

USC Upstate Fraternity & Sorority Life

MEMBERSHIP INTAKE GUIDELINES AND REGISTRATION FORM

INTAKE REQUIREMENTS

USC Upstate is committed to the support, safety, and success of all FSL organizations. Below are the requirements for USC Upstate FSL organizations that utilize a membership intake process. The Office of Student Involvement maintains these policies and will publish updates as they are voted on by the FSC Membership Intake Committee.

Intake is the proscribed process potential candidates participate in; in conjunction with the respective organization's International Headquarters (IHQ), local chapter, and USC Upstate; to gain membership into one of USC Upstate's NALFO-affiliated or NPHC-affiliated organizations. Intake guidelines must be consistent with federal and state laws, USC Upstate policies, and IHQ standards.

Participation in intake is restricted to currently enrolled USC Upstate students.

When a Chapter determines they want to sponsor intake, the NPHC Advisor, IHQ, Regional Director, and additional individuals, as needed, are to be consulted/contacted to discuss the status of the Chapter including Chapter size, event calendar, academic standing, and University deadlines.

Chapter officers are responsible for implementing these policies within their chapters and must ensure compliance with these regulations. Conflicts with local or national regulations and any other concerns must be reported to the Fraternity/Sorority Advisor promptly.

USC UPSTATE'S POLICY ON HAZING

The University defines hazing as any act that endangers the mental or physical health or safety of a student, faculty member or other University official. This includes the removal of public or private property for the purpose of initiation, admission into, affiliation with or as a continued membership in a group or organization (Code of Student Behavior). It is important to note that a student's "willingness" to participate in the hazing activities is not a defense. Essentially, if someone gives an organization "permission" to haze them, it is still hazing and is still a violation of the Code of Student Behavior, South Carolina Law, and organizational policies.

Learn more about USC Upstate's policy on hazing and how to report on the USC Upstate website here: <http://www.uscupstate.edu/campus-life/office-of-student-involvement/fraternity-sorority-life/safety-and-wellbeing/>

USC UPSTATE'S FRATERNITY & SORORITY LIFE EXPECTATIONS

Completion of the USC Upstate FSL Membership Intake Registration Form PRIOR to beginning

Chapters are expected to complete the USC Upstate FSL Membership Intake Registration Form on Agora/Presence. The form can be found here: <https://uscupstate.presence.io/form/usc-upstate-fsl-membership-intake-registration>.

Initial Meeting with Fraternity/Sorority Advisor

The Chapter President and Intake Coordinator must schedule a meeting with the NPHC Advisor a minimum of **10 calendar days** before the requested Interest or Informational/Awareness meeting to review the Intake process in detail.

Flyers for Informational/Awareness/Smokers/Interest Meetings

Meeting information will be posted:

- On the USC Upstate Fraternity and Sorority Life website page at uscupstate.edu/fsl under "Calendar of Events" here: <https://www.uscupstate.edu/campus-life/office-of-student-involvement/fraternity-sorority-life/calendar-of-events/>
- On the Office of Student Involvement display board in CLC Suite 210

Additionally, meeting information must be posted for a **MINIMUM** of 5 calendar days.

Meeting Registration and Attendance Tracked on Agora/Presence

Informational/Awareness/Smokers/Interest Meetings are expected to be registered on Agora/Presence.

It is also expected that attendance is tracked by checking student attendees in using the Presence Checkpoint app (can be downloaded from any app store) so that the fraternity/sorority advisor

To learn how to register an event, find your event pin and to check students into an event, please review the HOW TO information starting on page 5 of the USC Upstate FSL Event Registration and Attendance Documentation Policy here: https://www.uscupstate.edu/globalassets/campus-life/office-of-student-involvement/fraternity-and-sorority-life/fsl/fsl-event-registration_website.pdf

Meeting Times and Locations

All Informational/Awareness and Interest Meetings must conclude by 10:30pm.

Unless previously approved by the Fraternity/Sorority Advisor, all Interest Meetings must occur on campus (includes main Spartanburg campus and “The George”) and space must be reserved using the process outlined by the Special Events Office.

Student Involvement Notification

Chapters will keep candidates, the Fraternity/Sorority Advisor and their respective national/regional staff informed of the progress of Intake and any potential problems (i.e. dates, national visits, etc.). The chapter should communicate any changes that occur (i.e. candidates withdraw, national office visits, presentation locations, etc.) to the Fraternity/Sorority Advisor immediately.

Grade Release Waivers

For Chapters to receive grade reports for members, all students will need to sign into presence and submit the Fraternity/Sorority Grade Release Waiver here:

<https://uscupstate.presence.io/form/fraternity-sorority-grade-release-waiver>

It is encouraged that this is done during one of your education workshops.

Presentation of New Members

New members are “presented” to the USC Upstate community upon acceptance and completion of the intake process. For purposes of these requirements, “presented” shall be defined as public acknowledgement of completion of intake period such as the wearing of paraphernalia, new member presentation shows, public social media post, etc.

New Member Presentations are not required by the Office of Student Involvement.

If a Chapter chooses to sponsor one, shows must comply with the USC Upstate Entertainment Performances and New Member Presentation Policy here: https://www.uscupstate.edu/globalassets/campus-life/office-of-student-involvement/fraternity-and-sorority-life/fsl/fsl-entertainment-performances-and-new-member-presentation-policy_website.pdf

Information Regarding Violations of Hazing and Membership Intake Policies:

Violations of the policies regulating the membership intake process may result in probation or suspension of the violating chapter. The University will work closely with the inter/national organization to investigate and determine a course of action to resolve the situation. The chapter will either be placed on Cease and Desist (C&D) or receive an automatic suspension, depending upon severity of the infractions, at the discretion of the Office of Student Involvement and/or the Dean of Students.

Cease and Desist is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and membership intake functions) is prohibited. The C&D period will be determined by the Office Student Involvement in conjunction with the Dean of Students.

Suspension is noted by a period wherein the chapter/organization is not a registered, recognized or active student organization at USC Upstate.

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying signatures, incomplete paperwork, etc.)
2. Holding membership intake events without adhering to the Membership Intake Guidelines set by the University or the inter/national organization
3. Hazing: Any violations of the State General Statute and/or the USC Upstate Hazing Policy will result in a referral to the Dean of Students and/or, dependent on the immediate severity, the Police Department
4. Overt activity, defined as any activity related to membership intake conducted in defiance of established guidelines or warnings by chapter advisors and/or Student Life Center staff
5. Failure to adhere to Presentation of New Member Guidelines (Step 7 on page 5 of this packet)

Students found in violation of University hazing policies will be subject to penalties outlined in the General Statutes of the State, the University of South Carolina Upstate, as well as any sanctions outlined by the inter/national organization. Violations of the University of South Carolina Upstate's Student Code of Conduct will be adjudicated through the University of South Carolina Upstate's student conduct procedures through the Office of the Dean of Students.