Towson University
Office of Fraternity and Sorority Life
National Pan-Hellenic Council and Unified Greek Council

Membership Intake
&
New Member Presentation

Procedures and Guidelines
Updated January 2017
Greetings Members of the NPHC and UGC:

The Office of Fraternity and Sorority Life welcomes you back and we look forward to another exciting year at Towson University. We are committed to encouraging the development of our Greek organizations, while also ensuring the safety and well-being of our students, the community and the University’s reputation.

It is our goal to be more knowledgeable about the membership intake processes of the chapter members of the NPHC and UGC 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 or 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. Additionally, while we transition to the New Member Presentation/Neophyte show procedure, we know it will take time for all parties to adjust. We understand that as chapters, many of you have already begun to plan your intake activities for the Fall. The Office of Fraternity and Sorority Life will be sponsoring a show for those groups that will be conducting intake to take place in November. This should allow for a better transition for all constituents involved in this process.

Please read over this document of information, complete all necessary forms, and return to the Office of Fraternity and Sorority Life in University Union Room 232. 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 cmcqueen@towson.edu.

Thank you in advance for your understanding and consideration.

Best regards,

Chris McQueen
Coordinator of Fraternity and Sorority Life
Towson University
Procedures

MEMBERSHIP INTAKE/RECRUITMENT

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

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.

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: http://www.towson.edu/studentlife/activities/fratsororitylife/join.html. All potential new members are required to fill out and submit this form to be eligible to participate in recruitment even if they are not selected. During each day of recruitment/rush, a laptop is required at a sign-in table in your room for potential new members to register. Please make sure that every person you speak to is registered. Registering online is non-binding.

Prospective new members must:
1. Register for recruitment/intake after the interest meeting and before any additional contact with the fraternity/sorority chapter. Chapters must submit a list of attendees with full legal name and TUID after every interest meeting.
2. Be approved by the Director/Coordinator of Fraternity and Sorority Life.
3. Attend the mandatory New Member Orientation prior to joining any NPHC or UGC chapter during the semester.

Once the chapter has identified those members who have completed the online registration, the chapter president must complete the Intake Petition Form and submit it to the Director/Coordinator of Fraternity and Sorority Life for approval. No members may be taken unless this occurs. By registering, a student releases their grades to the chapter, national organization, and the Office of Fraternity and Sorority Life.

The Director/Coordinator of Fraternity and Sorority Life must be notified in writing of any recruitment related activities that occur outside of the formal recruitment period. Notification must be given at least two (2) weeks before such events occur. Such recruitment activities include but are not limited to: interest meetings (recruitment or informational seminars / rush), interviews, and membership intake programs.

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 or expulsion from Towson University.

FORMAL INTAKE/RECRUITMENT ACTIVITIES

NOTICES OF MEMBERSHIP INTAKE FORMS ARE DUE EVERY SEMESTER REGARDLESS OF INTAKE ACTIVITIES

Meet the Greeks
Meet the Greeks is one of the Towson University Greek Community’s open recruitment programs. Meet the Greeks (formal or informal) may occur several times during the fall and spring semesters. Recognized multicultural 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.

***ALL ACTIVE CHAPTERS WITHIN THE NPHC AND UGC MUST PARTICIPATE IN MEET THE GREEKS***

Disseminating Formal Intake/Recruitment (Rush) Meeting Information
All NPHC and UGC Chapters must:
1. Post flyers in the University Union and West Village Commons.
2. Have flyers stamped by SGA and HRL and posted in all freshman dorms.
5. A physical and electronic copy of all flyers must be given to the Fraternity and Sorority Life Representative. (Please see posting policy located at www.towson.edu/gogreek)

Chapter Interest Meetings
Chapters who are participating in intake/recruitment and or rush must hold an interest or rush meeting during the formal recruitment period.

It is mandatory that students attend the official information/interest meeting for the fraternity or sorority that they wish to join. Attendance sheets must be turned in to the Office of Fraternity and Sorority Life after events.

Students have the option to attend more than one information/interest meeting.

Those chapters, whose national headquarters prohibit them from participating in the Towson University information/interest period, must adhere to the following no less than 14 days before their intake/recruitment activity:

1. The sponsoring Greek chapter must provide written notification (Notice of Membership Intake form with interest meeting dates) to the Director/Coordinator of Fraternity and Sorority Life.
2. The written notification must include the name of the sponsoring organization along with the date, time, and location of the meeting.
3. 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 posted on the Towson University website.
4. The sponsoring Greek chapter must post their advertising for the recruitment activity in the following locations (these locations are consistent with the postings for formal recruitment and interest week):
   A. Post flyers in the University Union and West Village Commons
   B. Have flyers stamped by FSL, SGA, HRL and posted in all freshman dorms.
   C. Posted on www.Towson.edu/GoGreek website.
   D. Posted on events.Towson.edu
   E. A physical and electronic copy of all flyers must be given to the Coordinator of Fraternity and Sorority Life. (Please see posting policy located at www.towson.edu/gogreek)

New Member Education (Pledge) Period
The new member education (pledge) 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 dates for recruitment and membership intake. All education sessions must be held on the campus of Towson University unless approved prior by the (inter)national office.

Any chapter that exceeds the Fall six (6) week or the Spring seven (7) week new member education (pledge) 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.

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.

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.

Within two weeks after the completion of the Membership Intake Process, the new initiate fees are due to NPHC or UGC. Fee structure for new members are based on council bylaws.

The Membership Intake process of the NPHC and UGC can take place in either the Fall or Spring, but not during university closings. If the chapter wishes to participate in “The Debut” (NPHC and UGC New Member Show), they may do so, but it is not mandatory; however, the only new member presentation that is approved by the Office of Fraternity and Sorority Life is “The Debut”. “The Debut” will occur in the Fall and Spring semester on a preselected week. During “The Debut”, the New Member Presentation/Neophyte Show Guidelines must be adhered. If any
violation occurs by a chapter, said chapter may be sanctioned by the Office of Fraternity and Sorority Life and may be fined by the appropriate council.

**NEW MEMBER PRESENTATION / NEOPHYTE SHOW / “THE DEBUT”**

Chapter will be given the option of participating in “The Debut” on a date, time, and location designated by the Office of Fraternity and Sorority Life; or have an individual chapter presentations under the following guidelines:

**INDIVIDUAL NEW MEMBER/PROBATE SHOWS:**

1. Chapter must be in good financial standing with their SGA account.
2. Chapter must reserve an inside space. *(No Presentations are allowed outside)*
3. Chapter must order catering through Towson University’s Black & Gold Catering.
4. Chapters must meet with the University Union Box Office staff to ticket the event.
5. Chapters must provide adequate seating for new member’s families and guest.

**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](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 50 points on the Chapter Assessment Program for the semester in which the violation occurs.
The National Pan-Hellenic Council, the Unified 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.

(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