

## **Guidelines for Conducting Recruitment University of Missouri – Office of Fraternity and Sorority Life**

The purpose of this document is to provide the fraternities and sororities of the University of Missouri Fraternity and Sorority Community, their Advisors, and prospective members with a source of information regarding Recruitment. Chapter Advisors, Council Officers, and the Office of Fraternity and Sorority Life staff will work together to ensure a successful and positive experience for all involved.

In order for the Office of Fraternity and Sorority Life to assist chapters with the recruitment process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct recruitment at the University of Missouri.

### **Meetings and Documentation:**

I. Prior to any recruitment activities (formal/council coordinated, COB, or other), at least one chapter member, preferably the chapter president, and/or recruitment chair, will meet with their chapter advisor. To schedule an appointment, call the Office of Fraternity and Sorority Life at 573-882-8291. At this meeting the chapter will submit/provide:

A. Any national or regional paper work that needs to be signed by our office

B. Notice of Recruitment (attached)

C. Fraternity and Sorority Hazing Compliance Form (attached)

D. A recruitment calendar including a timetable of any recruitment activities with dates and times. Dates are not limited to “formal” periods of recruitment for chapters who conduct year-round recruitment. Year round events may be included on “formal” recruitment calendar and/or plan submitted at a later date following the same guidelines. Activities must be communicated before they commence. Activities to include on the calendar, **if applicable:**

1. Recruitment events/interest meetings
2. Selection date(s)/extension of bids
3. Formal acceptance of bids (new member pinning/ceremony)
4. Start date of the new member’s official process/education
5. Any additional dates pertinent to a specific organization
6. Roster of all advisors

II. Submission of Anti-Hazing Compliance and Grade Release Form for all new members. All chapters conducting recruitment must submit the Anti-Hazing Compliance/Grade Release Form which is available in the Office of Fraternity and Sorority Life. The verification form must be submitted within 7 business days after bids are formally accepted (new member pinning/ceremony), and prior to the start date of the official process/education of new members listed on the chapter’s recruitment calendar. This form is the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as candidates for membership/new members. It is important that this paperwork matches your online Orgsync Roster to accurately reflect that all members have signed this form.

III. Chapter Membership Roster Update: Your chapter will be given two opportunities during the semester to update your Official Chapter Roster. The rosters will be updated in both the beginning and the end of the semester to ensure that your roster accurately reflects the membership in your chapter. This roster must be updated according to the deadlines that are set and distributed during the Office of Fraternity and Sorority Life President Meetings. At that time you will also be given the instructions and log in information for Orgsync.

**All documents supplied to the Office of Fraternity and Sorority Life are kept confidential from students or student leaders, including the Council Officers. They may be shared with university officials and organization staff as needed. In the event that any dates and times need to be changed on the calendars of events, chapter members must notify the Council Advisor/s and/or Coordinator of Fraternity and Sorority Life (by phone or in writing via email) prior to the new event.**

## **Recruitment: Things to Remember**

The council advisor/s will present/review the recruitment guidelines at the last general body meeting of each academic semester in preparation for recruitment the following semester.

1. Each chapter must submit a calendar of events for recruitment and new member activities, a Notice of Recruitment Form, and a Fraternity and Sorority Hazing Compliance Form at the initial meeting with the chapter specific Coordinator. If the new member calendar is not prepared at the time of the initial meeting, a secondary meeting may be scheduled to review the new member activities. The plan must be communicated prior to any recruitment or the commencing of new member activities.
2. Bids may not go out during a council coordinated recruitment period until the appropriated time.
3. The Notice of Recruitment Form must contain the original signature of the Chapter President and the primary Chapter Advisor.
4. The Fraternity and Sorority Life Hazing Compliance Form must contain the original signature of the Chapter President, Recruitment Chair, New Member Educator and Chapter Advisor
6. No new member activities may take place after Stop Day for the Semester through the period of Final Exams.

**Prior to any recruitment or new-member activities at least one chapter member will call to meet with their council advisor/s and/or the Coordinator of Fraternity and Sorority Life. In the event that the recruitment or new member activities begin without the knowledge and signature of the council advisors, and/or the chapter has not adhered to these written Recruitment Guidelines, recruitment and/or new member activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the council advisor/s and the Coordinator of Fraternity and Sorority Life.**

**University of Missouri**  
**NOTICE OF RECRUITMENT**

The officers and members of \_\_\_\_\_ chapter of \_\_\_\_\_  
are proud to announce that Recruitment will be conducted during the *Fall / Spring* (circle one)  
Semester of \_\_\_\_\_ (year).

