

Winthrop University
Office of Fraternity & Sorority Affairs
Membership Policy

Winthrop University is committed to the support, safety and prosperity of all fraternal organizations. Below are the requirements for intake/recruitment and new member education for all chapters recognized by the Office of Fraternity & Sorority Affairs (OFSA) at Winthrop University. OFSA maintains these policies and will publish updates as appropriate. Recruitment/Intake and New Member Education is the prescribed process that students participate in; in conjunction with the respective organizations National Office, local chapter, and Winthrop University; to gain membership into a fraternal organization. These membership processes must be consistent with federal and state law, Winthrop University policies, and National Organizations standards.

Chapter Members, Chapter Advisors, and the Office of Fraternity and Sorority Affairs will work together to ensure a successful and positive experience for all involved. In order for OFSA to assist chapters with the recruitment/intake and new member education and avoid potential problems, chapters must adhere to the following requirements outlined in this policy if they are to conduct recruitment/intake and new member education at Winthrop University.

Section 1: National Pan-Hellenic Council (NPHC) Intake Guidelines

All chapters falling under the National Pan-Hellenic Council/*organizations that use a new member presentation to present members are subject to this section of the policy.

Alpha Kappa Alpha Sorority, Inc.

Alpha Phi Alpha Fraternity, Inc.

Delta Sigma Theta Sorority, Inc.

Kappa Alpha Psi Fraternity, Inc.

Omega Psi Phi Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc.

Sigma Gamma Rho Sorority, Inc.

Zeta Phi Beta Sorority, Inc.

**Zeta Sigma Chi Multicultural Sorority Inc.*

Section 2: College Panhellenic Council (CPC) & Interfraternity Council (IFC) Recruitment and New Member Education Guidelines

All chapters falling under the College Panhellenic Council are subject to this section of the policy.

Alpha Delta Pi

Chi Omega

Delta Zeta

Sigma Sigma Sigma

Zeta Tau Alpha

All chapters falling under the Interfraternity Council are subject to this section of the policy.

Pi Kappa Alpha

Pi Kappa Phi

Phi Mu Alpha Sinfonia

Sigma Alpha Epsilon

Tau Kappa Epsilon

National Pan-Hellenic Council Intake Guidelines

Intake Process Requirements:

- I. All required items as outlined in this policy must be submitted and approved at least one week (7 days) prior to an interest meeting. If it is not you put your chapter in jeopardy of rescheduling your interest meeting.
- II. Any chapter opting to not conduct an intake process must submit a *Notice of Intention to Abstain from Conducting Membership Intake Form* (see page 7) no later than 24 hours prior to Unwritten Rules.
- III. The intake process from the induction ceremony/first meeting to the initiation ceremony will not extend beyond eight (8) weeks (fall and spring break do not count in this timeframe). This does not include new member presentations.
- IV. The intake process and new member presentation must be completed one week (7 days) prior to study day.
- V. All meetings MUST be held on Winthrop's campus. For permission to hold a ritual ceremony (Induction or Initiation) off campus in a public venue, please ask the Assistant Director in writing for special permission to do so.
- VI. All intake meetings MUST conclude by 12midnight.
- VII. The individuals currently in your intake process will be listed on the Fraternity & Sorority Affairs website.
- VIII. If an individual withdrawals from the process, the chapter is responsible for notifying the Assistant Director the following business day by email with the person's name, email, and reason for withdrawal.
- IX. All New Members are required to participate in the New Member Conference offered the semester following their intake process. It is the responsibility of the chapter to communicate the date of the New Member Conference to those just initiated and to ensure they attend. The date for the Conference will be given to the chapter at the beginning of the semester.

Meetings & Documentation:

- I. **Chapter Planning Meeting:** Prior to any intake activities, at least one chapter member, preferably the chapter president or intake coordinator will meet with the Assistant Director for Fraternity & Sorority Affairs and/or Director of the DiGiorgio Campus Center. Please note: The chapter must also consult/contact any other necessary parties (i.e. National Office and Regional Director) to discuss the status of the chapter including chapter size, calendar, academic standing, university events, etc. To schedule an appointment, please email the Assistant Director or call 803.323.2248. At the Chapter Planning Meeting the chapter must submit/provide the following information in order to obtain approval:
 - A. Any national or regional paperwork that needs to be signed by the Office of Fraternity & Sorority Affairs (OFSA).
 - B. Copy of the chapter's National Intake Policy and Procedures (If a copy is already on file with the office, no need to resubmit, however, please provide any updates to the policy since the last time the chapter conducted intake). All steps of the process will be discussed at the meeting.
 - C. *Notice of Membership Intake Form* (see page 8)
 - D. *Fraternity & Sorority Affairs Hazing Compliance Form* (see page 9) (only valid if signed by current officers and advisors)
 - E. Copy of materials and information that is given to those attending the interest meeting (if applicable)
 - F. *Intake Plan*- Chapters must use the template provided by OFSA on the chapter resources page. The Intake Plan should include any intake activities/meetings with dates, times, and intended locations. All space requests entered for meetings must be reflective of the meeting or event (i.e. Interest Meeting, Intake Educational Meeting, New Member Presentation). Activities must be approved one week (7 days) before they commence. Activities to include on the calendar:
 1. Informational and/or interest meeting(s) (See Section II. for Interest Meeting Advertisement requirements)
 2. Selection date (s)
 3. Dates of notification
 4. Start date of the official process/education
 5. Date of when the Assistant Director (or designee) will meet with the candidates to review OFSA resources and Hazing Policy. This needs to occur at the first meeting of the intake process.
 6. Dates of meetings (i.e. any time your intake coordinator will meet with those in the process)
 7. Final Test
 8. Initiation Date
 9. Projected date of Presentation of New Members (if applicable).

- a. The finalized date of the New Member Presentation must be approved by the Assistant Director.
10. Any additional dates pertinent to a specific organization
11. Copy of Interest Meeting Flyer must be provided to OFSA for approval.
 - a. **The interest meeting/rush flyer/advertisement must include: date, time, location, dress code, any additional expectations of aspirants (grade requirements, provide transcript, etc.), contact information for the chapter president, and contact information for the Assistant Director for Fraternity & Sorority Affairs. View a sample flyer on the [OFSA website](#).**

Chapters **MAY NOT** conduct interest meetings until cleared to do so by the Office for Fraternity & Sorority Affairs after the Chapter Planning Meeting occurs. The president, intake coordinator, and advisor will receive an email from the Assistant Director giving approval to move forward.

II. Interest Meeting/Rush:

A. Advertisement

1. **Flyers/advertisements must be posted for a period of no less than one week (7 days) PRIOR to the meeting.**
2. Following the university [posting guidelines](#) chapters must:
 - a. Bring (4) copies of the interest meeting flyer to Office of Student Activities to be approved by the Administrative Assistant. Once approved they can be turned in to the Information Desk to be posted on the bulletin boards within the DiGiorgio Campus Center.
 - b. A minimum of one flyer must be posted in the following locations: Thompson cafeteria, all residence halls, Kinard, Sims, Thurmond, Life Science Building, Owens, West Center, and Bancroft.
3. OFSA will add the interest meeting to the OFSA website calendar and social media (if applicable) 1 week (7 days) prior to the interest meeting.

