



**National Pan-Hellenic
Membership Intake and Presentation
Procedures and Guidelines**

Fraternity and Sorority Life would like to congratulate you on your approval for a membership intake process. This is an exciting time for you and those interested in becoming a lifelong member of your chapter. As a goal, to be more knowledgeable about the intake process of the chapter members of NPHC, the Office of Fraternity and Sorority Life is taking preventative measures to ensure a safe community and create a system of accountability for all stakeholders in this process. We require that each Fraternity and Sorority letter organization conducting membership intake or informational meetings to keep the Assistant Director of Fraternity and Sorority Life informed of all recruitment and intake activities.

The Office of Fraternity and Sorority Life has created procedures outlined in this packet to help ensure that all university, national, local, state, and federal laws are followed. Additionally, these guidelines will be strictly adhered to, as to ensure a fun, safe and economical process and celebration show happens.

Please read over this packet of information, complete all necessary forms, and return to the Assistant Director of Fraternity and Sorority Life mailbox. All forms can be provided to the Lane University Center Information Desk Attendant to be placed in the secured mailroom area. To be in good standing with the university all forms must be submitted prior to any information sessions/membership recruitment, intake activities, or celebration event occurs.

If you need assistance with completing this form, please feel free to contact me by email at

jwinters@frostburg.edu.

Thank you for your understanding and consideration,

Jamie Winters

Assistant Director of Fraternity and Sorority Life.

Procedures

Step One: National Intake/New Member Education Approval

Prior to any interest meeting taking place, the chapter must be approved at a university level and a national level for intake/new member education program. This must be submitted in email form or letter form from the State Director.

Step Two: Membership Recruitment/Information Session(s)

Chapters who are participating in intake/recruitment must hold an interest meeting the semester of intake approval. You can host other such meetings, but one must be held AFTER approval from your State Director.

All potential new members attending the interest meeting are required to sign in to at least one information session held after approval. This form is located on page 10 of this packet: **Grade Verification of Interested New Members Form**

No other sign in forms will be accepted this form is considered the legal documentation for FERPA regulations enforced by the university. This form must legibly provide the interested parties legal name and signature of the interested party and university student identification number. The Grade Verification Form must be submitted after the interest meeting and only those who have signed this form may participate in the intake process for that approved semester.

After each information session this form must be submitted to the Assistant Director of Fraternity and Sorority Life through their university mailbox located in the Lane University Center.

Grade Verification of Interested Members Form(s) will be checked within two business days of submission and an email will be provided to your Chapter President or their designee and the chapter advisor of who is eligible or ineligible based on university and national standards.

After this process has been completed, you may allow members to proceed with the next step (Step Three) of your eligibility process (application, transcript submission, or another interest meeting requirement). No member may proceed to the next step until this step is completed.

Step Three: Once the chapter has identified those members who have met their national requirements, the chapter member in charge of intake must complete the:

1. **Approved Members Intake Form** (page 11);
2. **Submit an outline of new member program with calendar of events and practices with locations** and submit it to the Assistant Director of Fraternity and Sorority Life submitted prior to the new member education process beginning. Please make sure all required signatures are on the form.

If these documents are not completed correctly then you are in violation of university policy and you will be placed on a cease and desist until the correct documents are submitted.

Step Four: All approved New Members must attend and/or complete the online (depending what is offered that academic term) university sponsored anti hazing program prior to national initiation.

Step Five: A \$5 Fraternity Sorority Council Fee for each new member is due at the time of the Approved Member Intake Petition Form is submitted to FSL Council.

Step Six: Celebration show meeting must take place 2 weeks prior to the event. The ***New Member Celebration Show Agreement Contract*** must be completed and brought to this meeting. This meeting will take place with the Assistant Director of Fraternity and Sorority Life and Director of the Lane University Center.

No later than one week prior to the show a show script and production outline with music must be submitted. If tickets are required by the university for this event, a comp ticket list consisting of the performers, current members, and family members is needed so that all other guests can reserve their ticket for the event. Tickets can be reserved online or through the university box office located in the lane university center.

