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 November 2018
Greetings Members of the NPHC and MGC:

It is our goal to be more knowledgeable about 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
MEMBERSHIP INTAKE/RECRUITMENT GUIDELINES

Chartered fraternities and sororities under the auspices of the NPHC and MGC 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.

Chapters who intend on having intake/Recruitment must complete the Intake Intent Petition Form by the designated date by 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 taken 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.

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 recruitment even if they are not selected. When recruitment/rush/Interest meeting is being conducted a laptop is required for sign-in 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 during or after the interest/rush meeting and before any additional contact with the fraternity/sorority chapter. Chapters must submit a list of attendees with full legal name, TUID and TU Email after every meeting with the intent to recruit potential new members.

2. Be approved by the Director/Coordinator of Fraternity and Sorority Life.

3. Attend the mandatory Anti-Hazing presentation that will must take place at or before any Interest/Rush/informational meeting prior to joining any NPHC or MGC chapter during the semester. (TBD)

4. 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.

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. A Intake Deviation Letter must be submitted when
the Intake Intent form is submitted. Such recruitment 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.

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

1. Meet the Greeks/ Involvement Fair
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 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 MUST PARTICIPATE IN MEET THE GREEKS***

2. Interest/ Rush / Informational Meetings
Chapters who are participating in intake/recruitment and or rush MUST hold an interest, informational or rush meeting during the same semester prior to Intake taking place. These meetings can only take place After Meet the Greeks

   A. It is mandatory that students attend the official information/interest/ rush 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 1 business day after the meeting. This is where the Anti- Hazing presentation will be given.

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

Disseminating Formal Intake/Recruitment (Rush) Meeting Information
All NPHC and MGC Chapters must:

1. Must submit an Interest/Rush/Informational Flyer to the Coordinator of Fraternity and Sorority Life for approval. ((Please see posting policy located at www.towson.edu/gogreek)
2. Post flyers in the University Union and West Village Commons.
3. Have flyers stamped by SGA and HRL and posted in all freshman dorms.
3. Advertising
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.

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)

4. New Member Education Period
The new member education 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.

Education schedule
Intake schedules must be submitted by the designated time with the intent form in order to be approved for Intake. Education schedule should include the Towson mandated anti-hazing presentation (Happens with the rush, interest, informational meeting), TIPS training and Greek 101. The schedule should also include the proposed debut day, time and location.

Intake Deviation(s)
Those chapters, whose national headquarters prohibit them from participating in the Towson University designated intake period and debut window, must adhere to the following no less than 10 Business days 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.

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.
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 two weeks after the completion of the Membership Intake Process. Please see council presidents for more information.

The Membership Intake process of the NPHC and MGC 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 MGC 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.

5. NEW MEMBER PRESENTATION / NEOPHYTE SHOW / “THE DEBUT”

Chapters will be given the option of participating in a debut the same semester they induct new member. 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:

INDIVIDUAL NEW MEMBER/PROBATE SHOWS:
1. Chapters must be in good financial standing with their SGA account.
2. New member showcases must take place within the designated window provided by the Office of Fraternity and Sorority Life. (Unless deviation letter is received)
3. Chapter must reserve an indoor space. (No Presentations are permitted outdoors)
4. Chapters must have an advisor(s) present.
5. Chapters must order catering through Towson University’s Black & Gold Catering. (If needed)
6. Chapters must meet with the University Union Box Office staff to ticket the event (If needed).
7. Chapters must provide adequate seating for new member’s families and guest.
8. NO obscene gestures or foul language can take place during the show whether be by performers or music.
9. Non-decoratively designed paddles, offensive signage or attire CAN NOT be displayed during the show.

**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 50 points on the 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.

(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