



FRATERNITY & SORORITY LIFE

UNIVERSITY OF NORTH CAROLINA PEMBROKE

Guidelines for Conducting Membership Intake

In order to ensure a safe and seamless membership intake process it is necessary that the Fraternity and Sorority Life Office establish a timeline for membership intake procedures. This packet will assist organizations in planning and conducting membership intake programs for the upcoming semester.

The completion of these documents is required for all chapters that participate in membership intake at the University of North Carolina at Pembroke. It is important that the all guidelines are followed, failure to do so will result in actions being taken by the Fraternity and Sorority Life Office, Student Conduct as well as contacting respective chapter's advisor and national headquarters.

Privacy Statement To protect the interests, privacy and confidentiality of the students involved in the membership intake process no one other than the Fraternity and Sorority Life Office will have access to these documents. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters.

Important Dates Fall 2019 Intake

Intake Window Opens:	Wednesday, August 14, 2019
Notice of Membership Intake Form due:	Friday, September 13th, 2019 at 5:00pm
Fall Break (No Intake Activities):	Thursday, October 17 – Sunday, October 20
Intake Window Closes:	Tuesday, November 12, 2019

Please return completed forms to:

Fraternity and Sorority Life Office
James B. Chavis University Center Suite 225
910.775.6482 |greek@uncp.edu |

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Expectations of Chapters Conducting Membership Intake

1. When available, all prospective members will participate in any mandated programming by the Fraternity and Sorority Life Office.
2. The membership activities will not interfere with academic endeavors or class schedules.
3. The selection of new members will be free of any form of mental and/or physical abuse and hazing.
4. Chapters will not engage in pre or post hazing activities.
5. Chapter advisor(s) will be present at all membership related activities.
6. Chapters will complete all required paperwork in a timely fashion.
7. No membership activity includes the presence or consumption of alcohol.
8. Prospective members will be made aware of the University of North Carolina at Pembroke Hazing Policy.
9. All membership intake activities are to be conducted in compliance with each inter/national Organization's intake guidelines and process.
10. Organizations will comply with outlined membership intake guidelines of the Fraternity and Sorority Life Office.

Violations:

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

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original Signatures, incomplete paper work, etc.)
2. Holding membership intake without conforming to the Guidelines for Conducting Membership Intake Packet.
3. Hazing: Any violations will result in a referral to the Office of Student Conduct
4. Failure to adhere to New Member Presentation Guidelines.
5. Distributing promotional materials (i.e. Instagram, Twitter Snapchat, etc.) to inform students of intake without meeting prior with the a Fraternity and Sorority Life Advisor

Process for Organizations Conducting Membership Intake

1. Chapters can only begin the membership intake process with approval from their sponsoring Alumni/ae Chapter and/or Regional/National officer.

2. Chapters must submit a Notice of Membership Intake Form via BraveConnect by **September 13, 2019 at 5:00pm** if your chapter plans to conduct membership intake for the **Fall 2019 semester**.

3. The Chapter President and New Member Educator **MUST** meet with the Fraternity and Sorority Life advisor to discuss the intake calendar and university policies. This meeting must occur 5 business days before any intake activity can begin. To schedule an appointment, call (910) 775-4307 or email greek@uncp.edu.

At this meeting, provide the following documents:

- Any National/Regional paperwork that needs to be signed by FSL staff
- Completed Notice of Membership Intake Form (Attached)
- Completed Anti-Hazing Policy Compliance Form (Attached)
- A copy of the Informational Flyer (emailed to greek@uncp.edu or printed)
- New Member Education/Intake Calendar (Example Attached) - This schedule should be a detailed syllabus that includes name of activity, date, time, and location, of all intake activities – meetings, service events, study hours, new member presentation practices, initiation dates, etc.)

4. Informational Meeting: A representative from the *Fraternity and Sorority Life office MUST give a hazing presentation at your organization's informational meeting.* This will last no longer than 10 minutes.

5. Verification of Aspirants Form (Attached): This form is the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership. This form *MUST be submitted within 24 hours or by 5:00pm the next business day after the interest/informational meeting*, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar.

6. New Initiates Form (Attached): Members who have successfully completed the membership process. *Must be submitted within 24 hours or by 5:00pm next business day after initiation.*

7. New Member Presentation Form (Attached): For chapters that will present new members with a formal presentation. *Must be submitted within 5 business days of scheduled presentation date.*



Notice of Membership Intake

The _____ chapter of _____ will be conducting membership intake.