- B. Interest Meeting Roster (see page 10): This must be filled out by every candidate attending the interest meeting/rush. This form is due back to the Office of Fraternity & Sorority Affairs (OFSA) the following business day.

C. Participant Eligibility

1. OFSA will verify that the candidates meet the minimum requirements to participate in intake and are on the eligibility list/Interest Meeting Roster. Minimum requirements to participate in intake of a fraternity or sorority are:
 - a. Enrollment as an active Winthrop University Student
 - b. Completion of 12 **University** credit hours (AP courses do not count)
 - c. 2.5 cumulative **University** GPA (Transfer students will need to provide an unofficial transcript from their previous institution to the OFSA in order to verify meeting the requirements). Your chapter's GPA requirements as outlined by your inter/national organization (if higher than the University) must be communicated at the interest meeting/rush.
 - d. [Register with OFSA](#) to be verified for aspirant eligibility.
 - e. Attendance at Unwritten Rules the same semester they are going to go through an intake process or attend an interest meeting. The Unwritten Rules program is held at the second Wednesday of each semester.
2. **No chapter shall offer membership to a student not listed as eligible by OFSA as verified on the Interest Meeting Roster.**

III. **Progress Meeting:** Upon approval or next phase of intake, the president/intake coordinator must schedule a meeting with the Assistant Director prior to the notification to the candidates. Chapters **MAY NOT** notify candidates until cleared to do so by the Office of Fraternity & Sorority Affairs after the Progress Meeting occurs.

A. The following documentation must be submitted at this meeting:

1. A copy of the intake approval letter from your Regional Director or National Office
2. Typed list of selected/rejected candidates (all those in attendance at the Interest Meeting/Rush should be on one of these lists)
3. A copy of the acceptance/rejection letter
4. Final/updated Intake Plan Chapters must use the template provided by OFSA to include any intake activities/meetings with dates, times, locations, and brief descriptions for the intake process. Below are examples of brief descriptions:

- a. Example: 2/14/17 5:00pm at the Shack - Induction: The women/men will get inducted into our intake process. The individuals will receive their line numbers.
- b. Example: 2/16/17 9:30pm-11:30pm in Owen 401- First Meeting: Assistant Director will come speak with the women/men about hazing policy and then the remainder of the meeting we will inform the candidates of the intake process timeline and begin to review the Founders and Purpose of our organization.

- B. The following information will be discussed at the Progress Meeting:
1. Process of how acceptance/rejection will be communicated
 2. Review of Intake Plan- Chapters need to be prepared to discuss each meeting and give a broad overview of what will occur.
 3. Confirm date for when the Assistant Director (or designee) will meet with the candidates to review OFSA resources and Hazing Policy as well as complete the Aspirant Anti-Hazing Compliance Form (see page 11). This needs to occur at the first meeting of the intake process.
 4. New Member Presentation date (if applicable): Bring a copy of the space request or reservation confirmation email for both primary and rain locations (if applicable).
 1. An additional meeting will need to be scheduled to review and discuss the show.

IV. **Verification of Aspirants:** All chapters conducting intake must submit a Verification of Aspirants Form (see page 12) **within 24 hours** following the start date of the official process/education of aspirants listed on the chapter's Intake Plan. This form lists the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership. This will be the list of names that is published on the Fraternity & Sorority Affairs website. In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Assistant Director for Fraternity & Sorority Affairs. The verification form contains the following information:

- A. List of candidates for membership that will include each aspirant's:
 1. Name (please print)
 2. Student WID
 3. Signature: Academic Waiver
- B. Total number of candidates
- C. Original signature of the Chapter President
- D. Signature of Faculty and Grad Chapter Advisor (chapter must bring in form with the original signature; **no faxes will be accepted unless prior approval is given by the Assistant Director for Fraternity & Sorority Affairs**).
- E. A separate line for verification of date received. (Completed by the Office of Fraternity & Sorority Affairs)

- V. **Communication & Process Updates:** Chapters will keep candidates, the Office of Fraternity & Sorority Affairs, and their respective national/regional staff informed of the process of intake and any potential problems.
- A. **In the event that dates and times, and/or locations need to be changed on the Intake Plan, the chapter president or intake coordinator must notify the Assistant Director for Fraternity & Sorority Affairs (in writing) no less than 2 business days prior to the new event time.**
 - B. If an individual withdraws from the process, the chapter is responsible for notifying the Assistant Director the following business day by email with the person's name, email, and reason for withdrawal.

All documents supplied to the Office of Fraternity & Sorority Affairs are kept confidential from students, student workers or student leaders, including respective council officers. They may be shared with university officials and national organization staff as needed.

Presentation of New Members: All organizations must adhere to the following guidelines when presenting new member to the campus community:

- I. Presentation of new member **MUST** take place within **2 weeks of the initiation** date listed on the chapter's Intake Plan (spring and fall breaks do not count in that two week requirement), or at least one week (7 days) prior to "Study Day," whichever comes first. Special permission to this guideline can be requested for chapters wanting to have the New Member Presentation as part of their Founder's Week.
- II. Chapters having a New Member Presentation Show will have to schedule a meeting with the Assistant Director to review the show as well as adhere to both the guidelines detailed below and those regarding Special Events as outlined in the [Student Organization Handbook](#).
- III. **New Member Presentation Show Guidelines:**
 - A. The date of the New Member Presentation must be approved by the Assistant Director for Fraternity & Sorority Affairs.
 - B. Space request for show must be submitted with the event title as New Member Presentation or something similar noting what the event is.
 1. Chapters must be knowledgeable of the space use policies. Space users assume the necessary responsibility to insure the safety and security of event attendees and the appropriate use of campus facilities.
 2. A copy of the space request or reservation confirmation email for both primary and rain locations (if applicable) must be brought to the Progress Meeting with the Assistant Director.
 - C. A flyer for the show must be submitted and approved by the Assistant Director.
 - D. Pre-identified list of individuals that will be onstage assisting with the presentation (President, Intake Coordinator, Advisor, etc.) as well as a list of line numbers and name for each new member must be submitted to the Assistant Director at least one week (7 days) prior to the show.
 - E. No explicit or revealing attire is to be worn.
 - F. **No profanity. This also applies to any music used during the show. It all must be the clean, radio-edited version.**
 - G. **No alcoholic beverages will be permitted.** This includes by visiting chapters, alumni and/or graduate members.
 - H. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as part of the performance but may not be used as a weapon to harm another individual)
 - I. In the event of an altercation during the presentation, then those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See Violations section for further details)
 - J. **No references to hazing and/or illegal activities.**
 - K. No bricks, bats, and/or paddles will be allowed at any new member presentations.
 - L. 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.
 - M. If a new member decides that they cannot or decides not to participate in the show (or cannot or decides not to participate in the show to the same extent as the others involved), a written and signed letter by the new member must be submitted to OFSA no more than 1 week before the show explaining why they cannot, or have decided not to participate.
 - N. No skipping of numbers will be allowed. (ex. 1,2,3,4,5)
 - O. The duration of the show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within **15 minutes of scheduled time advertised**. Following the show, members of the presenting organization must vacate the areas within 30 minutes (this will help with crowd disbursement). The presenting organization will be responsible for ensuring the site used is left in its original state after use.
 - P. The Assistant Director for Fraternity & Sorority Affairs (or designee) **MUST** be in attendance at any New Member Presentations.
 - Q. It is the chapter's responsibility to notify visiting and alumni members of all Winthrop University New Member Presentation rules.
 - R. If a New Member Presentation does not occur, new member must be presented in some formal way (reception, Instagram, email, flyer, Twitter, etc.) acknowledging all new members.

