 6-week process. If your organization requires a process shorter than 6 weeks, the chapter may implement that process.
2. Panhellenic’s Formal Recruitment takes place during the Spring semester. Chapters may conduct Informal Recruitment or Continuous Open Bidding (COB) during the Spring and/or Fall semesters, if eligible. Regardless of Recruitment type and semester, chapters are expected to follow and adhere to both Appendices A of the Bylaws of the Duke Panhellenic Association: Code of Ethics and Appendix B of the Bylaws of the Duke Panhellenic Association: Recruitment Rules.
c. Please refer to Appendix A of the Duke Panhellenic Association’s Bylaws: Code of Ethics for the standards of excellence that are expected from Panhellenic women.
d. Please refer to Appendix B of the Duke Panhellenic Association’s Bylaws: Recruitment Rules for more Guidelines including, but not limited to: Values-Based Recruitment, Panhellenic-Spirited Interactions with PNMs, PNM Eligibility, General Recruitment Rules, and General Rules for Continuous Open Bidding (COB).