In the Fall or Spring (circle one) semester of (year): _____

Date of Interest meeting(s) (mm/dd/yyyy): _____

New Member Education/Intake Period Start Date: _____

New Member Education/Intake Period End Date: _____

New Member Initiation Date: _____

New Member Presentation Date: _____

The above information is correct and accurate to the best of our knowledge. We understand that the Fraternity and Sorority Life Advisor must approve any changes to this document.

Chapter President: _____
Email: _____ Phone Number: _____
Signature: _____

Chapter New Member Educator: _____
Email: _____ Phone Number: _____
Signature: _____

Chapter Advisor: _____
Sponsoring Graduate Chapter: _____
Email: _____ Phone Number: _____
Signature: _____

As the advisor of this chapter, I have agreed and approved all activities associated with the membership intake process and will be present during all activities. I agree to insure that the organization will comply with university rules and regulations governing the intake program. I agree that the above information is correct and understand that by signing my name I agree to uphold all University of North Carolina at Pembroke and Inter/National Headquarters policies.

Anti-Hazing Policy Compliance Form

Due One Week Before Any Intake Activities May Begin

The University of North Carolina at Pembroke prohibits hazing in any form. All fraternities and sororities must file this form with the Fraternity and Sorority Life Office before any intake activities may begin.

The University of North Carolina at Pembroke Hazing Policy

No student(s), organization(s), or athletic team(s) shall conduct or condone hazing activities. Hazing is defined as: “Any action taken or situation created intentionally or unintentionally, with or without consent of the person being hazed, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or any other activities which are not consistent with academic achievement, and the regulations and policies of UNC Pembroke, or North Carolina state law (see Student Handbook Section Administrative Policies)

To report hazing confidentially, visit:

<https://www.uncp.edu/campus-life/campus-engagement-and-leadership/fraternity-and-sorority-life/hazing-prevention/how>

Hazing Agreement

We, the undersigned, certify the following:

1. We have read AND understand the University of North Carolina at Pembroke Hazing Policy.
2. We have read AND understand our National Organization’s Hazing Policy.
3. We verify that this policy will be read to our chapter.
4. We verify that all activities sponsored and/or required by our chapter, in whole or part, comply with this policy.
5. We verify that all our new members will be fully initiated, using all local and national ceremonies, by the established initiation deadline.
6. We further verify that all new member activities will be completed prior to midnight.
7. Failure of my organization to uphold this policy will result in the referral of:
 - a. My organization to the discipline of the Fraternity and Sorority Life and or Student Conduct Office
 - b. Any individual members to the campus police for criminal prosecution
 - c. The president and new member educator/intake coordinator for supplying false information to the University (if they knew of hazing and didn’t take the steps to stop it)

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

Fraternity or Sorority:	_____
Chapter President (signature, date):	_____
Membership Intake Officer (signature, date):	_____



FRATERNITY & SORORITY LIFE

UNIVERSITY OF NORTH CAROLINA PEMBROKE

Verification of Aspirants Form

Fraternity/Sorority _____

We hereby declare that on _____ (date of mtg.), the following individuals participated in an interest meeting and are considering the process of membership selection. If selected, these aspirants will be duly initiated into the organization pending the decision of the regional/national/ representatives.

Signature-Chapter President

Signature-Chapter Advisor

			Fraternity and Sorority Life Office will fill out this section		
Please Print Aspirant's Name		Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit UNCP to release academic and student conduct information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Fraternity/Sorority Life Office that no longer wish to allow such information to be released.	Banner ID	Hours Completed	Cumulative GPA
1			840		
2			840		
3			840		
4			840		
5			840		
6			840		
7			840		
8			840		
9			840		
10			840		
11			840		
12			840		
13			840		
14			840		
15			840		

			Fraternity and Sorority Life Office will fill out this section	
	Please Print Aspirant's Name	Banner ID	Hours Completed	Cumulative GPA
16		840		
17		840		
18		840		
19		840		
20		840		
21		840		
22		840		
23		840		
24		840		
25		840		
26		840		
27		840		
28		840		
29		840		
30		840		
31		840		
32		840		
33		840		
34		840		
35		840		

