

COLLEGE of CHARLESTON

Higdon Center for Student Leadership
and Fraternity & Sorority Life

National Pan-Hellenic Council and Culturally Based Membership Intake Guidelines

Upon any membership intake process, each recognized Fraternity & Sorority organization must review the following guidelines and complete the registration form.

Eligibility

- Fraternities and Sororities in good standing with the College of Charleston & their national headquarters are eligible to conduct intake.
- Fraternity or sorority membership is open to all students enrolled full time (at least 12 credit hours) at the College of Charleston community during the semester in which the intake is scheduled to occur are eligible for membership intake. As part of the college community, fraternities and sororities must not discriminate based on race, religion, color, national or ethnic origin, age, handicap, military service, or sexual orientation. The local chapter is responsible for the decisions on membership selection.
- All prospective members must attend the **mandatory** “Meet the Greeks” information session within the academic year in which the intake is scheduled to occur and prior to attending any rush or information session.
- All organizations **MUST** adhere to their organizations GPA requirements for intake when selecting candidates for membership.
- Any officers or members associated with the Intake process team must attend any new member educator/intake coordinator seminars sponsored by the Higdon Center for Student Leadership and Fraternity & Sorority Life Staff when scheduled.

Formal Interest Meetings

- Notify the Higdon Center for Student Leadership and Fraternity & Sorority Life, in writing, of any formal interest meetings at least **14 days** in advance. (Location, date, time and a copy of the fliers for campus need to be submitted).
- Intake must be approved by the organization’s (International/Regional Headquarters prior to submitting to the Office of Fraternity and Sorority Life.
- Interest Meetings should be held in the same semester intake will be held unless approved by the Office of Fraternity and Sorority Life.
- A representative of the Office of Fraternity and Sorority Life must attend the Interest Meetings to discuss the office’s expectations for candidates and the organization.
- Complete and submit the **Grade-Release Form & Non-Hazing Form** within 3 days after the interest meeting and prior to the start date of the official process/education of aspirants listed on the chapter’s intake calendar.
- The Office of Fraternity and Sorority Life will promote the organizations interest meetings.

Membership Intake Process

- Complete and submit the **Intake Registration Form** to the Higdon Center for Student Leadership and Fraternity & Sorority Life at **least 14 days** prior to the commencement of any Intake Activities. Chapters should also submit and provide copies of any paperwork that needs to be submitted to the National/Regional Headquarters at this time.

- Complete and submit, in writing, the details (location, day, time) of the intake activities (i.e. meetings, weekend events, presentation show, etc.) to the Higdon Center for Student Leadership and Fraternity & Sorority Life, this will be kept confidential.
- All forms of hazing are prohibited. Each aspirant must be provided information on the College of Charleston's Risk Management Policy, as well as the policies outline in the College of Charleston Student Handbook.
- No alcohol shall be present at any aspirant program, activity or ritual of the chapter, nor should alcohol ever be given as a gift.
- Any new member class/aspirant activities where alcohol is present will result in immediate suspension of the intake process and/or chapter until such time that appropriate actions are determined by the Higdon Center for Student Leadership and Fraternity & Sorority Life.
- Academic performance by an aspirant must take priority over intake activities. No aspirant activities may be scheduled which conflict with academic commitments.

New Member Presentation Shows

- The Higdon Center for Student Leadership and Fraternity & Sorority Life must be notified, via an **Event Planning Form**, the day, time, and location of this event in order to receive approval 14 days prior to show. Additional IDT's may be required for Public Safety officers at the event.
- The intake coordinator or the chapter president must meet with a Higdon Center staff member one week prior to their show to review policies for these shows and sign a contract that members will adhere to said policies.
- The Chapter Advisor or their designee must be present at the presentation show.
- Members participating in such a show must be fully initiated.
- No physical abuse (slapping, kicking, spitting, punching, pushing, poking, caning, etc.) will occur.
- During the show there will be no disrespecting other Greeks or any other people or groups. This includes, but is not limited to, whispering the names of other chapters during the greetings, throwing items at other chapters, mocking another chapter's gestures, calls, signs, history, and signature steps. The goal of the presentation show should be to show the values of your organization and not downplay the values of another.
- Disruption by other attending organizations is prohibited. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
- No Alumni/Graduate members are allowed to participate in the presentation show.
- The show should last no more than one hour and must start within 15 minutes of scheduled time advertised.
- The Presentation Show must take place within one week of initiation.
- The Higdon Center for Student Leadership and Fraternity & Sorority Life will publicize the show to the fraternity/sorority community so that they are educated about NPHC.
- A Higdon Center staff member will attend the show.

