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## **NPHC Membership Intake Reporting Policy**

### **Guidelines for Conducting Membership Intake**

#### **Salisbury University Fraternity/Sorority Life**

This document provides Salisbury University fraternities/sororities, their advisors, and prospective members with information regarding the membership intake process for NPHC organizations. Chapter members, chapter advisors, and Student Activities staff will work together to ensure a successful and positive experience for all involved.

In order for Student Activities staff to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting intake at Salisbury University.

#### **Meetings and Documentation**

Preliminary documentation must be completed and submitted, and a meeting with the Coordinator for Fraternity/Sorority Life must occur within the first three weeks of the semester during which the chapter's membership intake process is scheduled to take place.

- I. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake director must meet with the Coordinator for Fraternity/Sorority Life. To schedule an appointment, call the Coordinator for Fraternity/Sorority Life at (410)548-2341. At this meeting the chapter must submit:
  - A. Any inter/national or regional paperwork that needs to be signed by the Coordinator for Fraternity/Sorority Life.
  - B. Notice of Intention to Conduct Membership Intake Process Form
  - C. Fraternity and Sorority Hazing Compliance Form
  - D. Candidate/Aspirant Compliance Form [This form must be turned in 48\_hours after an interest session/rush event.]
  - E. A calendar of events, including a timetable for any intake activities, with dates and times. Activities to include on the calendar, if applicable:
    1. Informational sessions and/or interest meetings
    2. Selection date(s)
    3. Start date of the new members' official process/education
    4. Initiation date
    5. Date of new member presentation (i.e.: probate, rollout, neophyte show), if applicable
      - a) Bring a copy of the space reservation confirmation notice (from Facilities Reservation) required to proceed with the activity on the Salisbury University campus.
      - b) The date of the new member presentation must be approved by the Coordinator for Fraternity/Sorority Life.
    6. Any additional dates pertinent to a specific organization

- II. Verification of Candidates/Aspirants: All chapters conducting a membership intake process must submit a Verification of Candidates/Aspirants Form and a Candidate/Aspirant Contact Information Form. Both forms must be submitted within 48 hours after the interest meeting or rush event. This form lists the individuals approved by your chapter whose names will be submitted to your regional or inter/national representatives as candidates/aspirants for membership. In cases where an inter/national intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Coordinator for Fraternity/Sorority Life.
- III. All documents supplied to the Student Activities office are kept confidential from students, student employees, or student leaders, including council officers. They may be shared with university officials and inter/national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the chapter president or intake director must notify the Coordinator for Fraternity/Sorority Life (via e-mail) no less than 2 business days prior to the new event time.

### **Presentation of New Members (if applicable)**

All organizations must adhere to the following guidelines when presenting new members to the campus community.

- I. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or prior to the last day of programming in the semester of initiation, whichever comes first.
- II. Presentation shows (i.e. probate, rollout, neophyte, etc.) are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
- III. A copy of the reservation confirmation notice must be submitted to the Coordinator for Fraternity/Sorority Life.
- IV. No explicit or revealing attire is to be worn by the new members or other show participants/performers.
- V. Disparaging comments about other organizations or use of foul language will not be tolerated.
- VI. No alcoholic beverages will be permitted.
- VII. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as a part of the performance, but may not be used as a weapon to harm another individual.
- VIII. In the event of a fight during the presentation, those fighting will be disciplined immediately by Judicial Office and Dean of Students. If a member of the presenting organization is involved, the presentation show will be stopped immediately and will also be subject to Judicial (see Code of Conduct for further details).
- IX. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
- X. Presentations must begin no later than 8 p.m. and last no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- XI. A Student Activities staff member (professional or graduate) **MUST** be in attendance at all new member presentations. The presenting organization must coordinate the schedule with the staff member who will be present.

## Salisbury University Hazing Policy

**Salisbury University has a zero tolerance hazing policy.** Hazing in any form is prohibited. No student or student organization, including, but not limited to sororities/fraternities, clubs, and athletic teams shall ensure that pledge/new member education and initiation programs do not include any hazing activities. Hazing policies apply to ALL members of sororities/fraternities, clubs, or athletic teams, regardless of how long a student have been a member.

### Hazing shall be defined as:

1. Any action taken or situation created, on or off the premises of the University, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering as a means to gain entry into an organization.
2. Any activities which are life threatening to the individual or intended to physically hurt the individual or humiliate the individual mentally.

### Hazing may include, but is not limited to the following activities:

- paddling, physical exercise, kidnapping, branding, burning cigarettes on skin, scavenger or treasure hunts, quests, blindfolding, road trips, or any activity resulting in excessive fatigue, or physical or psychological shocks
- wearing of apparel which is uncomfortable to the individual, or, if worn publicly, is conspicuous or not normally in good taste
- engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) that is distasteful or designed to provoke nausea or inebriation
- any form of verbal harassment
- any action or situation that subjects an individual to a condition where he/she might lose self-respect, suffer injury, or degrade personal or religious values
- any activities that interfere with the student's scholastic responsibilities
- any other activities that are not consistent with inter/national fraternity/sorority policy or ritual; policies of Sample University; or laws of the State.

**It is the duty of all current and prospective members** to report immediately, in writing, any violation of this policy to the Coordinator for Fraternity/Sorority Life, the Vice President for Student Affairs, the Dean of Students, and/or the University Police. If it appears to a University official that an organization is conducting any hazing activities, the appropriate organization officers will be contacted to discuss the situation. Any alleged violation of this policy will be investigated, and appropriate disciplinary sanctions will be imposed, as detailed in the Student Code of Conduct.

### Maryland Hazing Law

§ 268H. Hazing students is 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 is not a defense. -- The implied or expressed consent of a student to hazing may not be a defense under this section.

### **Information Regarding Violations of Hazing and Membership Intake Policies**

Violations of the policies regulating the membership intake process may result in probation or suspension of the violating chapter. The University will work closely with the inter/national organization to investigate and determine a course of action to resolve the situation. The chapter will either be placed on probation or receive automatic suspension, depending upon severity of the infractions, at the discretion of the Judicial Office and or Dean of Students. During the period of probation, if the chapter commits any violation of the membership intake policies or any other rules set forth by the University or inter/national organization, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and membership intake functions) is prohibited. The suspension period will be determined by the Judicial Office and will be a time of no less than one semester.

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying signatures, incomplete paper work, etc.)
2. Holding membership intake events without adhering to the Membership Intake Guidelines set by the University or the inter/national organization.
3. Hazing: Any violations of the State General Statute and/or Salisbury University Hazing Policy will result in a referral to the Judicial Office and/or Dean of Students.
4. Overt activity, defined as any activity related to membership intake conducted in defiance of established guidelines or warnings by chapter advisors and/or Student Activities staff.
5. Failure to adhere to Presentation of New Member Guidelines (included in this packet).

*Students found in violation of University hazing policies will be subject to penalties outlined in the General Statutes of the State, Salisbury University, as well as any sanctions outlined by the inter/national organization. Violations of Salisbury University's Student Code of Conduct will be adjudicated through the Salisbury University Office of Student Conduct.*

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## Membership Intake: Things to Remember

The Coordinator for Fraternity/Sorority Life will present the membership intake guidelines at the first governing council meeting of each academic semester.

1. Each chapter must submit a calendar of events for intake activities, a Notice of Membership Intake Form, and a Fraternity and Sorority Hazing Compliance Form at the initial meeting with the Coordinator for Fraternity/Sorority Life. The calendar of events must be submitted to the Coordinator for Fraternity/Sorority Life within the first three weeks that school starts. This must be submitted before any intake related activities commence.
2. The Notice of Membership Intake Form and the Fraternity and Sorority Hazing Compliance Form must contain the original signature of the chapter president and the primary chapter advisor.
3. Submit the date of the presentation of new members and bring a copy of the reservation confirmation required to proceed with the show, if applicable. If this cannot be submitted at the initial meeting with the Coordinator for Fraternity/Sorority Life, notify the previously listed individual no less than 1 week (7 business days) prior to the event. At this time, chapters must submit the signed permit required to proceed with the activity at the Student Activity Office.

Without the submission of the required paperwork, the chapter's membership intake process will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Student Activity Office, and/or the chapter has not adhered to these written Membership Intake Guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the Coordinator for Fraternity/Sorority Life and/or Dean of Students Office.

**NOTICE OF INTENTION TO CONDUCT MEMBERSHIP INTAKE PROCESS**

The officers and members of \_\_\_\_\_ are proud to announce the intake of new members for the Fall Spring (circle one) semester of \_\_\_\_\_

Interest Meeting(s) will be held on \_\_\_\_\_

Selection will conclude on \_\_\_\_\_

Education of candidates/aspirants/intake process begins on \_\_\_\_\_

Candidates/aspirants will be initiated on \_\_\_\_\_

New members will be presented on \_\_\_\_\_

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

The chapter advisor supervising membership intake for the Chapter will be:

\_\_\_\_\_  
**Name**  
 \_\_\_\_\_  
**Title in Chapter**  
 \_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Name**  
 \_\_\_\_\_  
**Title in Chapter**  
 \_\_\_\_\_  
**Phone Number**

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

\_\_\_\_\_  
**Coord. for Fraternity/Sorority Life**  
**Name Printed**

\_\_\_\_\_  
**Coord. for Fraternity/Sorority Life**  
**Signature**

\_\_\_\_\_  
**Coord. for Fraternity/Sorority Life**  
**Phone #**

**This form must contain original signatures no faxes or scans will be accepted.**

**Department Use Only:** Date of Meeting I: \_\_\_\_\_

## FRATERNITY AND SORORITY HAZING COMPLIANCE FORM

We certify that all activities sponsored or required by our inter/national fraternity/sorority and/or members or pledge/associate members comply with the Salisbury University Hazing Policy, and with the State law.