Other Key Notes:

Grades and Eligibility

- As a registered student organization in good standing at Frostburg State University you are afforded the opportunity to recruit members that have at least a 2.5 cumulative grade point average or higher (higher grade point averages may be required based on your national requirements) and at least 12 completed credit hours of course work (credit hour minimums may be based on your national requirements but this is the university standard), and be a registered full-time student of Frostburg State University. All new members must legibly sign the Grade Verification of Interested Members Form
- For an initiated collegiate member to remain in good standing with the organization they must maintain a 2.5 cumulative grade point average. If a collegiate member falls below this grade point average they are subject to disciplinary guidelines by the chapter.
- No Fraternity and Sorority governing body member may hold or run for office with less than a 2.5 semester or cumulative grade point average.
- No chapter President may have a semester or cumulative grade point average under a 2.5.
- No chapter (NPC, IFC, Professional or NPHC) will be allowed to complete a new member/intake process for a semester term where their chapter semester or cumulative grade point average falls under a 2.5.

- If at the end of the semester a new members grades declines significantly from their grade performance the semester prior, it will be reported to the regional and national office.

Underground/Ghost Membership

An undergraduate/ghost member is an individual who has not been approved for membership in accordance with the procedures outlined by Frostburg State University and/or the national office of the fraternity or sorority. An underground chapter is one that is operating in any capacity as a fraternity or sorority with a membership selection process without being recognized by Fraternity and Sorority Life. A chapter and/or any individual chapter member who participates in such acts is considered in violation of the Student Code of Conduct. Charges will be brought against the organization, members of the organization, and any individuals participating in this process and will be referred to the Frostburg State University Code of Conduct Board and recommended for suspension or chapter revocation.

- An underground member is an individual who was not approved for membership by the university and/or the national organization and acts as a member off university records.
- An underground chapter is one that is operating without university recognition.
- A ghost is the practice of an NPHC fraternity/sorority chapter giving unofficial bids to individuals who are ineligible to receive a formal bid to join a fraternity/sorority and they participate in the intake process despite being ineligible.

New Member Education Period/Intake

The new member education period for fraternities and sororities may not be longer than 8 weeks in the fall or spring semesters. All members must be initiated prior to the last day of classes for each term that the approved new member education/intake process was approved for. If the process extends past the last day of classes or is longer than 8 weeks, the individual members as well as the chapter will be referred to the university Code of Student Conduct Office.

Formal Intake/Recruitment Activities

Organization Fair

A meet the organization event is held each semester during the first week of classes. Fraternity and Sorority Council requires participation in both events with reserving a table through Bobcat Connect and attending the event as scheduled.

Disseminating Formal Intake/Recruitment Meeting Information

1. Flyers may be posted and must follow university guidelines, please refer to the Fraternity and Sorority Policy and Procedure Manual posted on Bobcat Connect for guidelines.

- a. Fraternity and Sorority Life will print up to 25 colored copies for free for interest meeting activities and events.
2. Information may be posted on events.frostburg.edu it must be submitted at least two weeks in advance (all postings are provided to the campus every Monday, plan accordingly).
3. All information must be provided to Fraternity and Sorority Council through the agenda minutes.

Auxiliary Groups

Frostburg State University does not authorize, recognize, or approve of the existence of any Chapter affiliated Auxiliary Organization (sweethearts, diamonds, little sisters/brothers, courts, kittens, etc.). Students are encouraged to report any solicitation of any fraternity and sorority to join an Auxiliary Organization (sweethearts, diamonds, little sisters/brothers, courts, kittens, etc.) to the Assistant Director of Fraternity and Sorority Life immediately. If an organization is found to be sponsoring/supporting an auxiliary group that chapter will be recommended for suspension. Auxiliary Organizations are not the same as a fraternity or sorority and should not be considered and/or treated as such.

- Iota Sweethearts are a nationally recognized auxiliary organization. They do function at Frostburg State University but are not allowed to become a recognized student organization. They may wear the paraphernalia of their national organization on the campus of Frostburg State University.

Celebration Reception Dinner or Luncheon

We ask that in keeping on the contracted schedule that all dinners and luncheons either occur after the event show or at least 4 hours prior to the show arrival time.

NPHC New Member Celebration Event Weekend

All new member presentation shows will occur on the date and time set by the Assistant Director of Student Activities for Fraternity and Sorority Life the semester prior. In most cases it will be held in November of the fall semester and April in the spring semester. Every effort will be made to have 1 event per evening but based on approved chapters and needs of each chapter there may be more than 1 event on a weekend or in one day. No alternate weekends will be used unless one of these exceptions occurs: weather related delays or closures, university emergencies, prior engagements already scheduled by outside or internal departments.

