



Fraternity and Sorority Presentation of New Members

Guidelines and Planning Documentation

This document outlines the policies and procedures for organizations wishing to present new members to the campus community via a new member presentation show. **Failure to comply with the policies outlined in this document could result in individual and/or chapter disciplinary action.**

** Please note that documentation submitted to Fraternity and Sorority Programs and Services (FSPS) is kept confidential from students, student leaders, and student employees. They may be shared with university officials, inter/national organization staff, or volunteers as needed.*

Organizational Expectations

Chapters are expected review the expectations listed below during the new member presentation planning process.

- **Chapters wishing to host a new member presentation show must schedule a meeting with their council advisor to discuss the event no less than 2 weeks prior to the show date. The chapter president, chapter advisor or designee, and officer overseeing the event are required to attend this meeting.**
- A new member presentation show is considered a public event. Observers will range in age and cultural background. No new member show should include sexually explicit or derogatory language or actions / depictions of drug or alcohol use or references.
- Presentation of new members must take place **no more than 30 calendar days** after the members have been initiated. Shows must be held prior to Dead Week.
- It is the chapter's responsibility to notify visiting members and alumni of the campus policies and expectations.
- Chapters are required to register the event via the campus event registration process.

Violations and Outcomes

Violations of the membership intake and recruitment process or new member presentation policies may result in a change in chapter status or other disciplinary action. Violations include (but are not limited to):

- Publicizing a new member showcase or presentation without completing the required meeting
- Violating the hazing policy and statutes of the University of Oklahoma and state of Oklahoma

Policy violations regarding the student code of conduct, alcohol, or hazing will be deferred to the Office of Student Conduct to begin the accountability process. Organizations are expected to comply fully with any investigations and interim measures. Non-compliance can result in additional conduct charges. Safety of members and new members is our priority and all outcomes and/or sanctions will reflect a commitment to health and safety.

Hazing Policy

The University of Oklahoma is an anti-hazing institution. Fraternities and sororities are expected to follow the policies of the University as well as the Oklahoma state statutes. Selections of policies and laws pertaining to hazing are outlined below:

- A. University of Oklahoma Student Rights and Responsibilities Code (Prohibited Conduct Excerpt – 8. Hazing)**
 - a. Engaging in activity that recklessly knowingly, or intentionally endangers the mental or physical health, safety, or welfare of an individual for the purpose of initiation, participation, admission, holding office in, or maintaining membership or affiliation, regardless of the individual's consent or lack of consent, including state and federal law, but not limited to:
 - b. Physical harm such as paddling, whipping, branding, electric shocking, placing harmful substances on the body, sleep deprivation, exposure to extreme conditions, calisthenics, forced consumption of food, liquor, drug, or other substances.
 - c. Degrading behavior that causes ridicule, humiliation, embarrassment, or adversely affects the dignity of an individual.
 - d. Interfering with an individual's ability to participate in or benefit from the services or activities of the University, employment, or religious observances.
 - e. Activity resulting in the destruction, misuse, or removal of another's property.
 - f. Activity that causes an individual to engage in behavior that may violate the Code, University policy, or local, state, or federal law.

- B. Oklahoma Hazing Statute (Title 21, Section 1190, Oklahoma State Statutes – Hazing)**



Preparing for the New Member Presentation Meeting

Meetings should be held **2 weeks prior to your new member showcase**. To best prepare for your new member presentation meeting with your council advisor, please review the checklist below:

- Prepare your presentation script to bring with you to the meeting. You will review this script with your council advisor. Your script should have reference to safety information and organization expectations.
- Prepare a full timeline for your new member showcase including:
 - Date your chapter will begin publicizing the event.
 - Timeline of rehearsal schedule.
 - Timeline of the show day – soft and hard start times, clean-up plan, etc.
- Bring flyer for showcase to the meeting with your council advisor.
- Be prepared to discuss your show theme.
- Confirm which chapter advisor or designee will be on site at the event. Bring their name and phone number to your meeting.
- Bring your space reservation confirmation with you to your meeting.
- Review the policies in this document and the policies in the **FSPS Membership Intake and Recruitment Guidelines**.
- Review your organization's policies and expectations for hosting new member presentations.
- Review the campus and state hazing policies.
- Bring any inter/national paperwork that might need a university official signature to this meeting.

New Member Presentation Agreement and Guideline Overview

**The chapter leader overseeing the new member presentation should initial by each guideline below while reviewing with the council advisor*

_____ FSPS must be notified of the date, hard start time, and location of the presentation 2 weeks prior to the event.

_____ A copy of the reservation confirmation notice must be submitted to the council advisor (must include the primary location and rain location if primary location is outdoors) prior to publicizing the event.

_____ The Chapter Advisor or designee from the Graduate/Alumni Chapter must be present. **Chapter Advisor or designee on site name and phone number:** _____

_____ It is the responsibility of the chapter to notify visiting and alumni members of all university expectations.

_____ Script is in line with university expectations and policies.

_____ No explicit or revealing attire is to be worn by the new members or other participants.

_____ No profane or derogatory language is allowed. No sexually explicit language, themes, or scenarios. This includes music choices before, during, and after the show.

_____ There should be no language that is derogatory towards marginalized communities.

_____ New members should not be under the influence of any sort of alcohol or other drugs. Members and guests who are under the influence and are disruptive should be asked to leave the premises.

_____ No alcoholic beverages or other substances will be permitted. This includes visiting chapters, alumni, and/or graduate members.

_____ No physical abuse or simulations of physical abuse will be tolerated. This includes (but is not limited to) slapping, kicking, spitting, punching, 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).*

_____ No bricks, paddles, or similar items will be allowed at any new member presentations.

_____ In the event of an altercation during the presentation, those fighting should be removed immediately, and the show will be stopped. The safety of participants and the audience should be the chapter's priority.

_____ No references to hazing or any other illegal activities will be permitted.

_____ Disruptions by other attending organizations will not be tolerated. A statement should be made by the hosting organization letting the audience know of this expectation.

_____ The duration of the presentation should be no longer than 2 hours from doors open to final curtain call. Shows may not be scheduled to begin after 8:30 PM and must be completed by 10:30 PM.

_____ Following the presentation, the organization is responsible for ensuring the venue / site is left in its original state.

By signing below, I acknowledge that I have read and understand the policies, procedures, and agreements outlined in this document. I have read and understand the university's and my organization's hazing policies. I understand that hosting a new member presentation comes with a responsibility to provide a safe, meaningful, and transformative experience for all students. I agree that my organization will strive to uphold this responsibility and will comply with all policies listed in this document.

_____ Chapter President (print name)

_____ Chapter President Signature

_____ Officer Planning Presentation (print name)

_____ Officer Planning Presentation Signature

_____ Chapter Advisor or designee (print name)

_____ Chapter Advisor or designee Signature