Hazing:

Winthrop University, Policy Description

Hazing is a very serious offense and a violation of S.C. Law. Winthrop University student organizations and individual students should not condone or engage in this activity. On November 4, 1978, the Winthrop Board of Trustees adopted the following as a policy statement concerning hazing: The Board of Trustees of Winthrop University considers the hazing of students by fellow students to be contrary to the mission of the University and prohibits such activities.

Winthrop University Hazing Policy

HAZING is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Winthrop University and otherwise isolate or create different standards for new members for the purpose of initiation or admission into or affiliation with a chartered or non-chartered student organization.

Consistent with state law, it is a violation of the hazing policy for any person to

1. Knowingly permit or assist any person in committing hazing activities or
2. Failing to promptly report hazing activities to the appropriate university official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.

EXAMPLES OF HAZING

Depending upon circumstances, the following activities have, at one time or another, been construed by the courts and/or institutions of higher education as hazing. Such activities are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Hazing, therefore, may be perpetuated by individual(s) against individual(s), individual(s) against the group, the group against individual(s) or group against group.

1. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm or threat.
2. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).
3. Harassment or bullying, whether verbal, mental or physical of individual(s) or group(s).
4. Scavenger hunts that require or result in theft; forced or coerced road trips, dangerous activities, and/or kidnapping.
5. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.
6. Personal servitude (doing chores or errands for the group(s) or individual members).
7. Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.
8. Degrading, humiliating or embarrassing games or activities.
9. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing
10. Forced isolation from other members, friends or the rest of the campus. This includes any prohibition on speaking or social interaction (including public marching or walking in lines or "on line.")
11. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that inflicts mental stress by not revealing the requirements or basic timetable for joining.

The University prohibits any form of hazing of its students, or at any location on or off campus, including chapter houses, private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for investigation as a criminal matter, or both. University students who voluntarily participate in hazing, as well as those who inflict it, are subject to such action.

South Carolina Law ([Section 59-101-200](#))

Hazing means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature

Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of **hazing**, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.

Violations:

Violations of the intake policy may result in probation or suspension and referral to the Fraternal Conduct Board or Dean of Students Office. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Assistant Director for Fraternity & Sorority Affairs and/or the Administrative Board of the Fraternal Conduct Board. During the period of probation, if the chapter commits any violation of the intake guidelines or any other rules set forth by the Office of Fraternity & Sorority Affairs, the chapter will be placed on suspension. Suspension is noted by a period where in 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 Administrative Board of the Fraternal Conduct Board.

Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates of forms, falsifying original signatures, incomplete paperwork, etc.)
2. Offering membership to any individual(s) that have not been verified as eligible by the Office of Fraternity & Sorority Affairs.
3. Holding membership intake without adhering to the Intake Guidelines set by the Office of Fraternity & Sorority Affairs.
4. Hazing: Any violations of the Winthrop University Hazing Policy will result in a referral to Dean of Students Office.
5. Overt activity defined as any activity related to intake conducted in defiance of these guidelines or warnings by chapter advisors and/or the Office of Fraternity & Sorority Affairs.
6. Failure to adhere to [Presentation of New Member Guidelines](#) (included in this packet).

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: Chapter President and/or one representative must be present.
2. The Chapter Advisors must be present (both Faculty and Graduate Chapter advisor(s)).
3. Administrative Board of the Fraternal Conduct Board

All questions and concerns must be expressed by the Chapter President to the Assistant Director for Fraternity & Sorority Affairs. If any questions regarding the Guidelines arise, they may be discussed between the members of the chapter and the Assistant Director. Final jurisdiction and decision-making authority rests in the hands of Assistant Director for Fraternity & Sorority Affairs and/or the Administrative Board of the Fraternal Conduct Board Administrative Board.

Students found guilty of hazing will be subject to penalties outlined by the Winthrop University Student Conduct Code, as well as any sanctions outlined by the national organization.

Intake: Things to Remember

1. All required items as outlined in this policy must be submitted and approved **at least one week (7 days) prior to an interest/informational/rush meeting**. If it is not you put your chapter in jeopardy of rescheduling your interest meeting.
2. Each chapter must submit an Intake Plan (calendar of events), a Notice of Membership Intake Form, and a Fraternity & Sorority Affairs Hazing Compliance Form at the Chapter Planning Meeting with Assistant Director for Fraternity & Sorority Affairs and/or Director of the DiGiorgio Campus Center. The Intake Plan must be approved at least one week (7 days) before any intake related activities commence.
3. The Notice of Membership Intake Form and Fraternity & Sorority Affairs Hazing Compliance Form must contain the original signature (**no faxes or scans will be accepted**) of the Chapter President and Advisor(s).
4. Submit the proposed date of the new member presentation at the Chapter Planning Meeting and bring a copy of the space reservation confirmation to proceed at the Progress Meeting. Please note a meeting with the Assistant Director of Fraternity & Sorority Affairs is required at least **two weeks prior** to review the show as well as adhere to both the **Presentation of New Member Guidelines** detailed below and those regarding Special Events as outlined in the [Student Organization Handbook](#).
5. Communication is a crucial part of this process as well as to ensure compliance with this policy. Chapters will keep new members, the Office of Fraternity & Sorority Affairs, and their respective national/regional staff informed of the process of intake and any potential problems. This includes changes with any events, weekly process updates, and any withdrawals.

Without the submission of the required paperwork intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval the Office of Fraternity & Sorority Affairs, 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 Assistant Director for Fraternity & Sorority Affairs and/or the Administrative Board of the Fraternal Conduct Board.

Date Received: _____

Notice of Intention to Abstain from Conducting Membership Intake

The officers and members of _____ (chapter) of _____ (organization) does not intend to conduct membership intake during the **Fall** or **Spring** (Circle one) semester of _____ (year). We understand that should that decision change, we must notify the Office of Fraternity & Sorority Affairs in writing, with approval from the Chapter Advisor. We understand that if we engage in pre-pledging activities not a part of the inter/national process, it will be reported to the Assistant Director for Fraternity & Sorority Affairs, Dean of Students Office, and/or Campus Police and the inter/national organization.