See ***NPHC New Member Celebration Event Weekend Parameters page for initialing page of the contract.***

Show Announcements.

When the initial chapter member running the show enters the stage area, that they please review these policies with the guests if they see that they are not seated or being disruptive. Remember a successful

event is accomplished by a show that is professional and gains the attention of its guests. Please remind them that this is a celebration of your newly initiated members and that attendees should be respectful while performers are on stage.

Hazing General

Required Anti Hazing Class

All new members must complete an in person or online anti-hazing program that is prescheduled (version of the class will depend on what is offered that academic term). Examples of, but not limited to, and are not considered legitimate excuses work, rehearsal time, weight training, athletic study hall or group projects if the live class sessions if offered. For a live class session there are two program dates held within a month apart of one another so there is plenty of time to arrange attendance to one of the sessions. If class is the problem, a class schedule must be submitted along with the emailed excused that you will not be attending. Online is offered for 1 month and can be taken at the schedule of the new member.

University Policy 4.018

states "Frostburg State University opposes any situation created intentionally to produce mental and physical discomfort, embarrassment or ridicule. The University does not condone hazing in any form. Violators of this policy are referred for appropriate judicial action. (See Pathfinder; also, State Law for further details.)"

All students have the responsibility to report any alleged hazing incidents as it is strictly prohibited at Frostburg State University. The reports will be submitted to the University Code of Conduct Officer within 1 week of reporting. The National and/or Regional Director will be notified after the investigation by the university has occurred unless immediate suspension of a chapter is warranted where then a National Headquarters will be advised of the information and request. Individual students as well as chapter officers may be held responsible for violations of the university's hazing policies as defined but not limited to the Pathfinder. Hazing may be defined as any mental or physical requirement, request, or obligation placed upon any person which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading, or which violates any federal, state, local statute or university policy, the willingness of an individual to participate in such activity notwithstanding. Examples include, but are not limited to, tests of endurance, any brutality of physical nature, such as whipping, beating, paddling, branding, forced calisthenics, exposure to elements (making snow angels in below freezing temperatures) forced consumption of any food, liquor, drug, or other substance, exposure of members to potentially dangerous or hazardous circumstances, activities that have a foreseeable potential for resulting in personal injury, such as drop-offs, or any activity which by its nature is so profound that it would have a potential to cause severe mental anxiety or distress, such as sleep deprivation, forced or encouraged exclusion from social contact, forced or encouraged conduct which could result in extreme

embarrassment, panic, degradation, or any other forced or encouraged activity that could adversely affect the mental or dignity of the student, personal servitude, “probates or coming out shows” that encourage hazing or promote it, organizations that “pre-pledge”.

Offense on Hazing

A person/organization commits an offense if the person:

- Engages in hazing.
- Solicits, encourages, directs, aids or attempts to aid in engaging in hazing;
- Recklessly permits hazing to occur; or
- Has firsthand knowledge of the planning of a specific hazing incident involving the a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report that knowledge in writing to the Director or Assistant Director of Student Activities and Fraternity and Sorority Life or the Assistant or Associate Dean of Student and Educational Services, or other appropriate official of the institution.

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, new members (pledges) or alumni of the organization commits or assists in the commission of hazing.

Hazing Standards

Any individual or group found responsible for hazing will be subject to sanctions outlined in the disciplinary process as outlined in the Frostburg State University Pathfinder, this may include, but is not limited to: disciplinary probation, social suspension, suspension of charter, restrictions on member recruitment and/or group activity. National groups will have a joint decision made with a national representative and university representative to determine, removal of the individual from the group, probation, or suspension of the organization. Sanctioning will increase with the level of violation and any previous hazing violations. Members should be aware that hazing is a misdemeanor under Maryland State Law and further prosecution may occur based on the level of the hazing activity. Notification to any national office shall be issued by Student and Educational Services. The definition of “inappropriate” and “inconsistent” will be determined by the Frostburg State University Assistant Director of Student Activities and Fraternity and Sorority Life, Director of Student Activities and Fraternity and Sorority Life, and/or the Frostburg State University Code of Conduct Coordinator.

