

## **CSUN Recruitment, Intake and New Member Procedures for CSUN Recognized Clubs and Organizations**

*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. The following document outlines CSUN mandatory procedures for all recognized CSUN clubs and organizations, including fraternities and sororities, who take in new members following processes of recruitment, intake, and formal initiation.

As a condition of recognition at CSU Northridge (CSUN), all student clubs and organization must adhere to the *CSUN Code of Ethics for University Recognized Student Clubs and Organizations* in addition to all applicable CSU and CSUN policies and procedures, including those contained herein. Student clubs and organizations, 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 Vice President for Student Affairs and Dean of Students, the Department of Police Services, the Matador Involvement Center, and/or other appropriate university authorities for review and appropriate action.

### **Core Values and Commitments**

The CSUN 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 helps 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 the CSUN Matador Involvement Center are committed to working collaboratively with student leaders and university club/organization advisors to achieve these goals, and to facilitate a safe and affirming recruitment and intake process for all new members within recognized clubs and organizations.

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

The procedures provided herein are consistent with and, by reference do include: *the CSUN Code of Student Conduct, the CSUN Code of Ethics for Recognized Student Clubs and Organizations, the CSUN Clubs and Organizations Complaint Review Process, the CSU Executive Order 1068, and the California Penal Code*. All CSUN students, recognized clubs and organizations, 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**

- 1.1.** Prior to any recruitment activities (formal council coordinated, continuous recruitment, or other), and prior to any new member education activities taking place (meetings, retreats, teambuilding activities, or other), all active chapter or club/organization 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 sign both the Academic Grade Release form and the Hazing Policy form upon completion of this annual educational program.

## 2. **Mandatory Participation in the Pre-Recruitment Education Program for all Prospective Members**

**2.1.** All prospective recruits and potential new members must complete the Pre-Recruitment Education Program offered by the Matador Involvement Center according to the respective governing council bid day or intake schedules. **This program is mandatory and must be completed before prospective new member is eligible to attend any individual chapter recruitment event or activity.** Lists of students who have completed the Pre-Recruitment Education Program will be provided to clubs/organizations by MIC staff during the active recruitment period. Additionally, students who have completed the Pre-Recruitment Education Program will have an email confirmation sent to them so that they may provide verification of completion of the program when attending chapter recruitment or intake events.

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

3.1. A recruitment/Intake plan must be submitted to the Matador Involvement Center at a minimum of **two weeks** prior to any recruitment or intake event. *The plan will not be accepted unless all appropriate signatures, including the chapter's CSUN Faculty or Staff (University) Advisor, are obtained and the following documents are submitted:*

- 3.1.1. Signed Statement of New Member Recruitment and/or Intake Plan
- 3.1.2. Signed Non-Hazing Agreement for Clubs and Organizations
- 3.1.3. Recruitment Calendar (see 2.2 and 2.3 below)

3.2. A recruitment/intake calendar must also be included that lists all recruitment/intake activities with dates, locations, 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 or submitted at a later date following the same requirements. The MIC Fraternity and Sorority Advisor must receive a recruitment plan/intake calendar of activities, along with a signed *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

3.3. 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 dead week or final exams or outside of the hours of 8:00 a.m. to 12:00 a.m. without advance approval. CSUN student status is required for all roles related to new member recruitment and pledge education. Activities to include on the calendar, if applicable:

- 3.3.1. Formal acceptance of bids (new member pinning/ceremony)
- 3.3.2. Start date of the new member's official process/education
- 3.3.3. New member retreat
- 3.3.4. New member teambuilding activities
- 3.3.5. Study Hours (may not exceed 6 hours per week without approval)
- 3.3.6. Initiation week and related activities
- 3.3.7. Initiation date (chapters who initiate new members during the semester in which they were recruited should do so before dead week)
- 3.3.8. Any additional dates pertinent to a specific organization

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

3.5. Without the submission of the above paperwork, clubs and organizations 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 club/organization may be placed under immediate review. A formal complaint may also be filed through the CSUN Clubs and Organization Complaint Review Process, and/or other appropriate authority and university officials as warranted.

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

4.1. Each club/organization or chapter will participate in a designated bid day (either through governing council or independently organized) in partnership with the Matador Involvement Center.

4.2. Clubs/organizations or Chapters must submit a written list of all students being offered a bid or application, along with the formal bid or application, to the Matador Involvement Center on the designated chapter "bid" day. All students receiving a bid or application will be confirmed by MIC staff as completing the Pre-Recruitment Education Program before the bid or application will be extended.

4.3. If clubs/organization or chapters would like to check for grades prior to issuing bids or applications, the chapter may use the Academic Grade Release form to do so for all potential members/attendees of recruitment events. The Matador Involvement Center requires one full business day to turn around grade requests, and cannot do so without signed Academic Grade Release forms.

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

5.1. All clubs/organizations or chapters conducting formal recruitment or intake processes must register all new members (also known as: associates, candidates, prospects, aspirants or

pledges) on the Interactive Collegiate Solutions (ICS) roster within 24 hours after bids or applications are accepted on the designated chapter “bid” day.

5.2. Immediately upon a student being removed or dropping from the new member process, the chapter president must notify the Fraternity and Sorority Advisor in writing (via email notification). Additionally, the club/organization or chapter president must update the status of this student on the chapter’s ICS roster within 24 hours.

## **6. Confidentiality**

6.1 All documents supplied to the Matador Involvement Center 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 at <http://www.csun.edu/mic/permits-and-policies>.

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

7.3 All national policies of the organization, and university recognized Governing 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 CSUN Clubs and Organizations Complaint Review Process and/or other appropriate authorities and university officials as warranted.

## **8. Zero Tolerance for Hazing**

8.1 California State University Northridge has zero tolerance for hazing. Hazing is defined by:

### **8.2 California Penal Code:**

As noted in California Penal Code 245.6: "Hazing" means 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. The term "hazing" does not include customary athletic events or school-sanctioned events.

8.2.1 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.

8.2.2 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.

8.2.3 The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers or officers authorized, requested, commanded, participated in or ratified the hazing.

8.2.4 Prosecution under this section shall not prohibit prosecution under any other provision of law.

### **8.3 CSU Student Code of Conduct:**

8.3.1 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.

### **8.4 Fraternal Insurance Purchasing Group Policy Standards**

8.4.1 In recent years, criminal courts, the majority of national organizations and campuses alike have utilized the risk management policies of FIPG as the "industry

standard” for all fraternities and sororities. As such, chapters should be aware of how FIPG defines hazing activities, as they may be accountable to the defined parameters. For more information about FIPG, see the FIPG, INC. RISK MANAGEMENT POLICY (revised July 2008).

## 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 CSUN Clubs and Organizations Complaint Review Process, 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 and/or additional authorities and university officials as warranted.

9.5 Potential consequences for clubs and organizations, 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.

Approved By:

William Watkins  
CSUN Vice President for Student Affairs and Dean of Students



(Signature)

August 19, 2014

(Date)