President's Name Printed

President's Signature

President's Phone Number

Grad Chapter Advisor Name Printed

Grad Chapter Advisor Signature

Grad Chapter Advisor Phone Number

Faculty Advisor Name Printed

Faculty Advisor Signature

Faculty Advisor Phone Number

Notice of Membership Intake

The officers and members of _____ (chapter) of _____ (organization) are proud to announce the intake of new members for the **Fall** or **Spring** (Circle one) of _____ (year).

Interest Meeting(s) will be held on _____

Inter/national Organization GPA/Credit Hour Requirement for Membership is _____

Selection will conclude on _____

Education of aspirants/intake process begins on _____

Aspirants will be initiated on _____

New Members will be presented on _____

Person in charge of the intake for the chapter will be:

Chapter Advisor supervising intake for the Chapter will be:

Name

Name

Title in Chapter

Title in Chapter

Email

Email

Phone Number

Phone Number

Regional Director Contact Information:

National Organization Intake Contact:

Name

Name

Email

Email

Phone Number

Phone Number

Address

Address

The above information is accurate and correct to the best of my knowledge.

President's Name Printed

President's Signature

President's Phone Number

Grad Chapter Advisor Name Printed

Grad Chapter Advisor Signature

Grad Chapter Advisor Phone Number

Faculty Advisor Name Printed

Faculty Advisor Signature

Faculty Advisor Phone Number

Office Use Only: _____
Date/Time of Chapter Planning Meeting

Date Received: _____

Winthrop University Office of Fraternity & Sorority Affairs Hazing Policy Compliance Form

All Winthrop fraternities and sororities must file this form with the Office of Fraternity & Sorority Affairs to certify compliance with this policy. The preceding document remains in effect until the new one is filed. The document filed must always have the most current officers and advisor sign.

South Carolina Law (59-101-200)

Hazing means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of hazing, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.

Winthrop University Hazing Policy

HAZING is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Winthrop University and otherwise isolate or create different standards for new members for the purpose of initiation or admission into or affiliation with a chartered or non-chartered student organization. Consistent with state law, it is a violation of the hazing policy for any person to 1) knowingly permit or assist any person in committing hazing activities or 2) failing to promptly report hazing activities to the appropriate university official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.

EXAMPLES OF HAZING: Depending upon circumstances, the following activities have, at one time or another, been construed by the courts and/or institutions of higher education as hazing. Such activities are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Hazing, therefore, may be perpetrated by individual(s) against individual(s), individual(s) against the group, the group against individual(s) or group against group.

1. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm or threat.
2. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).
3. Harassment or bullying, whether verbal, mental or physical of individual(s) or group(s).
4. Scavenger hunts that require or result in theft; forced or coerced road trips, dangerous activities, and/or kidnapping.
5. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.
6. Personal servitude (doing chores or errands for the group(s) or individual members).
7. Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.
8. Degrading, humiliating or embarrassing games or activities.
9. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing
10. Forced isolation from other members, friends or the rest of the campus. This includes any prohibition on speaking or social interaction (including public marching or walking in lines or "on line.")
11. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that inflicts mental stress by not revealing the requirements or basic timetable for joining.

Anti-Hazing Agreement

We, the undersigned, certify the following:

1. We have read AND understand Winthrop's Hazing Policy as outlined in the Membership Policy and Student Conduct Code
2. We have read and understand the South Carolina Hazing Law
3. We have read and understand our National Hazing Policy
4. We verify that this policy will be read to our chapter on _____ (date)
5. We verify that all new members will receive a copy of this policy
6. We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline.
8. **Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Dean of Student's Office for supplying false information to a University Official (if they knew of the hazing occurring and did not take steps to stop it.)**
9. **If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.**

By signing this form we agree to abide by the above.

Fraternity or Sorority

President Name Printed

Signature

Date

New Member Educator/Intake Coordinator Name Printed

Signature

Date

Chapter/Grad Advisor Name Printed

Signature

Date

Start Date for New Member Education: _____

End Date for New Member Education: _____

Date Received: _____

Interest Meeting Roster

Organization: _____ Date of Interest Meeting: _____

I understand this is an interest form and that I am not obligated in any way to the Fraternity and Sorority community at Winthrop University in filling out this form, nor do they have any obligation to me. For the purpose of interest in participating in ALL/ANY fraternity/sorority intake activities, I give my consent to the Office of Student Activities to release my cumulative grade-point average and hours and understand that this information will be shared with the President and/or Intake Coordinator of the above organization for which I am seeking membership. I further consent to my name being listed on the Office of Fraternity and Sorority Affairs website should I proceed in the membership process.

Print Name	WU ID #	Phone #	Signature	UR (Office Use Only)	GPA/HR (Office Use Only)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
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17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

This roster is due to The Office of Fraternity and Sorority Affairs the following business day after the Interest Meeting

Date Received: _____

Winthrop University Office of Fraternity & Sorority Affairs Aspirant Anti-Hazing Compliance Form

Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that may negatively affect the development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Winthrop University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including fraternity/sorority houses, private residences, or public property. Hazing is typically associated with membership selection and initiation into an organization. It is possible for hazing to occur before, during, and after membership selection and initiation. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to law enforcement officials for prosecution as a criminal matter, or both. Winthrop students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action. If you believe you or someone you know has been a victim of hazing, contact the Assistant Director of Student Activities for Fraternity & Sorority Affairs at 803-323-2248.

South Carolina Law (59-101-200): Hazing means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of hazing, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.

Winthrop University Hazing Policy: HAZING is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Winthrop University and otherwise isolate or create different standards for new members for the purpose of initiation or admission into or affiliation with a chartered or non-chartered student organization. Consistent with state law, it is a violation of the hazing policy for any person to 1) Knowingly permit or assist any person in committing hazing activities or 2) Failing to promptly report hazing activities to the appropriate university official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.

Anti-Hazing Agreement

We, the undersigned, certify the following:

1. We have read AND understand Winthrop’s Hazing Policy as outlined in the Membership Policy and Student Conduct Code
 2. We have read and understand the South Carolina Hazing Law
 3. We have read and understand our National Hazing Policy
 4. We verify that all we have received a copy of this policy
 5. We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
 6. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline.
 7. Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Dean of Student’s Office for supplying false information to a University Official (if they knew of the hazing occurring and did not take steps to stop it.)
 8. If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.
- By signing this statement, I agree that I have read and understand the Winthrop University Hazing Policy. I agree to comply with this policy, local and state laws, the policies of my fraternal organization and the local and national governing council to which my organization belongs. I further consent to my name being listed on the Office of Fraternity & Sorority Affairs website should I proceed in the membership process.

