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

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

Meetings and Documentation:

I. At least one week prior to any intake activities, at least one chapter member, preferably the chapter president or the member in charge of intake for your chapter will meet with the Director and/or Program Coordinator of Fraternity and Sorority Life. To schedule an appointment, contact the Staff Assistant for the Office of Fraternity and Sorority Life at (919) 684-9401. At this meeting the chapter will submit/provide:
   A. A list of students that attended interest meetings.
   B. Any national or regional paper work that needs to be signed by our office
   C. Notice of Intake (attached)
   D. Fraternity and Sorority Anti-Hazing Compliance Form (attached)
   E. A calendar of events that includes a timetable of any intake activities with dates and times. Activities must be approved one-week before they commence. Activities to include on the calendar, if applicable:
      1. Informationals, rush, and/or interest meetings. (A flyer will be posted at the Office of Fraternity and Sorority Life, the Mary Lou Williams Center, the Center for Multicultural Affairs and on the Office of Fraternity and Sorority Life website)
      2. Selection date(s)
      3. Start date of the new member’s official process/education- (this process may only last for a period of 6 weeks.)
      4. Initiation date
      5. Presentation of New Members
         a) If the presentation of new members includes a “show,” the event must be registered with UCAE and the Office of Fraternity and Sorority Life must be notified of the date, time, and location of the event at least 48 hours in advance.
         b) The chapter advisor(s) must be present at the presentation show. An advisor is responsible for contacting the Director and/or Program Coordinator by email at least 48 hours prior to the presentation show informing them of their ability to attend the event. OFSL is also requiring that advisors make contact within 48 hours of the show to report the outcome of the event. If an emergency occurs during the presentation show the advisor will have contact information for OFSL staff and are encouraged to call in case of emergency.
         c) If the presentation of new members does not include a “show,” the method used to present new members should be discussed with and approved by the Director and/or Program Coordinator.

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6. Any additional dates pertinent to a specific organization

II. Verification of Candidates: All chapters conducting intake must submit a Verification of Candidates Form (attached). The verification forms must be submitted immediately after the interest meeting, and prior to the start date of the official process/education of aspirants listed on the chapter’s intake calendar. This form is the list of the individuals approved by your chapter that you will submit to your regional or national representatives as candidates for membership. The verification form contains the following information:
   A. List of candidates for membership that will include each new member's:
      1. Name (please print)
      2. Signature
      3. Duke Unique ID number
      4. Academic waiver
      5. Class (year in school)
   B. Total number of candidates
   C. Original signature of chapter president
   D. Signature of the primary chapter advisor (chapter may bring in form with the original signature, or the Chapter Advisor may fax signature directly to the office at 919-684-9442)
   E. A separate line for verification of date received.

III. Chapter Membership Roster Update: At the conclusion of the intake process (after initiation), an updated Membership Roster Addition/Deletion Form must be submitted to the Office of Fraternity & Sorority Life to reflect any changes in membership since the Verification of Candidates Form was submitted.

All documents supplied to the Office of Fraternity & Sorority Life are kept confidential from students or student leaders, including the Council Officers. They may be shared with university officials and organization staff as needed. In the event that any dates and times need to be changed on the calendars of events, chapter members must notify the Director and/or Program Coordinator of Fraternity and Sorority Life no less than two (2) business days prior to the new event time. This is especially the case for informational, rush and/or interest meetings, and new member presentation shows.

Presentation of New Members:

I. All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations that do not conclude intake with a formal presentation “show” must introduce their members using another method within the same timeline presented in the following guidelines. This method can vary from chapter to chapter, and must be approved by the Director and/or Program Coordinator of Fraternity and Sorority Life.

II. Presentation of new members must take place no more than 7 calendar days after the members have been initiated into the organization. Presentation shows must take place by November 22nd during the fall semester and by March 11th during the spring semester. No exceptions will be made, so please plan accordingly.

III. Guidelines for those who present new members using a “show”:
   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. Event registration(s) and space reservation(s) must be obtained from UCAE and/or
HDRL (Housing, Dining, and Residence Life) at least one week prior to the activity.

C. Prior approval from the Director and/or Program Coordinator must be obtained for any items that are to be used as “markers” during the show. (i.e. firelights, fire, ropes, canes, animals, chalk)

D. Excessive vulgarity and profanity will not be tolerated.

E. In efforts to create and/or increase unity between Duke’s member chapters the Office of Fraternity & Sorority Life is advocating for the elimination of disrespectful language and actions displayed towards any and all Greek organizations during presentation shows. This includes whispering the names of other chapters during the greetings, throwing items at other chapters, mocking another chapter’s gestures, calls, signs, history, and signature steps. The goal of the presentation show should be to show the values of your organization and not downplay the values of another. If instances such as those listed above are reported to the Office of Fraternity & Sorority Life the presenting organization will be required to meet with the Director and/or Program Coordinator. Appropriate consequences will be determined on a case-by-case basis.

F. No explicit or revealing attire.

G. No alcoholic beverages will be permitted.

H. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes or other props may be used as a part of the performance, but they may not be used in any way to harm others.)

I. 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.** (See Violations section for further details)

J. 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.

K. The duration of the presentation show should be no longer than one (1) hour. Following the show, members of the presenting organization must vacate the area within 30 minutes (this will help with crowd disbursement). The presenting organization will be responsible for ensuring that the site/venue used is left in its original state after use.

L. No new members may be presented during BSAI weekend (beginning on Thursday of that weekend).

M. The OFSL staff reserve the right to stop any show that is determined to be in violation of any of the above policy guidelines.

*This may include events of peer campus organizations. Please check with your council advisor for details. If it is absolutely necessary that this event occur on the same night/time of a previously scheduled event of another chapter/council, the chapter requesting permission to have the show will need to obtain permission from the chapter/council holding the other scheduled event. Both chapters will need to contact the Director and/or Program Coordinator and inform them of the details of the agreement.

