



NOTICE OF MEMBERSHIP INTAKE FORM
About the 'Membership Intake Form'
 Fraternity & Sorority Advising and Leadership Development

Updated: January 2016

The purpose of the 'Notice of Membership Intake Form' is to ensure the alignment of prospective members, undergraduate members, advisors, staff, and headquarters in regards to the intake/new member process at the University of California, Berkeley. While all fraternal organizations are required to inform the LEAD Center of their intake/new member process, the LEAD Center understands the historical and cultural differences in organizational recruitment. For this reason, in order to maintain these standards, the 'Notice of Membership Intake Form' serves as a notice of the general intake process, a temporary roster of members, and an agreement to university policies.

Who must complete the 'Notice of Membership Intake Form'?

All fraternal organizations that do not have an open membership recruitment process are required to complete 'Section 1' of the 'Notice of Membership Intake Form' every semester regardless of whether or not they will be conducting intake. 'Sections 2-4' of the 'Notice of Membership Intake Form' is required for all organizations that will be conducting intake.

If intake will be conducted, required signatures include the Chapter President, Membership Intake Coordinator, local advisor overseeing the membership intake process, and any individuals participating in the membership intake process.

Who will have access to completed 'Notice of Membership Intake Forms'?

All documents supplied to the LEAD Center are kept confidential from students, student employees, and student leaders, including council officers. They may be shared with university officials and inter/national organization staff as needed.

MEMBERSHIP INTAKE DUE DATES

<u>SECTION</u>	<u>WHO</u>	<u>DUE DATE</u>
SECTION 1	All Organizations	Fall – October 1 Spring – March 1
SECTION 2	Organizations Conducting Intake	Fall – October 1 Spring – March 1 <u>OR</u> Within 2 Business Days of the Beginning of Intake, Whichever is Earliest
SECTION 3	Organizations Conducting Intake	Within 2 Business Days of the Beginning of Intake
SECTION 4	Organizations Conducting Intake (1 Per Intake Participant)	Within 2 Business Days of the Beginning of Intake
Updates	All Organizations	Within 2 Business Days of the Update



Fraternity & Sorority Advising and Leadership Development
University of California, Berkeley
102 Sproul Hall
Berkeley, CA 94720-2430

NOTICE OF MEMBERSHIP INTAKE FORM **Definitions and Terms**

Fraternity & Sorority Advising and Leadership Development

While these definitions may slightly vary by each organizations, the following are broad definitions used for the purpose of this Notice of Membership Intake Form. If you have any question regarding specific terms, please contact a LEAD Center Advisor.

Chapter President – The primary representative of the UC Berkeley undergraduate chapter. Must be a current UC Berkeley undergraduate student.

Intake Process – The formal process of undergraduate students

LEAD Center Advisor – The UC Berkeley staff member that provides advising support to the chapter.

Membership Intake Advisor – The representative of the Graduate Chapter, Alumni Board, or (Inter)National Organization that is responsible for the oversight of the Intake Process. May not be an undergraduate member.

Membership Intake Coordinate Name – The UC Berkeley undergraduate student that is responsible for leading the intake/new member education process. This person may also be known as Dean, New Member Educator, Pledge Educator, etc.

New Member Presentation – The event which a chapter publically introduces new members of the organization. This may also be known as a Coming Out Show, New Member Reveal, Probate Show, Surfacing Show, etc.



NOTICE OF MEMBERSHIP INTAKE FORM Hazing Policy and Law

Fraternity & Sorority Advising and Leadership Development

The University of California, Berkeley has a zero tolerance hazing policy. Hazing does not reflect or support the core values of the University of California, Berkeley or the fraternity and sorority community. Hazing is detrimental to the individual, the group, and the community. The University of California, Berkeley's policy can be found in the Code of Conduct, Section 102.12:

"Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person."

The State of California, states that acts of hazing may be punished as a felony. Called "Matt's Law", the new statute (§245.6) of the California Penal Code) also expanded who can be held responsible for hazing. Prosecutors now have the authority to bring charges against any person or organization (e.g., fraternity officials/chapters, nonenrolled students) involved in hazing. Even those people only tangentially related to hazers - group officers and leaders, parents, coaches, faculty, staff, regents, even the University itself - can be liable in civil suits brought by hazing victims or their families.

Section 245.6 of the California Penal Code, which went into effect on January 1, 2007, reads:
245.6.

