



Office of Fraternity and Sorority Life

National Pan-Hellenic Council and Multicultural Greek Council

Membership Intake & New Member Presentation

Policies and Guidelines

Updated as of May 2019



National Pan-Hellenic Council and Multicultural Greek Council Membership Intake and New Member Presentation

Greetings Members of the NPHC and MGC:

It is our goal to provide guidance for the membership intake processes for the chapters of the NPHC and MGC within the Towson University Greek Community. The preventative measures we are taking will help secure a safe community and create a system of accountability for all stakeholders. We require that each Greek Letter Organization conducting membership intake, rush week/day, interest and informational meetings keep the office informed of all membership recruitment and intake activities.

With this in mind, the office has created procedures to help ensure the privacy of each of our member chapters and the candidates for membership, and that all applicable University, (inter)national headquarters, local, state, and federal laws are followed.

Please read over this document of information and complete all necessary forms. To be in compliance and remain in good standing with the Office of Fraternity and Sorority Life, all forms must be submitted before any membership recruitment or intake activities occur.

If you have any additional questions or concerns in reference to any of the materials below do not hesitate to contact me at 410-704-2645 or Rvital@towson.edu.

Thank you in advance for your understanding and consideration.

Best regards,

Reeding F. Vital

Coordinator, Fraternity and Sorority Life
Campus Life
Towson University

Procedures

INTAKE ELIGIBILITY

Chartered fraternities and sororities under the auspices of the NPHC and MGC are allowed to recruit on campus under the guidelines as regulated by Towson University and the chapters' respective local and national governing bodies.

Chapters who intend on having intake must **complete the Intake Intent Form by the designated date to the office of Fraternity and Sorority Life. Chapters who do not submit the form by the designated due date will be denied intake approval for that semester.** The chapter president, membership Intake Coordinator, Chapter alumni advisor and Faculty/ Staff advisor must review the content of this document and all sign off on the intake intent form to be submitted to the Director/Coordinator of Fraternity and Sorority Life for approval. No members may be initiated unless this occurs.

Recruitment of University freshmen is a privilege regulated by the Chapter Assessment Program (CAP). A chapter's national organization must approve, and the chapter must be at a Gold, Silver or Bronze level to recruit first semester freshmen students.

The Office of Fraternity and Sorority Life will determine the dates for recruitment and membership intake. A chapters schedule must fall within the outlined dates of the office

Chapters may only recruit and offer membership **to full-time undergraduate students with 12 or more credits and a cumulative G.P.A. of 2.5 or above.** They must also register online at: <https://www.towson.edu/studentlife/activities/fratsororitylife/join.html> . This link takes you to the "How to join" page and potential new members should register for intake under the appropriate council. All potential new members are required to fill out and submit this form to be eligible to participate in intake based activities even if they are not selected.

Before prospective new members can be selected by the chapter they **MUST**:

1. Complete the online registration form the same semester they wish to join.
2. Attend the mandatory Anti-Hazing presentation that is hosted by the chapter which will take place at or before any Interest/ Rush/ Interview/ informational meeting.
3. As stated above, have a minimum of a 2.5 GPA, be an undergraduate student and be attempting 12 Credits or more during the semester they intend to join.

Please Note: By registering, a student releases their grades to the chapter, national organization, and the Office of Fraternity and Sorority Life.

INTAKE/RECRUITMENT ACTIVITIES

1. Meet the Greeks/ Involvement Fair

Meet the Greeks is one of the Towson University Greek Community's open recruitment programs. Meet the Greeks may occur during the fall and spring semesters. Recognized chapters are encouraged to participate. Guests at the formal Meet the Greeks program are allowed to visit each of the fraternity or sorority tables where the members introduce themselves and briefly discuss their purpose and activities. Information regarding any mandatory chapter interest meetings will be provided by the individual chapters.

The Involvement fair is similar to the Meet the Greeks but includes all the student organizations and clubs.

*****ALL ACTIVE CHAPTERS WITHIN THE NPHC AND MGC SHOULD PARTICIPATE IN MEET THE GREEKS*****

2. Interest/ Rush / Interviews / Informational / Meetings

Chapters who are participating in intake/ new member education should hold an interest, informational or rush meeting during the same semester prior to Intake beginning. These meetings must take place after Meet the Greeks.