Examples of hazing, but are not limited to:

- Mandated late night sessions or early morning wake up calls events that occur between the hours of 11pm and 8am.
- Running personal errands for chapter members or mandating tasks only for new members (beer server, ticket taker, house chores).
- Mandated consumption, illegal substances, food, alcohol, or any other type of liquid or solid.
- New member implemented calisthenics or weight training, paddling, kidnapping, calisthenics, arranged overnight trips or road trips not approved in the new member program submission,

drop offs, required inappropriate dress conspicuous or not in good taste or for the purpose of public embarrassment

- Scavenger hunts, death marches, history walks that have not been approved by the Assistant Director of Student Activities and Fraternity and Sorority Life.
- Participating in public stunts, violations of the law (stealing or destruction of property), humiliating games or other activities.
- Any act of a line up where verbal abuse, psychological abuse, or physical abuse (no matter how slight) could put a new member in harm or make them believe they were being hazed.
- Exposing new members to adverse conditions (making them stand, walk, or run)
- Any activities not consistent with the academic mission of the university or deemed inappropriate by the university.

2010 Maryland Code CRIMINAL LAW

TITLE 3 - OTHER CRIMES AGAINST THE PERSON

Subtitle 6 - Abuse and Other Offensive Conduct

Section 3-607 - Hazing. §3-607. Hazing.

(a) Prohibited. A person may not recklessly or intentionally do an act or create a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into a student organization of a school, college, or university.

(b) Penalty. A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 6 months or a fine not exceeding \$500 or both.

(c) Prohibited defense. The implied or express consent of a student to hazing is not a defense under this section.

Interest Meeting Sign-In Grade Verification of Interested New Members Form

Organization: _____ **Date of Interest Meeting:** _____

I authorize the Office of Fraternity and Sorority Life to release to the president, their designee, and/or the national and advisor of the fraternity/sorority my grade point average (semester and cumulative) for the purpose of academic review by the fraternity/sorority and/or University with the understanding that this information is not to be disclosed for any other purpose than to grade check for the academic monitoring program and application process (grades are only released to the Assistant Director of Fraternity and Sorority Life), or to monitor my grades after the afford mention organization has initiated me (grades will be released to the National Advisor, on Campus Advisor, President and/or Academics Chairman of said organization, and Assistant Director of Fraternity and Sorority Life). I also understand that if I do not wish my academic information to be released, I am in no way required to place my signature on this form, but that I will have difficulty being accepted in to an organization that has grade monitoring checks. I also understand that Frostburg State University requires a minimum 2.50 grade point average and 12 earned credit hours to participate in recruitment and that some fraternities/sororities may require higher grade point averages.

Interest Members Name PRINT CLEARLY	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit FSU to release my academic information in the form of meets or does not meet the standards of Frostburg State University recruitment policies.	Student ID Number PRINT CLEARLY	Completed by FSL Office ONLY Cumulative GPA/Credit Hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Chapter Intake Coordinator Signature

Email

Assistant Director of Fraternity and Sorority Life

DATE RECEIVED

DATE CHECKED

More sheets may be printed based on attendee total

Approved Members Intake Petition Form

Organization: _____ **Date of Initiation:** _____

This form must be submitted to the Assistant Director of Fraternity and Sorority Life 48 hours prior to the commencement of all intake activities. All signatures below must be completed.

Legal Name of New Member	Student ID	Local Address	Phone	Email
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

_____ Chapter President Date

_____ Intake Coordinator Date

_____ Chapter Secretary Date

_____ University Advisor of Chapter Date

_____ Regional/Graduate Chapter Advisor Date

_____ Assistant Director of Fraternity and Sorority Life Date

New Member Celebration Show Agreement Contract

Pages 12-14 must be submitted and approved as the binding contract for said event

Attach a copy of the show script and production schedule outline: _____
Submission Date Approval Date

Music: _____ Power Point(s): _____
Submission Date Approval Date Submission Date Approval Date

Show Arrival/Practice Time: _____ Performance Time: _____ Ending: _____

Parent Arrival Time: _____ Doors Open: _____ Practice Room: _____

*since this is a contracted event, the celebration event will begin at the performance time as documented on this signed contract.