Organization: _____

Date of Interest Meeting: _____

*PLEASE USE ADDITIONAL FORMS AS NEEDED FOR ADDITIONAL SIGNATURES

Date	Candidate/Aspirant’s Name (Print Name)	WU ID #	Signature	UR (Office Use Only)	GPA/HR (Office Use Only)
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				

This form is due to The Office of Fraternity & Sorority Affairs the following business day after the first educational session the Assistant Director attends

Date Received: _____

Winthrop University Verification of Aspirants Form

Organization & Chapter Name: _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional/national representative(s). If any of the individuals listed below withdrawal from the organization at any point after this date, the chapter is responsible for notifying the Office of Fraternity & Sorority Affairs day by email with the person's name, email, and reason for withdrawal.

Total Number of Candidates: _____

President Signature: _____ Grad Chapter Advisor Signature: _____

Signing Agreement: By signing this document, I hereby wish to waive my rights granted by the Family Educational Rights and Privacy Act of 1974 and permit Winthrop University to release my academic information about me to my fraternity/sorority. I understand this waiver will be in effect until I notice the Office of Fraternity & Sorority Affairs (OFSA) that I am no longer an active member of my fraternity/sorority. I further consent to my name being listed on the OFSA website as I am proceeding in the membership process.

Aspirant's Name (Printed)	Winthrop Student ID #	Signature: Please review Signing Agreement before signing.	Cumulative GPA (OFFICE USE ONLY)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

If you have more than 20 aspirants, make two copies of this form and staple them together.

This form is due to The Office of Fraternity & Sorority Affairs within 24 hours following the start date of the official process/education of aspirants listed on the chapter's Intake Plan

College Panhellenic Council & Interfraternity Council Recruitment and New Member Education Guidelines

Recruitment Requirements:

- I. The [Notice of Recruitment & New Member Education Form](#) (see page 7) must be submitted at least 10 days prior to the first planned recruitment event (council may require additional information). This form will be forwarded to the respective council executive board member. Chapters MAY NOT conduct planned recruitment events until cleared so by the Assistant Director for Fraternity & Sorority Affairs or Council Designee.
- II. College Panhellenic Council (CPC) member organizations must adhere to the [Recruitment Compact](#) and items lined out in the [Recruitment Timeline](#) for that respective academic year at all times.
- III. Interfraternity Council (IFC) member organizations must adhere to Article III Recruitment of the [Policies of the Interfraternity Council at Winthrop University](#) at all times.
- IV. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor in which it is an establishment generating more than half of annual gross sales from alcohol.
- V. All required items as outlined in this policy must be submitted and approved at least one week (7 days) prior to any bids being distributed. If it is not you put your chapter in jeopardy of delaying your recruitment and new member education.
- VI. Chapters may extend official offers of membership ("bids") only to those listed as eligible by OFSA.

Recruitment Documentation & New Member Eligibility:

- I. [Notice of Recruitment & New Member Education Form](#) (see page 7): Must be submitted at least 10 days prior to your first planned recruitment event to the Office of Fraternity & Sorority Affairs (OFSA). Councils may require additional information.
- II. Advertisement
 - A. (If applicable) Any Flyers/advertisements created to publicize your recruitment event(s) must be approved and in accordance with the university [posting guidelines](#) as well as guidelines set forth by the respective council if applicable. Chapters must:
 1. Bring (4) copies of the flyer to Office of Student Activities to be approved by the Administrative Assistant at least 1 week (7 days) prior to the first event. Once approved they can be turned in to the Information Desk to be posted on the bulletin boards within the DiGiorgio Campus Center.
 2. A minimum of one flyer must be posted in the following locations: Thompson cafeteria, all residence halls, Kinard, Sims, Thurmond, Life Science Building, Owens, West Center, and Bancroft.
 3. OFSA will add the recruitment events to the OFSA website calendar and social media.
- III. Participant Eligibility
 - A. At the recruitment event(s)/activity please ensure that potential new members [register with OFSA](#) and complete the online form. The Office of Fraternity & Sorority Affairs (OFSA) will verify that potential new members meet the minimum requirements to participate in recruitment/new member education process. Those verified as eligible will be added to the eligibility list in which the chapter president and recruitment chair will have access to view after completing a FERPA training coordinated by the Assistant Director for Fraternity & Sorority Affairs. **Minimum requirements to participate in recruitment/new member education process of a fraternity or sorority are:**
 - I. Enrollment as an active Winthrop University Student
 - II. Completion of 12 **University** credit hours (AP courses do not count)
 - III. 2.5 cumulative **University** GPA (Transfer students will need to provide an unofficial transcript from their previous institution to the OFSA in order to verify meeting the requirements)
 - a. The chapter's GPA requirements as outlined by the inter/national organization or local constitution/bylaws must be communicated to potential new members at recruitment event(s)/activity.
 - IV. [Register with OFSA](#) to be verified for participant eligibility.
- IV. Bid Extension, Signing, & New Member Reporting
 1. **Chapters may extend official offers of membership ("bids") only to those listed as eligible by OFSA:** If a chapter extends a bid to a person not on the eligibility list will result in that chapter's status being on probation and the inter/national headquarters being notified of the unauthorized distribution of bids.

2. CPC Chapters Only: During non-formal recruitment times: Chapters must submit a Continuous Open Bidding Acceptance Bidding Agreement (see page 9) within one (1) business day of the potential new member accepting their bid to OFSA.
3. Every student that receives a bid or bids may only sign a bid for one chapter every semester.
4. Those individuals deferring bids to a future time (maximum of 1 year (12 months)) must meet the minimum organization GPA or University GPA requirement (whichever is higher) at the time they wish to invoke their bid.
5. IFC Chapters and for CPC Chapters who are below total after initiation: Rolling bids (any bid that is extended outside of the recruitment period) may be extended between Wednesday of Week 10 and Wednesday Week 15. Rolling bids may not be signed until the bid signing period for the following semester. Any chapter that is found to be violating this policy will be referred to the Fraternal Conduct Board.
6. **Verification of New Members:** All Chapters must submit the Verification of New Members Form (see page 10) prior to any new member activities and prior to the start date of the official new member education listed on the chapter's New Member Education Plan. This form lists the individuals approved by your chapter. The verification form contains the following information:
 1. List of candidates for membership that will include each new member's:
 - a. Name (please print)
 - b. Student WID
 - c. Signature: Academic Waiver
 - d. Total number of potential new members
 - e. Original signature of the Chapter President
 - f. Signature of Chapter Advisor (chapter must bring in form with the original signature; **no faxes or scans will be accepted unless prior approval is given by the Assistant Director for Fraternity & Sorority Affairs**).
 - g. A separate line for verification of date received and eligibility of potentials for membership. (Completed by the Office of Fraternity & Sorority Affairs)

New Member Education Process Requirements:

- I. All required items as outlined in this policy must be submitted and approved at least one week (7 days) prior to any bids being distributed. Failure to submit for approval will put your chapter in jeopardy of delaying your recruitment and new member education.
- II. The Verification of New Members Form must be submitted prior to any new member activities and prior to the start date of the official new member education listed on the chapter's New Member Education Plan.
- III. The New Member Education Plan that must outline any/all new member activities must be approved one week (7 days) before any bids being distributed.
- IV. The new member process from the new member ceremony to the initiation ceremony will not extend beyond eight (8) weeks (fall and spring break do not count in this timeframe).
- V. The new member process must be completed one week (7 days) prior to study day.
- VI. If a chapter decides to do an additional new member process, it must start no later than on the Sunday of Week 6 in any academic semester to ensure a maximum of an 8 week process.
- VII. All new member meetings MUST be held on Winthrop's campus or in your Fraternity/Sorority house.
- VIII. All new member meetings and activities MUST conclude by 12midnight.
- IX. The individuals currently in your membership process will be listed on the Fraternity & Sorority Affairs website.
- X. No alcohol shall be present at any new member activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister – little sister" events or activities, "family" events or activities, and initiation.
- XI. If an individual withdrawals from the new member process, the chapter is responsible for notifying the Assistant Director the following business day by email with the person's name, email, and reason for withdrawal.
- XII. All New Members must attend an educational workshop on hazing AND participate in the New Member Conference offered the semester during their new member process. It is the responsibility of the chapter to communicate the date(s) of the workshop AND the date of the New Member Conference to the new members and ensure they attend. The date for the Conference and date options to attend the educational workshop will be given to the chapter at the beginning of the semester.

Meetings & Documentation:

- I. **Chapter Planning Meeting:** Prior to any new member activities (pinning ceremony, meetings, retreats, teambuilding activities, or other) the new member educator will schedule a time to meet with the Assistant Director for Fraternity & Sorority Affairs and/or Director of the DiGiorgio Campus Center. Please note: The chapter must also consult/contact any other necessary parties (i.e. National Office and Regional Director) to discuss the status of the chapter including chapter size, calendar, academic standing, university events, etc. To schedule an appointment, please email the Assistant Director or call 803.323.2248. At the Chapter Planning Meeting the chapter must submit/provide the following information in order to obtain approval:
 - A. Any national or regional paperwork that needs to be signed by the Office of Fraternity & Sorority Affairs (OFSA).
 - B. Copy of the chapter's National New Member Education Policy and Procedures (If a copy is already on file with the office, no need to resubmit, however, please provide any updates to the policy since the last time the chapter conducted intake). All steps of the process will be discussed at the meeting.
 - C. Confirmation that the Notice of Recruitment & New Member Education Form (see page 7) has been submitted and on file with OFSA.
 - D. Fraternity & Sorority Affairs Hazing Compliance Form (see page 8 – only valid if signed by current officers and advisors)
 - E. Space Requests for any New Member Education meetings or events should be submitted at this point and should be reflective of the meeting or event (i.e. New Member Education Meeting, Big/Little Reveal, National Exam, etc.).
 - F. Copy of materials and information that is given to those going through the new member process (if applicable)
 - G. New Member Education Plan- Chapters **MUST** use the template provided by OFSA located on the chapter resources page of the website. The New Member Education Plan should include any new member activities/meetings with dates, times, locations, and brief descriptions. Activities to include on the calendar, if applicable:
 1. Recruitment events
 2. Distribution of bids
 3. Formal acceptance of bids (new member pinning/ceremony)
 4. Start date of the new member's official process/education
 5. New Member Teambuilding activities
 6. New member retreat
 7. Study Hours
 8. New Member Service or Philanthropy events
 9. Initiation Date
 10. Any chapter meetings/events they will be in attendance
 11. Any additional dates pertinent to a specific organization
 - H. National Office Risk Management Policy and the materials for how you teach your new members about risk management. Please note: **This will need to document HOW you are educating your new members.**
 - I. OFSA will schedule workshops at the beginning of the semester where new members MUST attend one in order to review Winthrop's Hazing Policy and OFSA resources. Those meetings will vary per semester. Dates will be given to the chapter at the beginning of the semester.
 - J. At the conclusion of the Chapter Planning Meeting, a Progress Meeting may need to be scheduled midway through the new member process. This is at the discretion of the Assistant Director for Fraternity & Sorority Affairs and/or Director of the DiGiorgio Campus Center.

Chapter **MAY NOT** begin the new member process until cleared to do so by the Office of Fraternity and Sorority Affairs after the Chapter Planning Meeting occurs. The president, new member educator, and advisor will receive an email from the Assistant Director giving approval to move to forward.

II. New Member Process

- A. **Verification of New Members:** All Chapters must submit the Verification of New Members Form (see page 10) prior to any new member activities and prior to the start date of the official new member education listed on the chapter's New Member Education Plan. This form lists the individuals approved by your chapter. This form lists the individuals approved by your chapter. The verification form contains the following information:
 1. List of candidates for membership that will include each new member's:
 - a. Name (please print)

- b. Student WID
 - c. Signature: Academic Waiver
 - d. Total number of potential new members
 2. Original signature of the Chapter President
 3. Signature of Chapter Advisor (chapter must bring in form with the original signature; no faxes will be accepted unless prior approval is given by the Assistant Director for Fraternity & Sorority Affairs).
 4. A separate line for verification of date received and eligibility of potentials for membership. (Completed by the Office of Fraternity & Sorority Affairs)
 - B. **New Member Anti-Hazing Compliance:** All chapters must submit the *New Member Anti-Hazing Compliance Form* (see page 11) **within 24 hours** following the start date of the official new member education listed on the chapter's New Member Education Plan. This will be the list of names that is published on the Fraternity & Sorority Affairs website.
- III. **Progress Meeting:** The progress meeting will occur half way through the new member process to give the new member educator and OFSA an opportunity to have a conversation about how the process is currently going in regards to things that are going well, areas of concern, etc. The need for a progress meeting will be at the discretion of the Assistant Director Fraternity & Sorority Affairs and/or the Director of the DiGiorgio Campus Center.
- IV. **Communication & Process Updates:** Chapters will keep new members, the Office of Fraternity & Sorority Affairs, and their respective national/regional staff informed of the process of new member education and any potential problems.
- A. **In the event that any dates and times, and/or locations need to be changed on New Member Education Plan, the chapter president or new member educator must notify the Assistant Director for Fraternity & Sorority Affairs (in writing) no less than 2 business days prior to the new event time.**
 - B. If an individual withdraws from the process, the chapter is responsible for notifying the Assistant Director the following business day by email with the person's name, email, and reason for withdrawal.

All documents supplied to the Office of Fraternity & Sorority Affairs are kept confidential from students, student workers or student leaders, including respective council officers. They may be shared with university officials and national organization staff as needed.

Hazing:

Winthrop University, Policy Description

Hazing is a very serious offense and a violation of S.C. Law. Winthrop University student organizations and individual students should not condone or engage in this activity. On November 4, 1978, the Winthrop Board of Trustees adopted the following as a policy statement concerning hazing: The Board of Trustees of Winthrop University considers the hazing of students by fellow students to be contrary to the mission of the University and prohibits such activities.

Winthrop University Hazing Policy

HAZING is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Winthrop University and otherwise isolate or create different standards for new members for the purpose of initiation or admission into or affiliation with a chartered or non-chartered student organization.