- A. It is **mandatory** that students attend an official information/interest/ rush meeting where fraternity or sorority life staff are present to provide the anti-hazing presentation. Attendance sheets must be turned in to the Office of Fraternity and Sorority Life 1 business day after the meeting.

3. Advertising

- A. The sponsoring Greek chapter must give the Director/Coordinator of Fraternity and Sorority Life an electronic copy (PDF, JPEG, GIF, etc...) of all advertisements/flyers for the recruitment activity to be approved ten (10) days prior to the event.
- B. When disseminating /Interest /Rush / informational Meeting Information
All NPHC and MGC Chapters must advertise the event for a minimum of one (1) week.
- C. Chapters must advertise using two (2) of the four (4) posting mechanism
 1. Post physical flyers in the University Union (Greek life display case)
 2. West Village Commons.
 3. Post on events.Towson.edu
 4. Post on chapter social media / TUGreeklife social media outlets

4. Selected vs. Initiated

The chapter must submit to the Office of Fraternity and Sorority Life an official list of those selected to participate in the new member education and initiation process before they submit any applications to their national office. This must be an excel document with the following information for each person:

- Full name
- TU ID
- Email address

- Classification

24 hours after new members are initiated the chapter must confirm if all selected have been initiated or not.

5. New Member Education & Initiation Period

This period for fraternities and sororities may not be longer than **six (6) weeks in the Fall and seven (7) weeks in the Spring**. The Fraternity and Sorority Life Representative will determine the window for recruitment and membership intake to conduct. All education sessions must be held on the campus of Towson University unless approved prior by the (inter)national office and the office of fraternity and sorority life.

The Schedule and Calendar

Intake schedules must be submitted by the designated time with the intake intent form in order to be approved for Intake. Education schedules must include all dates, times, location, and basic idea of what will be taking place. The Towson mandated anti-hazing presentation (Happens with the rush, interest, informational meeting), TIPS training and Greek 101 and anything else involved recruiting, educating and initiating members needs to be included within your calendar. All dates, locations and times not finalized on your submitted calendar may lead your organization being denied for intake.

Intake Deviation(s)

The Director/Coordinator of Fraternity and Sorority Life must be notified in writing of any recruitment related activities that occur outside of the campus designated intake window. **A Intake Deviation Letter must be submitted with the Intake Intent form. This deviation is a requested and must be approved by the office of Fraternity Life.** Recruitment / Intake activities include but are not limited to: interest meetings (recruitment or informational seminars / rush), interviews, membership intake programs and new member presentations. These meetings **CAN NOT** take place without the approval of the Director/Coordinator of Fraternity and Sorority Life.

Time Frame

Any chapter that exceeds the Fall six (6) week or the Spring seven (7) week new member education & initiation period will be in violation of University policy. Charges may be brought against the chapter and/or individual chapter member(s) through the Office of Student Conduct and Civility Education.

Those chapters, whose national headquarters prohibit them from participating in the Towson University designated intake window, must adhere to the following before any intake/recruitment activity:

1. The chapter must submit a formal letter with letter head from the district, regional or national office indicating the reasons and areas in which deviation from the Towson University Intake Guidelines are necessary to adhere to the guidelines set out by your organization.
2. The letter should be signed and the advisor of the sponsoring chapter should be prepared to meet with coordinator to further discuss the deviation plan.

UNDERGROUND/GHOST MEMBERSHIP

An underground/ghost member is an individual who was not approved for membership by the Towson University and/or the corporate headquarters of the fraternity/sorority. An underground chapter is one that is operating without recognition at the University. The organization's corporate headquarters will be notified as well. **A chapter and/or any individual chapter member who has initiated an underground/ghost member or is operating as an underground chapter is in violation of the Student Code of Conduct. Charges may be brought against the organization, the individual student initiated underground/ghost, and/or individual chapter members through the Office of Student Conduct and Civility Education. Any and all are subject to suspension from Towson University.**

Expectations of Organizations Conducting Intake

1. The academic mission of the institution will be upheld and promoted to aspirants.
2. Membership intake activities will not interfere with academic endeavors or class schedules, will not occur between the hours of 12 a.m. and 8 a.m., and will not include the presence or consumption of alcohol.
3. The selection of aspirants will be free of any form of mental and/or physical abuse and hazing.
4. Members will be selected on the criteria set forth by the (inter)national organization.
5. Chapters will not engage in pre or post hazing activities. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the chapter.
6. Chapter will be responsible for providing the times and location of all educational instruction.
7. Chapter will conduct a new member training after the completed initiation of new members

Aspirants' Rights

The Membership Intake process should be conducted in a manner that respects the dignity of aspirants and protects their mental and physical well-being. Examples of acceptable behavior include activities that are not classified as hazing, but promote scholarship, promote service, develop leadership and/or social skills, assist career goals, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster chapter solidarity or otherwise promote the institutional mission of the University.

Please review the current MGC or NPHC constitution and Bylaws as dues may be due within or after the completion of the Membership Intake Process. Please see council presidents for more information.

6. NEW MEMBER PRESENTATION / "DEBUT"

Chapters will be given the option of participating in a New Member Presentation or debut the same semester they induct new members. The debut are preselected dates sponsored by Fraternity & Sorority Life for chapters to conduct presentations. Chapters also may schedule and plan presentations on their own.

Each individual chapter **MUST** follow the guidelines below. Chapters not adhering to these guidelines will be subject to **\$100 fine per violation to the MGC or NPHC:**

NEW MEMBER PRESENTATION/DEBUT REGULATIONS:

1. New Member Presentation must be **finalized 30 days after Meet the Greeks**. If not, it will be cancelled.
2. Chapters must be in good financial standing with their SGA account.

3. New member showcases must take place within the designated window provided by the Office of Fraternity and Sorority Life. (Unless deviation letter is received)
4. Chapter must reserve an indoor space. **(No Presentations are permitted outdoors)**
5. Chapters must have an advisor(s) present.
6. Chapter must order catering through Towson University's Black & Gold Catering. **(If needed)**
7. Chapters must meet with the University Union Box Office staff to ticket the event. **(If needed)**.
8. Chapters must provide adequate seating for new member's families and guest.
9. NO obscene gestures, foul, explicit or offensive language can take place during the show whether be by performers, the chapter, music or video. The show must be clean.
10. NO black tapped paddles, black tapped canes, offensive signage or attire can be displayed during the show.
11. Performers and chapter members must remain clothed.
12. Attire must be culturally sensitive and appropriate.
13. Shows may not exceed 90 minutes in total. This includes wait time.
14. Disrespectful greetings or mention of other organizations / chapters is prohibited.

****Chapters must schedule a meeting with a member of the Office of Fraternity and Sorority Life for final approval****

After Parties

If the organization intends to host a party following the New Member Presentation, the organization must have the event approved based on the Office of Sorority & Fraternity Life Social Event Policy at <http://www.towson.edu/studentlife/activities/fratsororitylife/social.pdf>. Please refer to that policy for paperwork that needs to be completed as well as deadlines that need to be adhered to. **Charges may be brought against the chapter and/or individual chapter member(s) through the Office of Student Conduct and Civility Education.**

Note: Any chapter found to be in violation of the above guidelines will be penalized at minimum 25 points on the first offense and 50 points on any other offense of that nature after. Chapter Assessment Program for the semester in which the violation occurs.

Hazing

The National Pan-Hellenic Council, the Multicultural Greek Council, national offices of local affiliate chapters, and Towson University have a "zero tolerance" approach to hazing. Any form of hazing is against Maryland State Law.

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MD CODE 1957, Art. 27, s
Code 1957, Art. 27, s 268H

ANNOTATED CODE OF MARYLAND
CODE OF 1957
ARTICLE 27. CRIMES AND PUNISHMENTS.
I CRIMES AND PUNISHMENTS

Hazing

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Current through End of 1997 Reg. Sess.
s 268H Hazing students prohibited.

(a) Haze defined. -- In this section "haze" means doing any act or causing any situation which recklessly or intentionally subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization of a school, college, or university.

(b) Violation constitutes misdemeanor; penalty. -- A person who hazes a student so as to cause serious bodily injury to the student at any school, college, or university is guilty of a misdemeanor and, on conviction, is subject to a fine of not more than \$500, or imprisonment for not more than 6 months, or both.

(c) Consent of student not defense. -- The implied or expressed consent of a student to hazing may not be a defense under this section.

CREDIT

(1985, ch. 153.)

Code 1957, Art. 27, s 268H

MD CODE 1957, Art. 27, s 268