



National Pan-Hellenic Council Membership Intake Guidelines

Eligibility

- NPHC groups in good standing with Virginia Wesleyan University and their national headquarters are eligible to conduct intake. Groups in good standing must be properly registered as active with the Office of Student Activities and have updated their membership and advisor rosters.
- Fraternity and Sorority membership is open to all students enrolled full time (at least 12 credit hours) during the semester in which intake is scheduled to take place, so long as they meet organizational academic requirements.

Interest Meetings/Information Sessions

- Chapters participating in membership intake are permitted to hold individual interest meetings.
- Information Sessions should discuss:
 - Information about the chapter and the intake process;
 - Membership requirements and eligibility;
 - VWU and national policy regarding hazing;
 - Specific guidelines about joining the organization.

Membership Intake Process

- Chapters must complete the following Administrative tasks with the Office of Student Activities prior to intake:
 - Chapters must submit the Membership Intake Request/Petition to the Office of Student Activities.
 - Chapters must forms associated with intake from their national/regional office to the Office of Student Activities (so we know that you have permission to conduct intake);
 - Chapters must register their intake events (i.e. information sessions, educational sessions, presentation shows) via the Event Request Form (including date, time, location, and lists of off-campus guests). They may elect not to have all events marketed to the campus at large. If chapters have concerns about privacy, they may contact the Office of Student Activities to discuss how to proceed.
 - Potential new members must sign the VWU Academic Release and Critical Information Form.
 - Chapter members understand that hazing of any kind is strictly prohibited by VWU, and is against the law in the Commonwealth of Virginia. Hazing includes, but is not limited to, tests of endurance, any brutality of a physical nature (whipping, caning, beating, branding, forced or encouraged calisthenics, exposure to the elements, forced or encouraged consumption of any food, alcohol, drugs, or other substances, exposure to potentially dangerous or hazardous circumstances, activities with a foreseeable potential for personal injury, sleep deprivation, forced or encouraged exclusion from social contact, forced or encouraged conduct resulting in extreme embarrassment, panic, degradation, etc.). Alleged hazing will result in suspension of chapter activities while an investigation takes place.



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Confirmed incidents of hazing will result in disciplinary sanctions against individuals and/or organizations.

- Alcohol should not be present at any point during the formal and informal intake process, nor should alcohol be given as a gift.
- Academic and Division III athletic obligations of an aspirant must take priority over intake activities.
- Any changes to the intake schedule should be communicated to the Office of Student Activities.

Coming Out/New Member Presentation Shows

- Presentation Shows are not to be scheduled at the same time as a previously planned event of another chapter of the NPHC. An effort should be made not to schedule shows simultaneously with large VWU Greek events (this encourages Greek unity and maximizes the opportunity for Greeks to support one another's events).
- No explicit or revealing attire is to be worn by new members or other show participants.
- No alcoholic beverages are permitted.
- In the event of a fight during the presentation, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped.
- 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. If this occurs, they will be asked to leave.
- The duration of the presentation show should be no longer than 1 hour. Following the show, members of the presenting organization must vacate the area within 30 minutes to help with crowd disbursement). The presenting organization is responsible for ensuring the site is restored to its original state after use.
- A Chapter Advisor or Faculty Advisor must be in attendance at all New Member Presentations.
- There shall be no disparaging or disrespectful comments about other organizations or foul language used in the "show". This also applies to any music used during the show. It all must be the clean, radio-edited version.
- No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as part of the performance but may not be used as a weapon to harm another individual.)
- Guests of the host fraternity/sorority must leave the campus within 30 minutes of the presentation's conclusion to help with crowd disbursement and campus safety.
- Host fraternities/sororities are responsible for the behavior of their guests.
- New members may not dance on any members of the audience.
- If a New Member Presentation takes places off-campus, a Student Activities staff member must be present.
- It is the responsibility of the hosting fraternity/sorority to notify their guests of all University New Member Presentation rules.



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Checklist:

Prior to Intake:

Complete Administrative Tasks

- _____ Update the Chapter Member Roster and Executive Board/ Advisor Roster with the Office of Student Activities.
- _____ Complete the Anti-Hazing Commitment Form (all members)
- _____ Submit the Completed NPHC Membership Intake Petition to the Office of Student Activities (At Least 10 Days Prior)
- _____ Register your events on the Event Request Form
- _____ Receive permission from the Director of Student Activities to proceed with intake

At the Start of Intake

- _____ Have potential new members complete the Academic Release and Critical Information Form.
- _____ Submit the names (last, first, middle initial) and emails of intake participants to the Office of Student Activities.
- _____ Submit relevant national/regional forms to the Office of Student Activities.

The procedure outlined above is required by the Office of Student Activities at Virginia Wesleyan University. Failure to follow the outlined procedure may result in suspension of the intake process and notification of the appropriate regional



Office of Student Activities NPHC Membership Intake Petition

This form must be submitted to the Office of Student Activities at least 10 days prior to the start of Intake Activities. This form will be kept confidential and will be shared only with proper college officials.

Fraternity/Sorority Chapter and Organization: _____

The person in charge of intake for the Chapter will be:

Name: _____
Title in Chapter: _____
Phone Number: _____
Email Address: _____

The Chapter Graduate Advisor supervising intake for the Chapter will be:

Name: _____
Title in Chapter: _____
Phone Number: _____
Email Address: _____

The Graduate Chapter Officer or National Officer who approved Intake was:

Name: _____
Title in Chapter: _____
Phone Number: _____
Email Address: _____

Candidate Information (Due before New Member Classes begin):

Table with 3 columns: First Name, Last Name, Student ID number. Multiple empty rows for data entry.

Chapter President Initials

Graduate Advisors Initials



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Tentative Calendar of Events (include all intake activities... once finalized, please complete the Event Request Form with the Office of Student Activities. Due before the presentation of New Members):

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>

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

Chapter President's Name (Printed)

Chapter President's Signature

Date

Graduate Advisor's Name (Printed)

Graduate Advisor's Signature

Date