

Guidelines for Conducting Membership Intake: NPHC

Chapter: _____ Organization _____ Semester _____

Acknowledgement: These guidelines have been adopted/adapted from the University of North Carolina at Charlotte's Office of Fraternity and Sorority Life's Guidelines for Conducting Membership Intake.

The purpose of this document is to provide the fraternities and sororities of the SIUE Fraternity and Sorority Community, their advisors, and prospective members with a source of information regarding Membership Intake for chapters governed by the **National Pan-Hellenic Council**. Chapter members, chapter advisors and the Kimmel Belonging and Engagement Hub will work together to ensure a successful and positive experience for all involved.

In order for the Kimmel Belonging and Engagement Hub to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct membership intake at Southern Illinois University Edwardsville. In the event of a discrepancy between the Kimmel Belonging and Engagement Hub Membership Intake Guidelines and an (inter)national organization's policies, the organization will follow whichever guidelines are stricter.

SIUE is supportive of virtual membership intake processes as well as virtual ways to present neophytes/new initiates

Meeting and Documentation:

1. All chapters hosting interest meetings/informational meetings must submit their flyer to the current NPHC Advisor at least **one week before** the meeting is to be held.
 - a. The flyer must include time, date, location, dress code, and any additional expectations of aspirants.
 - b. The flyer must be posted for a period of no less than **3 days prior** to the meeting.
2. **Prior to the start date for education of aspirants/candidates**, the chapter president and chapter member responsible for membership intake will meet with the current NPHC Advisor. At this meeting the chapter will submit/provide:
 - a. Any national or regional paperwork that needs to be signed by the Kimmel Belonging and Engagement Hub and/or campus fraternity/sorority advisor
 - b. Notice of Membership Intake
 - c. A calendar of events, which should include a timeline of any intake activities with dates, times, and locations. Activities must be approved one week before they commence. Activities to include on the **calendar, if applicable**:
 - i. Selection date(s)
 - ii. Start date of the new member's official process and education
 - iii. Initiation date
 - iv. Presentation of neophytes/new initiates
 1. Presentation is required to be on campus. Bring a copy of the space reservation confirmation (from Event Services) required to proceed with the activity of SIUE's campus.
 2. The date of the Neophyte/New Initiate Presentation must be approved by the current NPHC Advisor. This is to avoid an organization scheduling their presentation the same day as another organization (double programming).
 - v. Any additional dates pertinent to a specific organization
3. Verification of Aspirants
 - a. Contact the current NPHC Advisor for the most up to date method of reporting membership. The compliance forms must be submitted or to the start date for education of aspirants/candidates. These forms list the individuals approved by your chapter, graduate chapter advisor, your regional representatives, and/or national representatives as aspirants/candidates for membership. In cases where the national membership intake team conducts the intake process, all

correspondence forwarded to any regional or local representatives should also be forwarded to the current NPHC Advisor. The verification form contains the following information:

Verification form:

1. Full Legal Name
2. Signature
- ii. Original Signature of Chapter President

All documents supplied to the Kimmel Belonging and Engagement Hub are kept confidential from students, student workers, student leaders (including the respective governing council officers). They may be shared, at times, with university officials and national/regional staff as needed. In the event any dates and times need to be changed on the intake calendar of events, the chapter president or chapter member in charge of intake must notify the current NPHC Advisor.

Neophyte/New Initiate Presentation Guidelines:

All organizations must adhere to the following guidelines when presenting neophytes to the campus community.

1. Presentation of neophytes/new initiates must take place no more than 30 calendar days after the members have initiated into the organization.
2. Guidelines for Presenting Neophytes/New Initiates Using a "Show":
 - a. A copy of the space reservation confirmation (from Event Services) must be submitted to the current NPHC Advisor or their designee.
 - b. Show must uphold the values of the organization, the Kimmel Belonging and Engagement Hub, and Southern Illinois University Edwardsville.
 - c. The duration of the presentation should be no longer than 2 hours. Following the show, members of the presenting organization must vacate the area by the end of their scheduled reservation time from Event Services. This will help with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
 - d. The current NPHC Advisor or their designee from the Kimmel Belonging and Engagement Hub must attend all Neophyte/New Initiate Presentations.
 - e. It is the chapter's responsibility to notify visiting and alumni members of all SIUE Neophyte/New Initiate Presentation guidelines and expectations.
 - f. If a Neophyte/New Initiate Presentation does not occur, neophytes must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.) acknowledging all neophytes.

SIUE Anti-Hazing Policy

From Southern Illinois University Edwardsville's Student Code of Conduct and the University Anti-Hazing Policy:

- A. Knowingly requiring the performance of any act by a student for the purpose of induction or admission into any group organization or society associated or connected with the University. The act must be one that is not sanctioned or authorized by the University.
- B. Engaging in any pastime or amusement by students whereby such pastime or amusement is conducted for the purpose of holding up any student or other individual to produce mental or physical discomfort, embarrassment, harassment, or ridicule that poses a hazard to the health and safety of the person.

