



## Membership Intake Procedures

Ohio University endorses the process of membership intake as adopted by the National Pan-Hellenic Council, Inc. The Council concluded in 1990 that **pledging is not a prerequisite for membership into fraternities or sororities**. Since hazing is in violation of Ohio state law and University regulations, the selection of new members must be free of **any** form of mental or physical abuse.

Membership intake for Greek organizations is to **only** be held during the Fall, Winter, and Spring quarters. **Campus Life must maintain a current copy of the Membership Intake policies from all organizations' headquarters.**

### Chapter Management

In order to proceed with membership intake, all chapters must be in good standing with Campus Life and Ohio University. Compliance paperwork must be submitted by the appropriate deadlines to Campus Life and the chapter's status must not be inactive, on probation or on suspension from the University or their Inter-/National Headquarters.

### Intake Preparation

In order to have membership intake, each chapter must submit an Intent of Intake form to Campus Life. All activities pertaining to membership intake such as an informational and/or formal rush must be listed on the Chapter Calendar. The Chapter Calendar must be submitted to the NPHC Advisor and the NPHC Secretary by the **second Friday of the quarter**.

The length of the membership intake process is determined by each national organization's guidelines. This time period includes candidate identification, new member selection, processing/verification and **initiation**. There is to be no advertisement of any Informational, Rush, or Smoker activity until the chapter has received written notification from the NPHC Advisor acknowledging that the chapter has meet all requirements for having intake. **THIS WILL BE STRICTLY ENFORCED!**

### Intake Activities

Each chapter is required to conduct its intake and initiation activities in such a manner that will reflect credit on the organization as well as the University. All activities should be consistent with high standards or moral and ethical conduct. **The chapter advisor must be present at all activities**. In addition to following the membership intake schedule, the organization should adhere to the following requirements:

1. Membership intake activities should not interfere with normal class schedules.
2. Membership intake activities should not occur the week prior to or during final exams.

3. Membership intake activities, whether on or off campus, must be adequately supervised by the chapter advisor. The advisor is held accountable for all actions of the chapter. Those chapters found holding meetings or activities without the presence of the advisor are in violation of this regulation. The chapter will be subject to disciplinary action, which may result in suspension.
4. Non-members of the local chapter may not participate in any activities without the permission of the chapter advisor and the national organization.
5. No membership intake activities may take place in any campus facility without prior approval.
6. Chapters whose status is inactive, on probation, or on suspension may not conduct a membership intake process.

**A written list stating the actual initiates must be submitted on the New Member Roster no more than three (3) days after initiation to the NPHC Advisor and Campus Life.**

### **Penalties**

If a chapter is found guilty of hazing, it will lose its operating privileges. If a member of any chapter, acting independently is found guilty of hazing, the member will be disciplined. A chapter is responsible for the conduct of its financial members and invited guests. The chapter must report any infractions committed by a member or visitor, or the chapter will be held accountable. All reported cases of hazing are referred to Campus Life, the Office of Judiciaries and the chapter's national office.

**To remain in good standing with the National Pan-Hellenic Council, Inc. of Ohio University, all forms must be filled out fully and submitted in a timely fashion. Failure to include anyone on any form will result in negation of their recognition at Ohio University as a member of the offending chapter. If any information is found to be fraudulent or omitted, the offending organization will be penalized by the removal of privileges for the remainder of the quarter. Also, if any form(s) is submitted after the due date, a fine of \$10 per form per day will be levied.**

## Chapter Compliance Forms Due Date Schedule\*

Form	Due	
Chapter Calendar	Second Friday of the Quarter	
Chapter Roster & Grade Release	Second Friday of the Quarter	
Hazing Policy Compliance Certification	Second Friday of Quarter	
Intent of Intake	If the Chapter <b>Will</b> Conduct Intake	One Week Before Intake Process Begins
	If the Chapter <b>Will</b> <b>Not</b> Conduct Intake	Second Friday of the Quarter
Grade Release Form for Potential New Members	Within 48 hours of the initiation fee being collected and/or approval of candidates from the National Headquarters	
New Member Roster	Within Three (3) Days After the Initiation	

**\*Please note: If your chapter will be conducting membership intake activities (i.e. Informational, Rush, Smoker, etc.) prior to the second Friday of the quarter, then the Chapter Calendar, Chapter Roster & Grade Release, Hazing Policy Compliance Certification, and Intent of Intake forms are due to the NPHC Advisor and Campus Life at least one week before the activities begin.**







## Hazing Policy Compliance Certification

As President of the \_\_\_\_\_ chapter of \_\_\_\_\_ Fraternity/Sorority, I do hereby certify that the chapter has received a copy of the University's Statement on Hazing and the state law which is located in the Student Handbook in Statements of Concern. All members have reviewed both the both the Statement on Hazing and the Ohio state law.

The chapter understands and will be in compliance with the Ohio University Statement on Hazing. Members of this chapter also understand that, if found in violation of the statement on Hazing, disciplinary action will be taken. Such action may include, but is not limited to, revocation of the University recognition of the chapter and suspension or dismissal of individual chapter members.

I understand that the chapter advisor(s) and, if appropriate, the inter-/national office of the Fraternity/Sorority will be notified immediately of case of alleged and confirmed violations of the Statement on Hazing.

_____ President (print)	_____ Signature	_____ Date
_____ Membership Intake Officer (print)	_____ Signature	_____ Date
_____ Chapter Member (print)	_____ Signature	_____ Date
_____ Chapter Member (print)	_____ Signature	_____ Date
_____ Chapter Member (print)	_____ Signature	_____ Date
_____ Chapter Member (print)	_____ Signature	_____ Date
_____ Chapter Member (print)	_____ Signature	_____ Date
_____ Chapter Member (print)	_____ Signature	_____ Date
_____ Chapter Member (print)	_____ Signature	_____ Date

This is hereby acknowledged by the Fraternity/Sorority advisors.

_____ Chapter Advisor (print)	_____ Signature	_____ Date
_____ Campus Advisor (print)	_____ Signature	_____ Date

Make additional copies as needed