Consistent with state law, it is a violation of the hazing policy for any person to

1. Knowingly permit or assist any person in committing hazing activities or
2. Failing to promptly report hazing activities to the appropriate university official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.

EXAMPLES OF HAZING

Depending upon circumstances, the following activities have, at one time or another, been construed by the courts and/or institutions of higher education as hazing. Such activities are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Hazing, therefore, may be perpetuated by individual(s) against individual(s), individual(s) against the group, the group against individual(s) or group against group.

1. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm or threat.
2. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).
3. Harassment or bullying, whether verbal, mental or physical of individual(s) or group(s).
4. Scavenger hunts that require or result in theft; forced or coerced road trips, dangerous activities, and/or kidnapping.
5. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.
6. Personal servitude (doing chores or errands for the group(s) or individual members).
7. Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.
8. Degrading, humiliating or embarrassing games or activities.
9. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing
10. Forced isolation from other members, friends or the rest of the campus. This includes any prohibition on speaking or social interaction (including public marching or walking in lines or "on line.")
11. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that inflicts mental stress by not revealing the requirements or basic timetable for joining.

The University prohibits any form of hazing of its students, or at any location on or off campus, including chapter houses, private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for investigation as a criminal matter, or both. University students who voluntarily participate in hazing, as well as those who inflict it, are subject to such action.

South Carolina Law ([Section 59-101-200](#))

Hazing means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature

Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of **hazing**, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.

Violations:

Violations of the recruitment & new member education policy may result in probation or suspension and referral to the Fraternal Conduct Board or Dean of Students Office. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Assistant Director for Fraternity & Sorority Affairs and/or the Administrative Board of the Fraternal Conduct Board.

During the period of probation, if the chapter commits any violation of the recruitment & new member education guidelines or any other rules set forth by the Office of Fraternity & Sorority Affairs, the chapter will be placed on suspension. Suspension is noted by a period where in all social and formal programming (this includes social events, community service, all fundraising activities, and recruitment functions) is prohibited. The suspension period will be determined by the Administrative Board of the Fraternal Conduct Board.

Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates of forms, falsifying original signatures, incomplete paperwork, etc.)
2. Extending bids to any individual(s) any individual(s) that have not been verified as eligible by the Office of Fraternity & Sorority Affairs.
3. Holding recruitment and membership education without adhering to the Recruitment & New Member Education Guidelines set by the Office of Fraternity & Sorority Affairs and respective governing council.
4. Hazing: Any violations of the Winthrop University Hazing Policy will result in a referral to Dean of Students Office.
5. Overt activity defined as any activity related to intake conducted in defiance of these guidelines or warnings by chapter advisor(s) and/or the Office of Fraternity & Sorority Affairs.

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: Chapter President and/or one representative must be present.
2. The Chapter Advisors must be present (both Faculty and Chapter advisor(s)).

3. Administrative Board of the Fraternal Conduct Board

All questions and concerns must be expressed by the Chapter President to the Assistant Director for Fraternity & Sorority Affairs. If any questions regarding the Guidelines arise, they may be discussed between the members of the chapter and the Assistant Director. Final jurisdiction and decision-making authority rests in the hands Assistant Director for Fraternity & Sorority Affairs and/or the Administrative Board of the Fraternal Conduct Board.

Students found guilty of hazing will be subject to penalties outlined by the Winthrop University Student Conduct Code, as well as any sanctions outlined by the national organization.

Recruitment & New Member Education: Things to Remember

1. All required items as outlined in this policy must be submitted and approved **at least one week (7 days) prior to any official bids being distributed**. If it is not you put your chapter in jeopardy of delaying your recruitment and new member education.
2. Each chapter must submit a Notice of Recruitment & New Member Education Form at least 10 days prior to your first planned recruitment event to the Office of Fraternity & Sorority Affairs (OFSA).
3. College Panhellenic Council (CPC) member organizations must adhere to the Recruitment Compact and Interfraternity Council (IFC) member organizations must adhere to Article III Recruitment of the Policies of the Interfraternity Council at Winthrop University at all times.
4. Each chapter must submit a Hazing Compliance Form, and completed New Member Education Plan (calendar of events) at the Chapter Planning Meeting with Assistant Director for Fraternity & Sorority Affairs and/or Director of the DiGiorgio Campus Center. The New Member Education Plan must be approved at least one week (7 days) before any bids are distributed. Failure to do so will result in having to reschedule the Chapter Planning Meeting and delaying your recruitment and new member education process.
5. The Notice of Recruitment & New Member Education Form, Fraternity & Sorority Affairs Hazing Compliance Form, and Verification of New Members Form must contain the original signature (**no faxes or scans will be accepted**) of the Chapter President and Advisor(s).
6. The New Member Anti-Hazing Form is due within 24 hours following the start date of the official new member education listed on the chapter's New Member Education Plan.
7. Communication is a crucial part of this process as well as to ensure compliance with this policy. Chapters will keep new members, the Office of Fraternity & Sorority Affairs, and their respective national/regional staff informed of the process of new member education and any potential problems. This includes changes with any events, weekly process updates, and any withdrawals.

Without the submission of the required paperwork recruitment & new member education will not be approved. In the event that recruitment/new member activities begin without the knowledge and signed approval the Office of Fraternity & Sorority Affairs, and/or the chapter has not adhered to these written Recruitment & New Member Education Guidelines, recruitment/new member activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the Assistant Director for Fraternity & Sorority Affairs and/or the Administrative Board of the Fraternal Conduct Board.

Date Received: _____

Notice of Recruitment & New Member Education

The officers and members of _____ (chapter) of _____ (organization) are proud to announce the recruitment and education of new members for the **Fall** or **Spring** (Circle one) of _____ (year).

Recruitment will be held on (may be range of dates) _____

Inter/national Organization and (if applicable) local chapter
GPA Requirement for Membership is _____

Bids will go out to new members on (may be a range of dates) _____

Bids will be formally accepted on (new member pinning/ceremony) _____

New Member Education will begin on the date of _____

New Member Education will end on the date of _____

New Members will be initiated on _____

Recruitment Chair Info:

Name

Email

Phone Number

Chapter Advisor(s) supervising recruitment & new member education for the Chapter will be:

_____/_____
Name Name
_____/_____
Email Email
_____/_____
Phone Number Phone Number

Regional Director Contact Information:

Name

Email

Phone Number

National Organization Contact:

Name

Email

Phone Number

Recruitment Event(s) Information: (If additional space is needed, submit on another sheet of paper). CPC sororities do not need to complete this section for formal recruitment events.

Event Name	Date	Time	Location

The above information is accurate and correct to the best of my knowledge.