From the State of Illinois' Hazing Act:

1. The Illinois Hazing Act defines hazing as follows: A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:
 - a. the act is not sanctioned or authorized by that educational institution; and
 - b. the act results in bodily harm to any person

NPHC Intake Checklist		
Completion- FSA Signature	Task	Date
At Least <u>Two (2) Weeks Prior to Informational (Intake) meeting</u>		
	Inform NPHC advisor of intention for intake. Due: Notice of Membership Intake	
	Email all dates and location for informational meetings. Email MUST INCLUDE FLYERS FOR EVENTS	
At Least <u>Three (3) days Prior to Informational (Intake) meeting</u>		
	Informational (Intake) Flyer has been posted	
At Least <u>One (1) Week Prior to New Member Education</u>		
	President and member in charge of membership will meet with NPHC advisor or designee	
	All paperwork requiring signatures from Kimmel Belonging and Engagement Hub and/or campus fraternity/sorority advisor will be submitted	
	Provide NPHC advisor with calendar of events timelining all intake activities	
At Least <u>One (1) Month Prior to Neophyte/ New Initiate Presentation</u>		
	Receive date approval by NPHC advisor to not conflict with other organizations	
	Provide NPHC advisor with space reservation confirmation	
	Provide any additional dates pertinent to a specific organization	

Violations of SIUE Membership Intake Guidelines

Violations of the membership intake process may result in probation or suspension. Whether the chapter will be placed on probation or suspension is based upon the infractions and is at the discretion of the Office of Student Conduct in partnership with Fraternity and Sorority Life staff.

Probation is noted by a period of scrutiny wherein if the chapter commits any violations of the intake process or any other rules set forth by the Office of Student Conduct in partnership with Fraternity and Sorority Life staff, the chapter will be placed on suspension.

Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) are prohibited. The suspension period will be determined by the Office of Student Conduct in partnership with Fraternity and Sorority Life staff.

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding membership intake without adhering to the SIUE Membership Intake Guidelines.
3. Hazing: Any violations of the SIUE Student Code of Conduct and the University Anti-Hazing Policy will result in a referral to the Office of Student Conduct.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warning by the Office of Student Conduct in partnership with Fraternity and Sorority Life staff.
5. Failure to adhere to Neophyte/New Initiate Presentation Guidelines. Students found responsible for hazing will be subject to penalties outlined by the SIUE Code of Student Conduct, as well as any sanctions outlined by the (inter)national organization.

Notice of Membership Intake

Form must be completed and submitted to the Kimmel Belonging and Engagement Hub at least two (2) weeks prior to Informational Meeting.

The officers and members of _____ are proud to announce the membership intake of new candidates for the Fall / Spring (circle one) of _____.

- Interest Meeting(s) will be/were held on _____
- Selection will conclude on _____
- Education of aspirants/intake process begins on _____
- Aspirants will be initiated on _____
- Neophytes/new initiates presentation will be held on _____

The person in charge of intake for the chapter; The chapter advisor supervising intake for the chapter

_____ Name	_____ Name
_____ Title in Chapter	_____ Title in Chapter
_____ SIUE Email Address	_____ Email Address

The above information is accurate and correct to the best of my knowledge.

_____ President's Printed Name	_____ President's Signature	_____ President's SIUE Email Address
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_____ Member Responsible for Intake's Printed Name	_____ Member Responsible for Intake's Signature
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_____ Grad Chapter Advisor Printed Name	_____ Grad Chapter Advisor Signature	_____ Grad Chapter Advisor's Email
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Chapter Anti-Hazing Compliance Form

The University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action. **One Chapter Anti-Hazing Compliance Form must be on file for every chapter for each semester they are seeking to bring in new members.**

Illinois State Law

The Illinois Hazing Act defines hazing as follows: A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and
- (b) the act results in bodily harm to any person

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- B. Engaging in any pastime or amusement by students whereby such pastime or amusement is conducted for the purpose of holding up any student or other individual to produce mental or physical discomfort, embarrassment, harassment, or ridicule that poses a hazard to the health and safety of the person.

Agreement on Hazing

We, the undersigned, certify the following:

- 1. We have read AND understand SIUE's Anti-Hazing Policy
- 2. We have read AND understand Illinois State Law
- 3. We have read AND understand our (inter)national organization's Anti-Hazing Policy
- 4. We verify that this policy will be read to our chapter
- 5. We verify that all new members will receive a copy of this policy
- 6. We verify all activities sponsored or required by our chapter, in whole or part, comply with this policy
- 7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline.
- 8. Furthermore, if I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.

By signing this form, we agree to abide by the above.

Organization: _____

Member in Charge of MI/NME's Printed Name: _____ Date: _____ Chapter

President's Signature: _____ Date: _____