(a) It shall be unlawful to engage in hazing, as defined in this section.

(b) "Hazing" means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an education institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other education institution in this state.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment in the state prison.

Anyone with any information regarding allegations or incidents of hazing should contact the Center for Student Conduct at 510-643-9069 or studentconduct@berkeley.edu.



NOTICE OF MEMBERSHIP INTAKE FORM

Guidelines for New Member Presentations

Fraternity & Sorority Advising and Leadership Development

All organizations must adhere to the following guidelines when presenting new members to the campus community:

- Presentation of new members must take place **no more than 30 calendar days after the members have been initiated** into the organization or **prior to the last day of classes** in the semester of initiation, whichever comes first.
- Presentation shows (i.e. probate, rollout, neophyte, etc.) are **not to be scheduled on the same time of a previously planned event** of another chapter of the same council.
- A copy of the **space reservation confirmation** notice must be submitted to the chapter's LEAD Center Advisor.
- Attain the proper **permits** needed based on the content of your show
- **No explicit or revealing attire** may be worn by the new members or other show participants/performers.
- **Disparaging comments** about other organizations or use of foul language will not be tolerated.
- **No alcoholic** beverages will be permitted.
- Abide by all campus **policies and regulations**
- **No physical abuse** will be tolerated.
- **Presentations last no longer than 2 hours and must be completed no later than 11:30PM.** Following the show, members of the presenting organization must **vacate the area within 30 minutes** to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- A **LEAD Center Advisor** (professional or graduate) **MUST** be in attendance at all new member presentations. The presenting organization must coordinate the schedule with the staff member who will be present. If the LEAD Center Advisor is unable to attend, the Membership Intake Advisor must be in attendance.
- The **Chapter Advisor** overseeing the intake process (or a pre-approved alternate) must be present for the entirety of the presentation.



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 University of California, Berkeley
 102 Sproul Hall
 Berkeley, CA 94720-2430

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Due date: Fall – October 1, Spring – March 1 **OR** Within 2 Business Days of the Beginning of Intake, Whichever is Earliest

SECTION 1. INTENT TO CONDUCT MEMBERSHIP INTAKE

This notice is to inform the LEAD Center at the University of California, Berkeley that

_____:

[] **Will** be conducting Membership Intake during the _____ semester of 20_____

[] **Will NOT** be conducting Membership Intake during the _____ semester of 20_____

Chapter President Name

Signature

Date

Membership Intake Coordinate Name

Signature

Date

Membership Intake Advisor Name

Signature

Date



NOTICE OF MEMBERSHIP INTAKE FORM
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SECTION 2. MEMBERSHIP INTAKE INFORMATION

To be completed only if intake will be conducted.

Part A. Chapter Contacts

Position	Name	Phone	Email
Chapter President			
Membership Intake Coordinator			
Advisor Overseeing Intake			
Regional/National Representative			

Part B. Tentative Intake Schedule

Event	Date
Tentative Membership Intake Start Date	
Tentative Membership Intake End Date	
Tentative Coming Out/Surfacing Show Date	

Part C. Policies and Education Agreement

We, the undersigned, attest that the above information is accurate and correct to the best of our knowledge.

Furthermore, we agree to the following as conditions of conducting membership intake:

- a. We will comply with all of the policies and procedures regarding membership intake put in place by the University of California, Berkeley and our inter/national organization.
- b. We will comply with local and federal laws, and university and inter/national organization rules, standards, and codes during the membership intake process.
- c. We will inform the LEAD Center of any changes to the information contained in the 'Notice of Membership Intake Form' within two business days of the change.
- d. We will provide education in the areas of alcohol and other drug use, hazing, and risk management to all individuals participating in the intake process, including the 'Hazing Policy and Law' page included in the 'Notice of Membership Intake Form.'

Chapter President Name

Signature

Date

Membership Intake Coordinate Name

Signature

Date

Membership Intake Advisor Name

Signature

Date



NOTICE OF MEMBERSHIP INTAKE FORM

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Due date: No later than 2 business days from the beginning of intake

SECTION 3. MEMBERSHIP INTAKE PARTICIPANTS

Please list below all individuals who will be participating in the membership intake process for the current semester. The chapter's LEAD Center Advisor must be informed of any additions or removals of participants from the membership intake process no later than two business days of the change.