*****Please use the door open time as the start time on all advertisement*****

After Party Risk Management Form Submitted: _____
Approval Date

NPHC New Member Celebration Event Weekend Parameters

The following parameters must be adhered to during the planning and facilitation of the show. Violations of these parameters will result in a sanction from the Assistant Director of Fraternity and Sorority Life and/or the university Student Code of Conduct Office. Any overages in time will cause the chapter to be sent a prorated bill of expenses in the overage amount. **Please initial each numbered line.**

1. _____ The event must take place on campus and in a location reserved by the Assistant Director of Fraternity and Sorority Life based on size of the event and availability of space.
2. _____ The actual performance will take place on the allotted stage.
3. _____ All members or invitees that enter the staging area may not be under the influence of any type of controlled substance or alcohol. This includes alumni.
4. _____ No alcohol or other such controlled substances are permitted in or at the event.
5. _____ A location will be provided that will be locked and unlocked for personal items to be stored. This is a staging area for chapter members
6. _____ Alumni members should be in the performance area awaiting the start of the show. They may become part of the show when the performers reach the show entrance area.
7. _____ A performance outline must be submitted for approval 1 week prior to the show.
8. _____ Music and any other technical additions need to be approved during the show preparation planning stage and music must be submitted no later than 1 week in advance to show and a sound check person should be at the venue location 45 minutes prior to the event for any music or special staging and technical cues. No profanity can be in the music submitted.
9. _____ All members taking part in the event must be in the event location no later than 45 minutes prior to the doors open time of the event.
10. _____ **No death marches to the venue location or to campus may occur. Any masks and costumes must be changed into at the venue location.**

11. ____ Please make sure masks do not cover their mouth and that they speak clearly and loud enough. Many times, mumbled and soft spokeness does not get picked up by the mic's. Staging mic's pick up forward sound well but not when there is a lot of lateral motion from left to right.
12. ____ When entering and exiting the stage stairs must be used.
13. ____ Guests must always be seated during the show and cannot come on to the stage at any time floor seating area blocks the view of the other patrons if standing. All guests should be given the same courtesy.
14. ____ During the show there is limited exiting and re-entering
15. ____ No outside beverages of any kind are allowed in the venue area
16. ____ Guests considered being disruptive will be asked to leave
17. ____ After your event is over you will have a 45-minute photo and greeting time after that we ask that the chapter take responsibility in helping escort all guests and alumni from the venue location.
18. ____ Advisors must be present for the show to help with crowd management of the performance.
19. ____ **NO SWEETHEARTS of any kind can be initiated or part of the performance.**

The following regulations are part of the national NPHC regulations for Presentation shows:

20. ____ No explicit language or revealing attire is to be used/worn by the new members or other "show" participants.
21. ____ Presentation shows must uphold the values of each fraternity/sorority. (this means that acting like you are having sex with, oral sex with or any other type of lude act is not permitted as well as language that is not appropriate for a family show)
22. ____ No "dissing" of other organizations will be permitted. The show should include only information about the presenting organization. Should "dissing" occur the presenting organization will be subject to discipline by Fraternity and Sorority Life.
23. ____ No alcoholic beverages will be permitted.
24. ____ No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, bricks etc. may be used as a part of the performance but may not be used as an instrument to harm another individual.
25. ____ In the event of a fight during the presentation, then those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
26. ____ Disruptions by other attending organizations will not be tolerated. This includes but is not limited to walking through the presenters' show, talking over the presenting organization, etc.
27. ____ The presenting organization will be held responsible for all guests attending their show.
28. ____ The duration of the presentation show should be no longer than 2 hours total.
29. ____ The presenting organization will be responsible for ensuring the site used is left in its original state after use.

My signature below indicates that:

- I have read this packet in its entirety and agree to the membership intake guidelines as outlined.
- The information about the show is accurate and true and the show is within the specified guidelines as outlined.
- The show will follow the script outline as submitted
- I will advise all family and special guests of the arrival time as outlined above. I understand that the show will not start late due to late arrival of family and friends.
- I understand that this is a family friendly event and our show is in accordance to that stipulation.
- I understand that no one in the show or that will be on the stage may be under the influence of any controlled substance or alcohol and that no alcohol may be present by any member of my organization at any time while on university property.
- My celebration after party will follow all university guidelines for a risk management event.
- I understand that my organization, in addition to the President, and individuals within the show will be held accountable and be sent to the University Code of Conduct Board should any of the guidelines be violated.

Chapter President

Date

Intake Coordinator

Date

Chapter Secretary

Date

University Advisor of Chapter

Date

Regional/Graduate Chapter Advisor

Date

Assistant Director of Fraternity and Sorority Life

Date

Email Reminder of Contract Sent: _____
Date

Event Notes:
