

## **CSUCI Recruitment, Intake and New Member Procedures for CSUCI Recognized Fraternities and Sororities**

*California State University (CSU) Executive Order 1068* grants campuses authority to grant or withdraw recognition of student clubs and organizations, establish codes of conduct for student clubs and organizations, and establish procedures for sanctions against clubs and organizations.

New member recruitment, intake, and formal initiation shall be overseen by Fraternity and Sorority Life (FSL) in conjunction with Student Organizations & Involvement (SOI). The following document outlines CSUCI mandatory procedures for all recognized CSUCI fraternities and sororities, who take in new members following processes of recruitment, intake, and formal initiation.

As a condition of recognition at CSU Channel Islands (CSUCI), all student clubs and organizations must adhere to the Student Organization Handbook, Student Code of Conduct for Student Organizations and all applicable CSU and CSUCI policies and procedures, including those contained herein. Fraternity and Sorority Chapters, and/or their officers and members, may be held collectively and/or individually responsible for failure to comply with, or violations of, said policies and procedures.

Violations can and will be referred to the Office of the Dean of Students, the University Police Department, Fraternity and Sorority Life, and/or other appropriate university authorities for review and appropriate action.

### **Core Values and Commitments**

The CSUCI community values and supports the creation of a vibrant co-curricular student experience. Co-curricular activities promote students' personal growth, an appreciation for diversity, and help support students' sense of campus pride and belonging. Co-curricular programs also encourage the development of strong leadership skills, facilitate students' access to important academic and social support resources, and support the development of life-long social connections. University administrators and staff in FSL are committed to working collaboratively with student leaders and university Greek advisors to achieve these goals, and to facilitate a safe and affirming recruitment and intake process for all new members within recognized Greek chapters.

### **General Provisions: Recruitment, Intake and New Member Activities**

The procedures provided herein are consistent with and, by reference, do include: *the CSUCI Student Code of Conduct, the CSUCI Student Organizations Handbook and CSUCI Student Code of Conduct for Student Organizations, the CSU Executive Order 1068, and the California Penal Code*. All CSUCI students, recognized chapters, university advisors, and any other person or group that engages in recruitment, intake of new members, and formal initiation processes must comply with these procedures.

Procedures:

### 1. Annual Mandatory Pre-Recruitment Educational Program for Active Members

Prior to any recruitment activities (formal Greek Council coordinated, continuous recruitment, or other), and prior to any new member education activities taking place (meetings, retreats, team building activities, or other), all active chapter members will complete an annual educational program that includes but is not limited to risk management, anti-hazing policies, Title IX requirements, campus resources, and recruitment strategies. All new members must consent to their eligibility being checked, which is done when they register go through Formal Recruitment or by submitting the FSL Eligibility form when going through Informal Recruitment, before accepting a bid from a Fraternity or Sorority Chapter at CSUCI.

### 2. Eligibility Check:

- 2.1. All prospective recruits and potential new members must complete the FSL Eligibility form or Formal Recruitment Form. **These forms are mandatory and must be completed before a potential new member is eligible to attend any individual chapter recruitment event or activity.** Lists of students who have completed the form and are eligible, will be shared with the appropriate Greek chapter(s) by FSL staff during the active recruitment period. Additionally, students whose eligibility has been verified will have an email confirmation sent to them.

### 3. Submission of Recruitment/Intake Plan and Calendar

- 3.1. A recruitment/Intake plan must be submitted to FSL at a minimum of **two weeks** prior to any recruitment or intake event. *The plan will not be accepted unless all appropriate signatures are obtained and the following documents are submitted:*

- Statement of New Member Recruitment and/or Intake Plan
- Recruitment Calendar

- 3.2. A recruitment/intake calendar must also be included that lists all recruitment/intake activities with dates, locations, and times. This does not replace submitting individual event requests. These dates are only for Informal Recruitment, which can only take place in the Fall semester (after formal recruitment) or the Spring semester. FSL must receive a recruitment plan/intake calendar of activities, along with a *Notice of Recruitment or Intake Plan*, at least two weeks prior to the commencement of any recruitment activities.