Intake Participant's Full Name	Cal ID Number	Phone Number	CalNet ID
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

- Intake Participant's Full Name** – The full name of the student as recorded in official university records (i.e. Bear Facts)
- Cal ID Number** – The 8-digit number located on the front of the participant's Cal 1 Card
- Phone Number** – The local number to best reach the participant. This will only be used in an emergency.
- CalNet ID** – The ID used to authenticate University tools. (i.e. bMail, TeleBears, Bear Facts)

I agree the list above is the complete and accurate list of University of California, Berkeley students participating in membership intake for our organization.

Chapter President Name

Signature

Date

Membership Intake Coordinate Name

Signature

Date

Membership Intake Advisor Name

Signature

Date



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SECTION 4. INTAKE PARTICIPANT AGREEMENT

This form must be completed by **each individual** that will be participating in the membership intake process.

I, _____, will be participating in the membership intake process of _____ during the _____ semester of 20_____.

Please indicate your understanding and agreement to the following statements by initialing in the spaces provided.

University of California, Berkeley Eligibility

_____ I am currently enrolled as a student at the University of California, Berkeley.

_____ I am not currently a member of another single-gender fraternal organization protected by Title IX of the 1972 Education Amendments

_____ I authorize the University of California, Berkeley, to release my contact information to authorized representatives of the UC Berkeley chapter of this organization for the purpose of maintaining rosters, and to communicate with me about chapter-related items and activities. I understand that this release differs from and does not alter my general address and email privacy selections made in BearFacts.

Grade Release

The following approvals are optional and are not required for membership. If you do not agree to the statements below, do not initial in the spaces provided.

_____ I authorize the University of California, Berkeley, to release my units completed and grade points earned at UC Berkeley to the chapter of which I am participating in intake with. I understand this information will be used for the purpose of computing my grade point average (GPA) and reporting it to the (inter)national office and/or designated volunteers at the end of each semester as long as I am a member of my chapter as indicated on CalLink. I understand that this information will be used for compliance and academic purposes only.

_____ I authorize the University of California, Berkeley, to release my GPA to the chapter of which I am participating in intake with. I understand this information will be used for the purpose of reporting aggregate GPA data that will be published and accessible to the public. I understand that although students are not identified in the reports, it may be possible to infer a particular student's GPA in categories where the sample size is significantly small (fewer than 10 people)

(CONTINUED ON THE NEXT PAGE)



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SECTION 4. INTAKE PARTICIPANT AGREEMENT

This form must be completed by **each individual** that will be participating in the membership intake process.

Anti-Hazing Agreement

_____ I understand, acknowledge, and accept that any violation of University policies and/or procedures, and/or California Codes, Statutes, Policies, and/or Procedures referring to hazing by my chapter will result in referral of the matter of the alleged violation(s) to the University's judicial system and/or the California judicial system.

_____ I understand, acknowledge, and accept that engaging in or conspiring to engage in any hazing activity as defined by University policies and/or procedures, and/or California Codes, Statutes, Policies, and/or Procedures, will result in referral of the matter of such misconduct to the University's judicial system and/or the California judicial system.

_____ I understand, acknowledge, and accept that having knowledge of hazing, without taking action to stop or prevent such an action from occurring is synonymous with conspiring to haze. Such action may constitute a violation of University policies and/or procedures, and/or California Codes, Statutes, Policies, and/or Procedures and may result in the imposition of disciplinary, criminal, and/or civil sanctions up to and including felony charges.

Sexual Violence & Sexual Harassment Agreement

_____ I understand, acknowledge, and accept that any violation of University policies and/or procedures, and/or California Codes, Statutes, Policies, and/or Procedures referring to sexual violence and/or sexual harassment by myself or my chapter may result in referral of the matter of the alleged violation(s) to the University's judicial system and/or the California judicial system.

_____ I have read, understand, acknowledge, and accept the [University of California, Berkeley's Code of Student Conduct Policy](#) on sexual violence and sexual harassment.

_____ I have read, understand, acknowledge, and accept the [University of California's Policy on Sexual Violence and Sexual Harassment](#).

CalGreeks Community Agreement

_____ I understand that as a member of the CalGreeks Community, I will abide by all policies and expectations of the the Community, including required trainings and education.

I agree that the information above is true, accurate, and complete.

_____ Intake Participant Signature

_____ Date