Department Use Only: _____ Date Received: _____



FRATERNITY & SORORITY LIFE

UNIVERSITY OF NORTH CAROLINA PEMBROKE

NEW MEMBER ROSTER ADDITION FORM CONSENT TO RELEASE STUDENT RECORDS

NAME:(pleaseprint) _____ ORGANIZATION: _____

BraveMail: _____ @bravemail.uncp.edu PHONE: _____

Student Identification Number: _____

I, _____ (please print), do hereby authorize the University of North Carolina at Pembroke to release my academic report (semester and cumulative GPA) to the Fraternity/Sorority President and/or Scholarship Chair, Chapter Advisors, and to the National Headquarters of the organization listed above. I understand that this information will be used in reporting for Fraternity and Sorority Life and in determining my eligibility for scholarship consideration, verification of registration, and minimum chapter grade point requirements, for as long as I am affiliated with the fraternity/sorority system at UNC Pembroke. If I no longer wish to have my records released, I understand that I must make a request, in writing, to Fraternity and Sorority Life. I understand that, upon request, I may obtain a copy of this information for my personal use.

ANTI-HAZING AGREEMENT

I, _____ (please print), have been informed of the University's and my (Inter)National Organization's policies against hazing. I understand what constitutes hazing and know that these practices are not only harmful but also have no place in Greek-letter organizations. I know that hazing cannot be a part of my education or initiation; and that if I am hazed, my chapter is violating the policies of the University, their (inter)national organization, and North Carolina State Law. I understand that my participation in hazing activities may result in numerous consequences including but not limited to loss of membership and other privileges, as well as subjecting myself to University and/or legal disciplinary action. I know that if I become aware of any hazing activities, I should notify the proper authorities, including, but not limited to, Campus Engagement and Leadership, Division of Student Affairs, Student Conduct, National Organization Headquarters and/or local police department. **To initially report incidents of hazing, please contact the Fraternity and Sorority Life, located in the University Center room 225, by phone 910-775-4307 or email greek@uncp.edu.**

By signing this document, I do hereby agree to the terms and statements listed above and understand that at any time, I may retract this document and the release of my student records by contacting the Fraternity and Sorority Life Office.

MEMBER SIGNATURE

DATE

CHAPTER PRESIDENT SIGNATURE

DATE

FOR OFFICE USE ONLY:

ACADEMIC SEMESTER: _____ CLASS STANDING: FR SO JR SR 5-yr

*CUMULATIVE GPA: _____ *PREVIOUS SEMESTER GPA: _____ BANNER ID: _____

*If first semester freshman, please list high school GPA.

RECEIVED ON: _____ RECEIVED BY: _____

ACKNOWLEDGEMENT: _____ (DIRECTOR) RECORDED ON ROSTER: _____

New Member Presentation Form

Due 10 Business Days Prior to New Membership Presentation

Fraternity/Sorority Name:

Please Print

If Location is outdoors, it is highly encouraged to secure an indoor back-up location.

	Location	Date	Time: From - To
Sample	Primary Location: The Water Feature	10/15/19	7:12pm- 9:12pm
	Rain Location UC Annex	10/15/19	7:12pm- 9:12pm
Actual			

Example Membership Intake Calendar/Schedule

Date	Function	Location	Time: From - To
10/15/2019	Education Session 1	UC Annex	6pm – 10pm
10/16/2019	Education Session 2	Old Main 231	6pm – 10pm
10/18/2019	Ritual #2	Pine Cottage	1pm – 7pm
10/20/2019	Presentation practice	UC Annex	7pm – 9pm
11/07/2019	New Member Initiation	Aux Gym	5pm-8pm
11/11/2019	New Member Presentation	Main Gym	7:14pm – 9:14pm

*Chapter may submit their own calendar in place of this sample template

Intake Checklist:

- Obtain Approval to Conduct Membership Intake
- Submit *Notice of Membership Intake* Form via BraveConnect
- Meet with the Fraternity and Sorority Life Advisor to discuss expectations during the membership intake process. Call 910-775-4307 or email greek@uncp.edu to set up a meeting with your FSL Advisor.
- Submit New Member Education/Intake Calendar
- Submit Copy of Informational Flyer
- Schedule time for FSL Advisor to present at informational meeting
- Submit Anti-Hazing Policy Compliance Form (pg. 6)
- Submit Verification of Aspirants Form (pg. 7)
- Submit New Member Roster Addition Form (pg. 9)
- Submit New Member Presentation Form (pg. 10)
- Schedule New Member Presentation preview with Chapter Advisor

For clarification or questions contact your respective FSL Advisor:

Lamar James: NPHC, Hok Nosai Advisor
910-775-4048, lamar.james@uncp.edu

Jade Jones: DGC Advisor
910-775-4668, jade.jones@uncp.edu