



## National Pan-Hellenic Council Intake Policy

Note: These policies impact fraternities and sororities recruiting members using the “intake” procedure.

### **Intake Window**

All new member informational/rush meetings, educational sessions, ritual(s), initiation(s) and new member presentations must occur within the intake window defined in partnership with Sorority and Fraternity Life each fall and spring semester(s). The exact dates for the intake window will be set in partnership with Sorority and Fraternity Life prior to the start of each semester.

The Spring 2020 semester intake window is February 5, 2020 – April 19, 2020.

The Fall 2020 semester intake window is September 9, 2020 – November 15, 2020.

### **Intake Expectations**

- Chapters conducting intake will abide by federal law and Samford University policy as stated in the Student Handbook at all times.
  - <https://www.samford.edu/departments/values-advocacy/>
- Chapters will strive to uphold the Office of Greek Life mission and vision of purposeful, faithful, and real.
- The selection and education of new members will be free of any form of hazing as outlined by state and federal law as well as the Samford Greek Life Anti-Hazing Policy.
- All membership intake activities are to be conducted in compliance with each chapter’s national organization’s intake guidelines and process.
- Chapter must complete all required membership intake paperwork. Each chapter must submit intent to conduct membership intake via an OrgSync form. The Office of Greek Life must receive the form two weeks prior to informational program.
- An intake calendar of events must be submitted one week prior to beginning of the intake process. Chapters should notify the Office of Greek Life in writing of any

- changes to the intake calendar or process in any way. The calendar of events should include all educational meetings as well as new member presentation practices.
- Chapters are obligated to provide all interested students with information regarding financial obligations.
  - Membership activities will not interfere with academic endeavors or class schedules. All membership activities must be completed before midnight (i.e. history lessons, study sessions, new member presentation practices).
  - Chapter membership rosters filed with the Office of Greek Life must be up to date before the intake process begins.

### **Aspirant Student Eligibility**

- Students must have the minimum credit requirement of aspiring organization.
- Students must have a minimum cumulative GPA, including transfer GPA of the aspiring organization.
- Transfer students must have been in good academic standing with his/her previous institution.
- Students must not have major/serious values violations.
- Aspirant grades must be checked by Samford University Greek Life staff prior to the aspirant beginning the intake process.

### **Intake Violations**

*Violations include but are not limited to:*

- Intentional submission of improper paperwork (i.e. changing of dates on forms without communicating, falsifying original signatures, incomplete paperwork, etc.)
- Holding membership intake without adhering to the intake procedure and expectations set in partnership with the Office of Greek Life.
- Any violations of the Code of Values, state and federal laws, including but not limited to hazing.
- Failure to adhere to New Member Presentation expectations outlined within intake packet.

### **Sanctions**

Sanctions for not meeting these guidelines will be determined on a case by case basis with the appropriate Values staff.

## **Candidate Withdrawal**

- Any chapter with a candidate choosing to discontinue or are no longer eligible to participate in the membership intake process must notify the Office of Greek Life.

## **Privacy Statement**

- To protect the interests, privacy, and confidentiality of the affiliate chapters of NPHC, all documents submitted will be treated as confidential information in accordance with Alabama state law. No one other than the Office of Greek Life staff will have access to any information submitted by a chapter. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need to know basis.

## **New Member Presentation Expectations**

New member presentations are an important aspect of our NPHC organizations. The intention of these expectations is to ensure that new member presentations are conducted in a safe, timely and respectful manner. Violations or failure to comply may be referred to the appropriate judiciary board of each respective council.

The following statements below outline the expectations for each new member presentation:

- New member presentations must be registered with the Office of Greek Life in accordance with the Event Policy and follow event registration procedures.
- New member presentations must take place on Samford University property unless given written permission by an Office of Greek Life staff member.
- Chapters' new member presentations must follow their inter/national policies and/or guidelines regarding new member presentations.
- New member presentations must take place within the intake window set for that current semester and must not exceed the set intake window.
- New members must be fully initiated to participate in a new member presentation. The new member presentation must consist of individuals initiated during the designated intake window for that current semester.

- The duration of the presentation should be no longer than 2 hours total past the advertised start time. Presentations may not be scheduled to begin after 8:00pm and must start within 15 minutes of the start time advertised. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- Attire must follow inter/national requirements.
- A new member presentation is a family event, with observers ranging in age. Therefore, out of respect for observers, no new member show should include foul or sexually explicit language, gestures, or references.
- No disrespecting other Greek organizations, people or other groups.
- No alcoholic beverages.
- A chapter advisor and Office of Greek Life staff must attend all new member presentations.
- It is the chapter responsibility to notify visiting and alumni members of all new member presentation expectations.
- 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.