This information will only be shared with the staff of the Higdon Center for Student Leadership and Fraternity & Sorority Life at The College of Charleston. All documents supplied to the Higdon Center for Student Leadership and Fraternity & Sorority Life are kept confidential from students, student workers or student leaders, including Council Officers. They may be shared with university officials and national organization staff as needed Failure to comply with these Intake Guidelines may result in chapter disciplinary action.

**National Pan-Hellenic Council and Culturally Based Organizations
Membership Intake Registration Form**

*This form must be submitted to the Higdon Center for Student Leadership and Fraternity & Sorority Life at least **14 days** prior to the commencement of Intake Activities. Please complete the form along with a completed and signed Grade-Release Form with the names of the candidates for membership intake. This form will be kept confidential and will be shared only with proper college officials.*

Fraternity/Sorority Chapter & Organization: _____

Please attach a calendar with all dates, times, locations of any meeting or activity that would be expected of your aspirant members in addition to providing these benchmark dates for your program.

Interest Meeting(s) will be held on: _____
Intake Process begins on: _____
Initiation of Aspirants will be on: _____
New Members will be presented on: _____

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

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

The chapter advisor supervising intake for the Chapter will be:

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

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

Presidents Name Printed	President Signature	President Phone Number
Chapter Advisors Name Printed	Chapter Advisor's Signature	Chapter Advisor Phone Number

**** Please remember to attach the signed National Organization approval for intake, and the calendar with all dates, times, locations of any meeting or activity that would be expected of your aspirant members. ****

**National Pan-Hellenic Council and Culturally Based Organizations
New Member Presentation Show Contract**

I, _____ (name), contact for _____ (organization). Agree to adhere to all National Headquarter, Council, and College policies and regulations that pertain to “New Member Presentations” and will hold each member of my organization accountable. These policies include the following:

- The Higdon Center for Student Leadership and Fraternity & Sorority Life must be notified, via an Event Planning Form, the day, time, and location of this event in order to receive approval. Additional IDT’s may be required for Public Safety officers at the event.
 - Our event is on _____ (date) in _____ (location) at _____ (time).
- Members participating in such a show must be fully initiated.
- No physical abuse (slapping, kicking, spitting, punching, pushing, poking, caning, etc.) will occur.
- During the show there will be no disrespecting other Greeks or any other people or groups.
 - This includes, but is not limited to, whispering the names of other chapters during the greetings, throwing items at other chapters, mocking another chapter’s gestures, calls, signs, history, and signature steps. The goal of the presentation show should be to show the values of your organization and not downplay the values of another.
- Disruption by other attending organizations is prohibited. This includes, but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc.
- The show should last no more than one hour.
 - The duration of our show will be: _____
- Fraternity and Sorority Life will publicize the show to the College community so that they are educated about NPHC.

*****Please submit an electronic copy of your flyer.*****
- A Fraternity and Sorority Life staff member will attend the show.
 - The staff member who will be present is: _____
 - Name of Graduate Advisor(s) that will be present _____
 - Organization Contact’s Cell Phone Number: _____
 - You are expected to provide water to your new members throughout the show.
 - To be respectful to everyone present, you are expected to start your show within 15 minutes of the publicized event time.

I understand that failure to follow a policy or a violation of the above will result in immediate action taken by the Higdon Center for Student Leadership and Fraternity & Sorority Life and the National Pan-Hellenic Council at the College of Charleston.

Signature: _____ **Date:** _____

Fraternity and Sorority Life Staff Signature: _____ **Date:** _____