



National Pan-Hellenic Council

**Jacksonville State University
NPHC Membership Intake Guidelines**

Jacksonville State University NPHC Membership Intake Guidelines

Expectations of Chapters conducting intake

1. Chapters must participate in all NPHC Convocation.
2. Chapters must have a graduate/alumni advisor in attendance during their NPHC Convocation presentation.
3. Chapters must complete all required paperwork in a timely fashion.
4. Chapters must complete and turn in the following forms (Officer/Advisor Form, Hazing Compliance Form with all signatures, Roster updates) to the office of Student Life.
5. Chapter must have a signed Student Groups and Organization Policies Acknowledge Form on file with the Office of Student Life.
6. Prospective members will be made aware of both university and national hazing policy.
7. Chapters have to submit a Membership Intake Request Form which includes all dates, times, and locations of all intake activities and events.
8. All prospective members will attend the NPHC Convocation before being considered for membership in an NPHC Organization.
9. Chapter must submit a copy of all forms associated with Intake from your national/regional office to the Assistant Director of Student Life – Greek Life for verification and accuracy.
10. Chapters will contact and notify the Assistant Director of Student Life – Greek Life of all changes as soon as possible.

New Member Presentations Expectations

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

ARTICLE IV – PRESENTATION OF NEW MEMBERS

- I. Guidelines for those who present new members using a “show” (i.e. “probate,” “rollout,” “neophyte show):
 - A. Presentation “Shows” are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
 - B. A Facility Reservation Form must be obtained from the Office of Student Life. A copy of the reservation form must be submitted to the Greek Advisor.
 - C. No explicit or revealing attire is to be worn by new members or other “show” participants.
 - D. No alcoholic beverages will be permitted.
 - E. 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
 - F. In the event of a fight during the presentation, then those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
 - G. 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.
 - H. The duration of the presentation show should be no longer than 2 hours total. Following the show, members of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement). The presenting organization will be responsible for ensuring the site used is left in its original state after use.
 - I. A Chapter Advisor or Faculty Advisor **MUST** be in attendance at all New Member Presentations.

From: CONSTITUTION OF THE UNDERGRADUATE CHAPTER
OF THE NATIONAL PAN-HELLENIC COUNCIL
OF JACKSONVILLE STATE UNIVERSITY

Please retain for your records.

NPHC Membership Intake Checklist

Prior to Intake

Before Intake can take place, all forms (Officer List, Hazing Compliance Form with all signatures, Roster updates, Grade Release cards) must be complete and turned in to the Office of Student Life.

Submit the NPHC Membership Intake Request Form no later than ten (10) days before the first informational/interest meeting. This form must be signed by the chapter president and chapter/graduate advisor.

Before any event is held, the chapter must receive notification in writing from the Assistant Director of Student Life – Greek Life indicating that the organization is in good standing with Jacksonville State University and may proceed with intake.

After Informational/Interest Meeting

Within 24 hours of the Informational Meeting, a list of all Intake participants with their names and student id numbers must be turned in to the Assistant Director of Student Life – Greek Life for grade and convocation attendance verification.

All forms associated with Intake with your national/regional office **MUST** be provided to the Assistant Director of Student Life – Greek Life for verification and accuracy. A copy will be kept on file in the Office of Student Life.

It is understandable that dates may need to be adjusted after the schedule has been set. Any changes should be reported to the Assistant Director of Student Life – Greek Life as soon as possible.

Within 24 hours of Initiation, the Yellow Grade Release Cards must be turned in to the Office of Student Life for these members to be added to the roster and grades to be released to the organization.

If the above procedure is not followed or if hazing is suspected, all Intake procedures will be suspended with notification to the appropriate regional officer and advisors.

The Assistant Director of Student Life is the University Official who signs any Intake forms required by the National Organization. To ensure timely completion, the President or Intake Chairman should call in advance to set up an appointment to sign any paperwork or check any grades.

Rev 08/09

NPHC Membership Intake Brief Checklist

- _____ 1. All forms turned into the Office of Student Life.
 - _____ Officer List
 - _____ Hazing Compliance Form with all signatures
 - _____ Roster updates
 - _____ Grade Release cards

- _____ 2. Submitted the NPHC Membership Intake Request Form.

- _____ 3. Letter of good standing received from Assistant Director of Student Life – Greek Life.

- _____ 5. List of all Intake participants turned in with 24 hours of 1st event. (May include grade release at this time.)

- _____ 6. Intake Forms from your National/Regional Office submitted to the Office of Student Life.

- _____ 7. Copy of Facility Reservation Form for New Member Presentation submitted.

- _____ 8. Yellow Grade Release cards turned in within 24 hours of initiation.