**The Office of Student Conduct determines penalties for fighting. If a fight occurs, Duke Police also determines if the presentation will continue. In the event the show is stopped and the presenting organization is not at fault, an alternate date and time will be permitted by the council advisors.

Best Practices for New Member Presentations:

I. New Members should be presented in a way that seeks to honor the organization’s national representation and/or founders’ example.
   a. Women are presented professionally and/or in the best spirit of the sorority.
   b. Men are presented professionally and/or in the best spirit of the fraternity.

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II. New Members seek to share knowledge about their organizations through the sharing of chants, songs, poems, passages, and statistics. Information recited shall not derogate other organizations, even if their histories share common threads.

III. Special areas are set aside for both family and/or visiting guests to give them the best possible view of their sons or daughters.

IV. Music used (if DJ is involved) speaks to the positive ethos of each organization.

V. Greetings to other Greeks seek to be both respectful and supportive of a positive Greek community.

VI. Water is available for all those participating in the presentation.

VII. Areas are designated for other Greek organizations.

VIII. A barrier or space is provided between onlookers and presenters so that all may view the event clearly.

IX. Presentations should begin in a timely manner and have historical significance to the founding date or other important variables unique to the history of the organization.

X. All presentation shows must begin at 7:00pm. Organizations are granted a 15 minutes grace period after which the show will be canceled.

Hazing:

Hazing is a serious infraction of 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 or potentially harmful to an individual’s physical, emotional, or psychological well being, regardless of an individual’s willingness to participate or it’s bearing on his/her membership status. Such activities and situations include, but are not limited to:

Level I Violations

1. Marching in line
2. Road trips
3. Wearing apparel which is conspicuous and not normally in good taste, and/or inappropriate for the time of year
4. Calisthenics
5. Line-ups
6. Pledge/signature books
7. Periods of silence
8. Standing for a length of time
9. Personal servitude
10. Activities that would not normally construe hazing but because of time, place, or manner make them inappropriate

Level II Violations

1. Sleep deprivation or interruption of consecutive sleep hours
2. Expected or forced consumption of food, drink (including alcohol), or other substance
3. Acts of humiliation or degradation (including streaking or wearing degrading or humiliating apparel)
4. Restrictions on eating or bathing
5. Acts that disrupt academic instruction or learning of others
6. Interruption or interference of academic commitments

Level III Violations

1. Branding
2. Paddling in any form
3. Compromising (sexual) situations

Both individuals and groups may be held accountable under this policy. The action of even one member of a group may result in both individual and group responsibility. The following questions can help individuals/groups assess the appropriateness of an activity:

1. Does the activity promote and conform to the ideals, values, and mission of both the university and organization?
2. Is it an activity that all members (current and initiates) engage in together?
3. Would the group’s advisor, the national headquarters of a fraternity/sorority, and/or other university officials approve of the activity?
4. Will this activity increase new members’ respect for the group and all members of the group?
5. Is the activity free of mental anguish or physical discomfort?
6. Does the activity have inherent value in and of itself?

[Adapted from the Fraternity Executive Association, the North American Interfraternity Conference, Inc., and Washington University.]

Any individual or group found responsible for hazing will be subject to sanctions outlined in the disciplinary process, including, but not limited to: disciplinary probation, social suspension, suspension of charter, restrictions on member recruitment and/or group activity, removal of the individual from the group, loss of housing privileges, suspension, and/or expulsion. Sanctioning will increase with the level of violation and any previous hazing violations. (Levels of violation listed above are guidelines only 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 offices:

- Office of Student Conduct (919-684-6938)
- Duke Police (911, or 919-684-2444 from non-campus phones)

In addition, concerns may be reported confidentially via voicemail to the university’s Hazing Hotline at 919-684-5766.

Violations:

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions 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 intake process or any other rules set forth by the advisors, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the University Disciplinary System and will be a period of no less than one (1) semester.
Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding membership intake without conforming to the intake guidelines set by the Office of Fraternity and Sorority Life.
3. Hazing: Any violations of the North Carolina General Statute, Ch. 14 Criminal law, Article 9 will result in a referral to the Greek Conduct Board.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to the guidelines for presenting new members.

**Intake: Items to Remember**

The Director and/or Program Coordinator of Fraternity & Sorority Life will present the intake guidelines at the beginning of each academic semester.

1. Each chapter must submit a calendar of events for intake activities, an Intent Form, and a Fraternity and Sorority Anti-Hazing Compliance Form at the initial meeting with the Director and/or Program Coordinator of Fraternity and Sorority Life. The calendar of events must be approved at least one (1) week before any intake related activities commence. **Please remember that the official education process may take place for a maximum of 6 weeks or less depending on organizational requirements.**

2. Any advertisement for interest meetings must be submitted to and approved by OFSL for display **7 days prior to meetings.**

3. Intake may begin on **August 27th** during the fall semester and on **January 14th** during the spring semester.

4. The Intent Form (also known as the Notice of Membership Intake) must contain the original signature of the chapter president and the primary chapter advisor.

5. The Office of Fraternity & Sorority Life Anti-Hazing Compliance Form must contain the original signature of the chapter president.

6. Submit the date, time, and location of the presentation of new members. If this cannot be submitted at the initial meeting with the Director and/or Program Coordinator of Fraternity and Sorority Life, the chapter will need to notify the previously listed individuals no less than 48 hours prior to the event.

Without the submission of this paperwork, intake will not be approved. In the event that intake activities begin without the knowledge and signed approval of the council advisor/s, and/or the chapter has not adhered to these written intake guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the council advisor/s and the Undergraduate Conduct Board.