This notice indicates the following:

Recruitment will begin with potential new members on \_\_\_\_\_

Bids will go out to new members on (list multiple dates if applicable)  
\_\_\_\_\_

Bids will be formally accepted on (list multiple dates if applicable)  
\_\_\_\_\_

New Member Education will begin on the date of (list multiple dates if applicable)  
\_\_\_\_\_

New Members will be initiated on \_\_\_\_\_

Membership Recruitment Information (*Information must be completed to constitute a valid form*)

**Chapter Recruitment Chair:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Chapter New Member Educator:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Advisor Overseeing Recruitment:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Furthermore, we agree to the following conditions of membership recruitment:

- Comply with local, state, federal, university, and inter/national organization policies.
- Inform the Office of Fraternity and Sorority Life of any changes to our membership Intake process.

Chapter President (print)	Chapter President's Signature	Date
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Chapter Advisor (print)	Chapter Advisor's Signature	Date
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Recruitment Chair (print)	Recruitment Chair's Signature	Date
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\*All dates and contact information needs to be the same information that is submitted to your national organization.

**The following information must be reviewed with both the Chapter membership and any potential new members.**

### **University of Missouri Hazing Policy:**

All University of Missouri-Columbia students and student organizations must adhere to the State of Missouri antihazing legislation. According to State Statutes (573.360-578.365), hazing is defined as: *“A willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at probable risk of the loss of life or probable bodily or psychological harm”.*

### **Examples of Hazing**

The following are some examples of hazing divided into 3 categories: subtle, harassment, and violent. It is impossible to list all possible hazing behaviors, so the following list is meant only to generally categorize hazing behavior:

**A. Subtle Hazing** - Behaviors that emphasize a power imbalance between new members and active or existing members. Some Examples: Deception; assigning demerits; silence periods with implied repercussions; deprivation of privileges for some members; requiring new members to perform duties not assigned to existing members; socially isolating new members; random tests on information; name calling; requiring new members to refer to other members with titles (e.g. Mr. Miss, etc.) while they are identified with demeaning names; expecting certain items to always be in one's possession

**B. Harassment Hazing** – Behaviors that confuse, frustrate, and/or cause undue stress to some members are considered harassment hazing. Some Examples: Verbal abuse; threats or implied threats; line-ups; asking new members to wear humiliating attire; stunt or skit events with degrading, crude or humiliating acts; personal servitude for active members; sleep deprivation.

**C. Violent Hazing** – Behaviors that have the potential to cause physical and/or emotional harm. Some Examples: Forced or coerced alcohol or other drug consumption; beating, paddling or other physical acts; branding; forced or coerced ingestion of vile substances; water intoxication; condoning the mistreatment of animals; expecting illegal activity; abductions and/kidnapping. *Portions reprinted with permission: <http://www.stophazing.org>*

University of Missouri – Columbia officials take incidents of hazing with the greatest of seriousness and deal severely with any individual and/or organization found responsible for hazing. Refer to section XII, Student Organization Discipline, for more information on the process groups face if charged with a violation of the university's antihazing policy, or other policies

## Anti-Hazing Compliance Form

We understand that absolutely no activities should occur in the name of recruitment that do not comply with our inter/national mandated process.

We understand that the chapter in not to engage in any pre-pledging activities.

We have informed interested students and initiated member of the University of Missouri Anti-Hazing policy and our inter/national organizations hazing policy.

We understand that out inter/national headquarter will be notified if there are any concerns or allegation of illegal membership activity.

We understand that violating the University of Missouri Anti-Hazing policy will result in a judicial hearing for the chapter through the Office of Fraternity and Sorority Life.

We understand that id we falsify information to the University of Missouri concerning our chapter, \_\_\_\_\_ is subject to strict disciplinary sanctions by the Fraternity and Sorority Judicial Board. In addition, we affirm that our new member program activities do not conflict with those policies set forth by our inter/national organizations. We have read the information about concerning hazing and the new member program, and agree to abide by the policies, procedure, and expectations set forth by the Office of Fraternity and Sorority Life, the University of Missouri, State of Missouri, and out inter/national headquarters.

**This form has been read to all members of the chapter and we understand the policies outlined and agree to adhere as described.**

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Chapter President (print)

\_\_\_\_\_  
Chapter President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor (print)

\_\_\_\_\_  
Chapter Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recruitment Chair (print)

\_\_\_\_\_  
Recruitment Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Member Educator (print)

\_\_\_\_\_  
New Member Educator Signature

\_\_\_\_\_  
Date