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of the Salisbury University Hazing Policy. This policy will be read to aspirants at the beginning of each semester's membership intake process.

We understand that the chapter is not to engage in any pre and/or post pledging activities.

We understand that failure to uphold the Salisbury University Hazing Policy as stated will result in referral to the Dean of Students for an organizational violation of the Salisbury University Hazing Policy (i.e. the fraternity/sorority will face the Judicial process), and/or referral to the Dean of Students for an individual violation of the Salisbury University Hazing Policy (i.e. the individuals within the fraternity/sorority will face the Judicial process) We understand that our inter/national organization will be immediately notified if there are any concerns or allegations of illegal membership activities occurring.

We understand that participation in any hazing activity or having knowledge of any hazing activity and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether graduate status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to the Dean of Students.

Our signatures below certify that we have read, understand, and agree to abide by the Salisbury University Hazing Policy.

\_\_\_\_\_  
Fraternity/Sorority Name

\_\_\_\_\_  
Individual Chapter Name

\_\_\_\_\_  
Chapter President's Name  
Printed

\_\_\_\_\_  
Chapter President's  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intake Chair's Name  
Printed

\_\_\_\_\_  
Intake Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter Advisor's Name  
Printed

\_\_\_\_\_  
Chapter Advisor's  
Signature

\_\_\_\_\_  
Date

**This form must contain original signatures. No faxes or scans will be accepted.**

<b>Department Use Only:</b>	Date of Meeting I: _____
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## CANDIDATE/ASPIRANT COMPLIANCE FORM

**This form must be signed by all attendees at your interest session/rush event.**

Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that may negatively affect the development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Examples of situations that are considered hazing include, but are not limited to tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, and servitude.

### **The Maryland State Law is as follows:**

§ 268H. Hazing students is 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 is not a defense. -- The implied or expressed consent of a student to hazing may not be a defense under this section.

Hazing is typically associated with membership selection and initiation into an organization. It is possible for hazing to occur before, during, and after membership selection and initiation. Salisbury University will investigate all hazing allegations. Individuals and organizations found in violation of the Salisbury University Hazing Policy will be sanctioned and turned over to the proper law enforcement agency. If you believe you or someone you know has been a victim of hazing, contact the Coordinator for Fraternity/Sorority Life at 410-548-2341.

By signing this statement, I agree that I have read and understand the Salisbury University Hazing Policy. I agree to comply with this policy, local and state laws, policies of my fraternal organization, and policies of the local and inter/national governing council to which my organization belongs.

Organization\_\_\_\_\_

Chapter\_\_\_\_\_

Academic Period\_\_\_\_\_

Semester\_\_\_\_\_

Date	Candidate/Aspirant's Name	Signature	SU ID Number





**VERIFICATION OF CANDIDATES/ASPIRANTS FORM**

Date \_\_\_\_\_  
 Received: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

Organization & Chapter Name \_\_\_\_\_

We hereby declare that on \_\_\_\_\_ (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional/inter/national representative(s).

Total Number of Candidates \_\_\_\_\_

Signature-Chapter President \_\_\_\_\_

Signature- Primary Chapter Advisor \_\_\_\_\_

Aspirant's Name	Signature: <u>I wish to waive my rights granted by the Family Educational Rights and Privacy Act of 1974 and permit Sample University to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Student Activities that I am no longer an active member of my fraternity or Sorority.</u>	SU ID Number	Cumulative GPA
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>Department Use Only</b>	<b>Date Received:</b> _____		

**Only candidates selected for membership in your fraternity/sorority need to be included on this list.  
 Chapter advisor only can fax their signature for this form directly to the  
 Coordinator for Fraternity/Sorority Life at (410) 548.2341**

## Salisbury University

### NATIONAL PAN-HELLENIC COUNCIL CANDIDATE/ASPIRANT CONTACT INFORMATION

Name: \_\_\_\_\_

Salisbury University ID #: \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Local Telephone: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Parent/Guardian and/or Spouse Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

I have also read and understand the Hazing Policy of Salisbury University and will abide by it to the fullest.

This form must be signed by each potential new member of your organization attending your first informational event and returned to the Coordinator for Fraternity/Sorority Life by the end of the next business day (5 p.m.) following the event.

**Only those candidates selected for membership in your fraternity/sorority need to fill-out this form.**

