



Office of Fraternity and Sorority Life | West Chester University | Sykes Student Union, Room 238
West Chester, Pennsylvania 19383 | 610-436-2117 | fax: 610-436-2480 | www.wcupa.edu/greeklife

GUIDELINES FOR CONDUCTING MEMBERSHIP INTAKE

This document provides West Chester University fraternities/sororities, their advisors, and prospective members with information regarding the membership intake process for NPHC and MGC member organizations. Chapter members, chapter advisors, and Office of Fraternity and Sorority Life staff will work together to ensure a successful and positive experience for all involved. In order for Office of Fraternity and Sorority Life staff to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting intake at West Chester University. In addition to these guidelines, all chapters must adhere to the [University Anti-Hazing Policy](#).

The steps listed below must be completed in addition to the inter/national organization's policies and procedures for intake. Policy is consistent with the Association of Fraternity/Sorority Advisors NPHC Membership Intake Guide.

I. Meetings and Documentation

- A. A meeting with their FSL Staff Advisor must occur with the first two weeks of the semester in which the chapter's membership intake process is scheduled to take place.
- B. All documentation must be submitted 10 days prior to the start of any intake activity.
 - a. All documents supplied to the Office of Fraternity and Sorority Life is kept confidential from students, student employees, and student leaders. They may be shared with university officials and inter/national organization staff as needed.
 - b. **Without submission of the required paperwork in the outlined timeframe, the chapter's membership intake process will not be approved.** In the event that the intake activities begin without the knowledge of the chapter's FSL Staff Advisor, intake activities will cease immediately, and the chapter will be reported accordingly.
- C. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake director must meet with the chapter's FSL Staff Advisor. To schedule an appointment, call the Division of Student Affairs at 610-436-2117. At this meeting, the chapter must submit the following materials for review. During this meeting, the FSL Staff Advisor will provide feedback and must approve of all membership intake activities.
 - a. Any inter/national or regional paperwork that needs to be signed by a University Administrator
 - b. Membership Intake Information Form
 - c. [University Anti-Hazing Compliance Forms](#)
 - d. A calendar of events, including a timetable for any intake activities, with dates and times. Activities to include on the calendar, if applicable:
 - Informationals and/or interest meetings
 - Selection date(s)
 - Start date of the official membership intake process/education
 - Initiation date
 - Anticipated date of new member presentation, if applicable
 - Any additional dates pertinent to the specific organization
 - Description of how membership invitations are distributed
 - e. A copy of the membership education program outlined by the inter/national organization.
 - i. The program must include how education will be conducted at WCU, including but not limited to: dates, times, locations and curriculum of education meetings.
 1. The content does not have to be described in detail; rather, the focus is on how the content will be taught to new members.

- ii. Any and all obligations whether required formal education or informal activity must be outlined including dates, times, location and a description of each. For example, service projects, networking meetings with alumni, and step practice. (Anything outside the formal educational curriculum.)
- D. Within 48 hours of being accepted for membership intake, a [Fraternity and Sorority Membership Card](#) for each candidate must be submitted to the FSL Staff Advisor. These “cards” are available online as well as in the Office of Fraternity and Sorority Life.
 - a. If someone starts, but does not complete the intake process, the chapter must notify their FSL Advisor within 24 hours of the resignation, including a full description of the reason behind the resignation.
 - b. The FSL Advisor will reach out to the individual to offer a follow up conversation.
- E. If New Members would like to have a New Member Show/Presentation, they may do so, but shows are not mandated by the University. The “Presentation of New Members” policy is outlined in Section IV., and failure to adhere to this policy will result in the New Member Presentation being cancelled by the FSL Staff Advisor.
 - a. The chapter will meet with the FSL Staff Advisor to review the policy. At this meeting, the space reservation request will be made to ensure anonymity. Chapters are not to make the space request; this is done by the FSL Staff Advisor. (Collective communication is sent to University space administrators and public safety).
 - b. Keep in mind that there could be several presentations per semester, so dates will be booked on a first come first serve basis.
 - c. Due to limited space availability, if more than the majority of NPHC and MGC member organizations are conducting intake and wish to have a new member presentation, more than one chapter could be schedule on the same day (at different times).
 - d. Any practice time associated with Step Show and/or New Member Presentations must:
 - i. Take place on campus
 - ii. Cannot exceed more than five hours per week
 - iii. Must not interfere with academic schedules of all members
- F. All neophytes must attend any educational programs sponsored by their governing council (NPHC or MGC) following their initiation.

II. Additional Membership Intake Policies

- A. All membership intake activity must take place on the West Chester University campus.
 - a. Formal ceremonies, community service, or Advisor-led activities are exceptions.
 - b. All locations for non-campus locations must be approved in advance, submitted in required intake materials in Section I.
 - c. In support of the Anti-Hazing Policy stipulation that “*new member-related activity between the hours of midnight and 7:00 a.m. or awakening individuals during these hours,*” any membership intake activity must end in enough time for students to arrive back home by midnight.
- B. Anyone that will have contact with those seeking membership during the membership intake period will be authorized by the chapter’s Graduate Advisor, approving that they have knowledge and understanding of the University Anti-Hazing policy.
- C. Any pre or post pledging activity will not be tolerated. Chapter Leadership and all level of advisors are responsible for paying attention to membership intake activity as to know if this is happening. Per the agreement in the Intake Notification Form:
In the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for intake, liabilities as a result of those actions will be the sole responsibility of the Chapter. The Faculty/Staff Advisor, the Office of Fraternity and Sorority Life, and West Chester University will NOT be held liable nor considered responsible for any illegal activities.
- D. If the chapter’s new member GPA does not meet a 2.5 semester average, the chapter will not be permitted to host a new member presentation the following semester in which membership intake is conducted.

III. Presentation of New Members - All organizations must adhere to the following guidelines when presenting new members to the campus community.

- A. Presentation of new members must take place on the West Chester University campus.

- B. Presentation of new members must take place in the same semester that membership intake is conducted.
- C. The location of the presentation will be reserved by the FSL Staff Advisor, in cooperation with Sykes Student Union Staff. Anonymity will remain paramount in the reservation process.
- D. For presentations that expect an attendance of over 100 guests, the FSL Staff Advisor will request Sykes Student Union Staff to notify Public Safety.
- E. All props to be used in the show must be approved. (In general, paddles, bricks and other outright symbols of “pledging” are not allowed.)
- F. An Office of Fraternity and Sorority Life 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.
- G. Presentations must begin no later than 8:00pm and last no longer than one hour. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement.
- H. Presentations must begin no later than 30 minutes after the advertised start time.
- I. The chapter will identify a representative to communicate directly with the Office of Fraternity and Sorority Life Staff on the evening of the presentation. This individual will be responsible for the management of family and alumni priority area.
- J. A designated area will be identified for new member performance, member and family spectators and non-member spectators. These areas will need to be clearly identified and managed cooperatively by the chapter and FSL Staff Advisor.
- K. Every effort should be made to schedule a new member presentation around existing chapter program dates.
 - a. If there is no other space available during the timeframe that the show is to take place, the chapter will reach out to that group to make accommodations.
- L. No explicit or revealing attire is to be worn by the new members or other show participants/performers.
- M. Water must be available to each new member during the presentation and provided as needed.
- N. Under no circumstances will degrading or negative sentiment towards another chapter or another chapter’s members be permitted. Under no circumstances will profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, or identity be permitted.
- O. 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.
- P. 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.
- Q. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- R. Rehearsals for the show must be held at reasonable hours and be positive in nature. Physical demands outside of what is considered reasonable for practicing of step show is not permitted.
- S. All shows must respect new members, members, alumni, other organizations, and the University.
- T. All University policies and procedures must be followed.

West Chester University Office of Fraternity and Sorority Life Membership Intake Information Form

This form must be completed and turned in 10 days prior to start of intake accompanied by:

- A copy of paperwork from the Inter/National or Regional Headquarters or other proper authority, which indicates permission for the chapter to conduct membership intake.
- A copy of the intake schedule and full education program.
- University Anti-Hazing Compliance Forms

CHAPTER INFORMATION

Organization: _____ Chapter: _____

Chapter President: _____

Undergraduate Officer Overseeing Intake Process: _____

Chapter Grad Advisor: _____

PROSPECTIVE MEMBER INFORMATION

Within 48 hours of membership acceptance, the chapter is required to submit Fraternity and Sorority Membership Cards for each new member in process. These cards are available in the Fraternity and Sorority Life Office and online at www.wcupa.edu/greeklife.

PROCESS OUTLINE

- I understand that if this form and the accompanying documents are not complete before the beginning of the intake process, no intake of new members will be allowed. Forms need all required signatures.
- I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the Office of Fraternity and Sorority Life to verify the validity of this information.
- I understand that the FSL Staff Advisor may reserve the right to deny intake if evidence is presented that indicates that a chapter is not prepared for initiating new members.
- If any of this information is found to be false or misleading, the Office of Fraternity and Sorority Life reserves the right to suspend the intake process pending full investigation of false statements.
- I understand that all intake activities will conform to the policy of my inter/national organization.
- I understand that auxiliary groups (little sister, little brother groups) are inconsistent with the purpose and philosophy of single-gender fraternal organizations, and are not allowed to be associated in any way with member chapters of the West Chester University Black and Latino Greek Council.
- I understand that any deviation from the policy of my inter/national organization must be supported in writing from the Regional or National Headquarters.
- In the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for intake, liabilities as a result of those actions will be the sole responsibility of the Chapter. The Faculty/Staff Advisor, the Office of Fraternity and Sorority Life, and West Chester University will NOT be held liable nor considered responsible for any illegal activities.

Chapter President Signature	Date	Phone	Email
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I hereby give _____ chapter of _____ permission to conduct intake activities during the time period from _____ until _____. The chapter is in both good academic and financial standing with the inter/national organization.

Chapter Alumni/Grad Advisor Signature	Date	Phone	Email
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FOR OFFICE USE ONLY

Received by: _____ Date: _____