President's Name Printed

Chapter Advisor Name Printed

Faculty Advisor Name Printed

President's Signature

Chapter Advisor Signature

Faculty Advisor Signature

President's Phone Number

Advisor's Phone Number

Faculty Advisor's Office Phone #

Office Use Only: _____ Date/Time of Chapter Planning Meeting _____

Date Received: _____

Winthrop University Office of Fraternity & Sorority Affairs Hazing Policy Compliance Form

All Winthrop fraternities and sororities must file this form with the Office of Fraternity & Sorority Affairs to certify compliance with this policy. The preceding document remains in effect until the new one is filed. The document filed must always have the most current officers and advisor sign.

South Carolina Law (59-101-200)

Hazing means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of hazing, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.

Winthrop University Hazing Policy

HAZING is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Winthrop University and otherwise isolate or create different standards for new members for the purpose of initiation or admission into or affiliation with a chartered or non-chartered student organization. Consistent with state law, it is a violation of the hazing policy for any person to 1) knowingly permit or assist any person in committing hazing activities or 2) failing to promptly report hazing activities to the appropriate university official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.

EXAMPLES OF HAZING: Depending upon circumstances, the following activities have, at one time or another, been construed by the courts and/or institutions of higher education as hazing. Such activities are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Hazing, therefore, may be perpetuated by individual(s) against individual(s), individual(s) against the group, the group against individual(s) or group against group.

1. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm or threat.
2. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).
3. Harassment or bullying, whether verbal, mental or physical of individual(s) or group(s).
4. Scavenger hunts that require or result in theft; forced or coerced road trips, dangerous activities, and/or kidnapping.
5. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.
6. Personal servitude (doing chores or errands for the group(s) or individual members).
7. Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.
8. Degrading, humiliating or embarrassing games or activities.
9. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing
10. Forced isolation from other members, friends or the rest of the campus. This includes any prohibition on speaking or social interaction (including public marching or walking in lines or "on line.")
11. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that inflicts mental stress by not revealing the requirements or basic timetable for joining.

Anti-Hazing Agreement

We, the undersigned, certify the following:

1. We have read AND understand Winthrop's Hazing Policy as outlined in the Membership Policy and Student Conduct Code
2. We have read and understand the South Carolina Hazing Law
3. We have read and understand our National Hazing Policy
4. We verify that this policy will be read to our chapter on _____ (date)
5. We verify that all new members will receive a copy of this policy
6. We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline.
8. **Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Dean of Student's Office for supplying false information to a University Official (if they knew of the hazing occurring and did not take steps to stop it.)**
9. **If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.**

By signing this form we agree to abide by the above.

Fraternity or Sorority _____

President Name Printed _____

Signature _____

Date _____

New Member Educator/Intake Coordinator Name Printed _____

Signature _____

Date _____

Chapter/Grad Advisor Name Printed _____

Signature _____

Date _____

Start Date for New Member Education: _____

End Date for New Member Education: _____

Winthrop University College Panhellenic Council



CONTINUOUS OPEN BIDDING MEMBERSHIP ACCEPTANCE BINDING AGREEMENT

Name _____

Campus/local address _____

Cell phone number _____

Email _____

By signing the acceptance agreement, I understand and agree to the following terms:

Please read and initial each of the following.

_____ I accept the invitation of _____ to pledge its chapter at _____.
[Name of NPC member organization] [Name of school]

_____ Once I sign this acceptance agreement, I am ineligible to be pledged to another NPC fraternity on this campus until the beginning of the next primary membership recruitment period.

_____ I understand that my invitation to membership is pending and contingent upon verification of grade point average, enrollment status, and confirmation of invitation eligibility from the College Panhellenic Council and Winthrop University. I also understand that my invitation to membership may be revoked if I do not meet the requirements set forth by the Panhellenic and this institution.

Signature _____ Date _____

Attest _____ Date _____
[Signature of witness from organization]

This agreement must be filed in Office of Fraternity & Sorority Affairs (DIGS 269) within one (1) business day of the above date.

Date Received: _____

Winthrop University - Verification of New Members Form

Organization & Chapter Name: _____

We hereby declare that on _____ (date submitted), the following individuals are potentials for membership into our organization. We certify that all individuals listed below have been verified by the Office of Fraternity & Sorority Affairs and meet our organization's GPA requirement for membership (if higher than the University requirement). If these individuals formally accept their bid on _____ (date of formal bid acceptance), they will be duly initiated pending the decision by our organization. New member education will begin on _____ (date) and end approx. on _____ (date).

If any of the individuals listed below decline their bid or withdrawal from the organization at any point after the date this form is submitted, the chapter is responsible for notifying the Office of Fraternity & Sorority Affairs day by email with the person's name, email, and reason for withdrawal.

Total Number of Potential New Members: _____

President Signature: _____

Chapter Advisor Signature: _____

Signing Agreement: By signing this document, I hereby wish to waive my rights granted by the Family Educational Rights and Privacy Act of 1974 and permit Winthrop University to release my academic information about me to my fraternity/sorority. I understand this waiver will be in effect until I notice the Office of Fraternity & Sorority Affairs (OFSA) that I am no longer an active member of my fraternity/sorority. I further consent to my name being listed on the OFSA website as I am proceeding in the membership process.

New Member's Name (Printed)	Winthrop Student ID #	Signature: Please review Signing Agreement before signing.	Cumulative GPA (OFFICE USE ONLY)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

If you have more than 20 new members, make two copies of this form and staple them together. This form is due to The Office of Fraternity & Sorority Affairs prior to any new member activities and prior to the start date of the official new member education listed on the chapter's New Member Education Plan.

Date Received: _____

Winthrop University Office of Fraternity & Sorority Affairs New Member Anti-Hazing Compliance Form

Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that may negatively affect the development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Winthrop University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including fraternity/sorority houses, private residences, or public property. Hazing is typically associated with membership selection and initiation into an organization. It is possible for hazing to occur before, during, and after membership selection and initiation. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to law enforcement officials for prosecution as a criminal matter, or both. Winthrop students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action. If you believe you or someone you know has been a victim of hazing, contact the Assistant Director of Student Activities for Fraternity & Sorority Affairs at 803-323-2248.

South Carolina Law (59-101-200): Hazing means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of hazing, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.

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Anti-Hazing Agreement

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2. We have read and understand the South Carolina Hazing Law
3. We have read and understand our National Hazing Policy
4. We verify that all we have received a copy of this policy
5. We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
6. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline.
7. Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Dean of Student’s Office for supplying false information to a University Official (if they knew of the hazing occurring and did not take steps to stop it.)
8. If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.

By signing this statement, I agree that I have read and understand the Winthrop University Hazing Policy. I agree to comply with this policy, local and state laws, the policies of my fraternal organization and the local and national governing council to which my organization belongs. I further consent to my name being listed on the Office of Fraternity & Sorority Affairs website should I proceed in the membership process.

Organization: _____ Semester: _____

***PLEASE USE ADDITIONAL FORMS AS NEEDED FOR ADDITIONAL SIGNATURES**

Date	New Member’s Name (Print Name)	WU ID #	Signature	UR (Office Use Only)	GPA/HR (Office Use Only)
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				

This form is due to The Office of Fraternity & Sorority Affairs within 24 hours following the start date of the official new member education