Activities to include on the calendar, if applicable:

- 3.2.1. Recruitment events/interest meetings (such as but not limited to: any on or off campus events designed to introduce students to the organization and potential membership)
- 3.2.2. Selection date(s)/extension of bids
- 3.2.3. Formal acceptance of bids
- 3.2.4. New member pinning/ceremony
- 3.2.5. Start date of the new member's official process/education
- 3.2.6. Any additional dates pertinent to a specific organization

The New Member/Pledge Program (including but not limited to any activities exclusive to, or expected of new members/pledges with dates and times) must also be included on the

calendar. No new member program should extend beyond 12 weeks. Activities may not take place during pre-finals week or finals week or outside of the hours of 8:00 a.m. to 12:00 a.m. without advance approval. CSUCI student status is required for all roles related to new member recruitment and pledge education. Activities to include on the calendar, if applicable:

- 3.2.7. Formal acceptance of bids (new member pinning/ceremony)
- 3.2.8. Start date of the new member's official process/education
- 3.2.9. New member retreat
- 3.2.10. New member teambuilding activities
- 3.2.11. Study Hours (may not exceed 6 hours per week without approval)
- 3.2.12. Initiation week and related activities
- 3.2.13. Initiation date (chapters who initiate new members during the semester in which they were recruited should do so before pre-finals week)
- 3.2.14. Any additional dates pertinent to a specific organization

3.3. In the event that any dates and times need to be changed on the calendars of events, club/organization leadership must notify FSL (in writing via email notification) no less than five business days prior to the new event time.

3.4. Without the submission of the above paperwork, chapters will not be in compliance with these procedures. Failure to comply with these procedures and/or adhere to these guidelines herein may result in immediate ceasing of all activities and the recognition status of the chapter may be placed under immediate review. A formal complaint may also be filed through FSL, the Greek Council and/or other appropriate authority and university officials as warranted.

3.5. Once the calendar has been received and reviewed by FSL, the chapter may then submit the appropriate event requests.

#### **4. Designated Bid Day and Verification of New Members**

4.1. Each chapter will participate in a designated bid day (either through the Greek Council or independently organized) in partnership with FSL.

4.2. Chapters must submit a written list of all students being offered a bid or application, along with the formal bid or application, to FSL on the designated chapter "bid" day. All students receiving a bid or application will be confirmed by FSL staff as completing the Eligibility form before the bid or application can be extended.

#### **5. Chapter Membership Updates**

5.1. Immediately upon a student being removed or dropping from the new member process, the chapter president or designee must notify FSL in writing (via email notification). Additionally, the chapter president must update the status of this student on the chapter's roster on CISync within 24 hours.

## 6. Confidentiality

6.1 All documents supplied to FSL are kept confidential from students or student leaders/council officers as they contain information related to student records. They may be shared with university officials and national organization staff as needed and as accompanied by signed release or waiver.

## 7. Requirements for Recruitment Events hosted by Chapters

7.1. All chapters are expected to review other event planning guidelines and policies that can be found on the Event Request form, Student Organization Handbook and Officer Workshop.

7.2 Consistent with most national organization standards, no alcoholic beverages are permitted.

7.3 All national policies of the organization, and the Greek Council policies, must be met.

7.4 Any event that poses a threat of danger to individuals who participate are not permitted. This includes but is not limited to: fight nights, pudding wrestling, or any other event that involves the display of slapping, kicking, spitting, punching, pushing, poking, etc.

7.5 Any event that depicts drinking games, even though alcohol is not present, are not permitted.

7.6 Any event where potential new members are present is subject to these rules.

7.7 Chapters found in violation of these requirements will have a formal complaint filed against them through the FSL office and/or other appropriate authorities and university officials as warranted.

## 8. Zero Tolerance for Hazing

8.1 Please see CSUCI Hazing Information for more information.

### 8.2 CSU Student Code of Conduct:

8.2.1 Hazing is more broadly defined for the university disciplinary purposes in the CSU Student Code of Conduct: Title 5, Article 2, section 41301 b (8) Hazing, or conspiracy to haze. Hazing is defined as: any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational 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 educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university, or other educational institution. The term "hazing" does not include customary athletic events or school sanction events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

## 9. Violations of the Above Procedures

9.1. In order to protect the safety of all participants involved in recruitment and/or new member processes, immediate investigations will be commenced against organizations regarding any complaints made in relation to these procedures. Thus, any and all recruitment or new member activities can be placed on hold until the complaint is properly investigated.

9.2. Anyone found to be in violation of these procedures may be held collectively and/or individually responsible through the CSUCI Student Code of Conduct for Student Organizations, the Student Code of Conduct, and/or additional authorities and university officials as appropriate.

9.3. Violations include but are not limited to:

- 9.3.1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.).
- 9.3.2. Holding membership recruitment without conforming to these procedures.
- 9.3.3. Overt activity conducted in defiance of previous sanctions or warnings.
- 9.3.4. Hazing or the conspiracy to haze.

9.4 Any violations of the Student Code of Conduct, including acts of hazing, will be referred to the Vice President for Student Affairs office, the Dean of Students Office, the FSL Office, and/or additional authorities and university officials as warranted.

9.5 Potential consequences for Greek chapters, should they be found to be in violation or non-compliance of these procedures, include but are not limited to: delay of organizational recognition, immediate suspension of all recruitment and other privileges, and/or immediate loss of organizational recognition.

