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| **Fraternity and Sorority**  |
|  Recruitment Guidelines, Procedures, and Intent Form |

The office of fraternity and sorority life at Virginia Commonwealth University encourages the growth and development of our fraternal community by ensuring a safe and educational environment for membership selection. Each organization conducting recruitment shall keep the fraternity and sorority life office informed of all recruitment activities each semester. This reporting is mandatory and may be available for review and revision each semester as needed.

Members, new members, alumni and members of the graduate or alumni chapters will be held responsible individually for their actions during the new member process. It is important that everyone understand that their actions may have repercussions on the undergraduate chapters.

The steps and guidelines listed below must be completed each semester in addition to the inter/national organization’s policies and procedures for recruitment. The following information is private and is only available to the fraternity and sorority life office staff. These items are required in order to ensure the safety of all members and aspirants, while preserving the traditions of the organizations.

**Pre-Recruitment / Recruitment and New Member Activity Documentation**

1. Prior to any recruitment activities (formal/council coordinated, continuous recruitment, any recruitment activities or other), and prior to any new member education activities taking place (meetings, retreats, teambuilding activities, or other) all proper documentation needs to be submitted **10 days prior to any activity**.
2. Any national or regional paperwork that needs to be signed by the fraternity & sorority life staff.
3. The **Membership Recruitment Request Form** must include the dates, times and locations of recruitment events or interest meetings (formal or informal), the date of the start of the new member process, the anticipated end date of the new member process, and the expected date of initiation and new member show (if applicable). **It also must include all required signatures and supporting** **documentation**.
	1. **All activities must take place between the hours of 7am to 11pm.**
	2. **No new member program should extend beyond eight (8) weeks.**
4. A recruitment calendar including the times of any recruitment activities with as much information as possible: date, time and location. Dates are not limited to “formal” periods of membership recruitment for chapters who conduct year-round recruitment. Year round events may be included on “formal” recruitment calendar or submitted at a later date following the same requirements. The fraternity & sorority life staff must approve activities before they commence. Activities to include on the calendar, if applicable:
	1. Recruitment events/interest meetings and/or informational meetings
	2. Selection date(s)
	3. Extension of Membership
	4. Formal acceptance of Membership
	5. Start date of the new member’s official education/ process
	6. Expected Initiation Date
	7. New Member Show Date (If Applicable)
5. The chapter officer must also supply a copy of the formal/informal interest meeting flyer to be approved by the office of fraternity and sorority life**. The recruitment paperwork will not be approved without a flyer.**
	1. Please note all forms of advertising must be approved through the fraternity and sorority life staff. Please also attach any flyers or copies of promotional items to the form. Please note if students call the office we will give out dates of recruitment events or interest meeting.
	2. All flyers must be posted in both the fraternity and sorority life office and in the University Student Commons via the television screens.
	3. All flyers must be posted for a minimum of 7 days.
6. **Within 24 hours of the recruitment event** the chapter must turn in an attendance/grade check list to the office of fraternity and sorority life. This must include the signatures and student ID (V#) numbers of all attendees. The grade check form can be found at: http://www.usca.vcu.edu/fraternity-sorority-life/chapter-resources/.
7. If the chapter would like to continue with the process, grade checks are required for all potential members or aspirants. Grade checks must be complete before extending an invitation of membership.
	1. Please give the fraternity and sorority life staff three (3) days to return grade checks.
8. **Within 48 hours of being accepted for membership, all new members must complete, sign, and submit the Anti-Hazing Card** to the fraternity and sorority life office. Failure to turn in these cards will result in an immediate cease and desist of all recruitment activities.

**Requirements for Recruitment Events Hosted by Chapters**

1. All organizations must adhere to the following requirements when conducting recruitment events:
	1. No alcoholic beverages will be permitted.
	2. All National Policies of the organization and governing Council must be met.
	3. Excessive vulgarity and profanity will not be tolerated; neither will language or activities that create an atmosphere of discrimination or intolerance.
	4. No inappropriate or revealing attire.
	5. Any event that poses a threat of danger to individuals who participate will not be allowed.
	6. Any event that would be perceived by a reasonable observer as a membership recruitment event is subject to these rules.
2. Chapters found in violation of these requirements will have their event stopped immediately. Referrals to the chapter’s council judicial board will be made if necessary.

**New Member Process**

1. A new member calendar including a timetable of any activities exclusive to, or expected of, new members with dates, times, and locations. **All activities must end one week prior to finals and must take place between the hours of 7:00 a.m. to 11:00 p.m.** without advance approval. **No new member program should extend beyond eight (8) weeks** to be consistent with national standards and VCU policy. Activities to include on the calendar, if applicable:
	1. Formal acceptance of Membership
	2. Initiation date.
		1. Chapters must initiate new members within 8 weeks of beginning their process.
	3. Any additional dates pertinent to a specific organization
	4. In the event that any dates and times need to be changed on the calendars of events, chapter members should notify their council advisor (in writing) as soon as the event has been updated.
2. Without the submission of the above paperwork, recruitment will not be approved. In the event that the recruitment or new member activities begin without the knowledge and signed approval of the council advisor, and/or the chapter has not adhered to these written recruitment procedures, recruitment and/or new member activities will cease immediately and the chapter may be placed on suspension. These sanctions will be initiated and/or imposed by the council advisor/s.

**Confidentiality**

1. All documents supplied to the Fraternity and Sorority Life Office are kept confidential. They may be shared with university officials, specific chapter officers, and national organization staff as needed and allowed by the academic waiver signed.

**Hazing**

1. No chapter, colony, student or alumnus shall conduct nor condone hazing activities, and all will support and follow the Virginia Commonwealth University Hazing Policy and FIPG Guidelines. This includes all aspirant members, new members, members, alumni/ae members, parents, or any other involved in the recruitment, recruitment or education of fraternity/sorority new members. Hazing activities are defined as:
	1. “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy.”
		1. This definition can also be found in the Fraternity and Sorority Councils of VCU Risk Management Policies and Procedures.

**Violations**

1. Violations of recruitment regulations may result in being recommended to the council judicial board. Chapters will receive notice of violation from their council, and their council procedures will be followed.
2. Violations include:
	1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
	2. Holding membership recruitment activities or events without conforming to the recruitment guidelines and procedures set by the fraternity and sorority life office.
	3. Hazing: Any violations of the VCU Policy on Hazing will be referred to the council’s judicial board, and possibly individuals being referred to the office of student conduct & academic integrity, as well as any sanctions outlined by the national organization. The office of fraternity & sorority life will work in partnership with both bodies to create a comprehensive plan that avoids duplication and may be both educational and punitive.

All questions and concerns must be expressed by the chapter president and officer responsible for recruitment. If any questions regarding the Regulations arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the council advisor/s and the council.

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by FSL Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_