



## Fraternity & Sorority Life

### Membership Intake Policy (MGC & NPHC Only)

The purpose of this document is to provide the fraternities and sororities of Texas Tech University's Multicultural Greek Council and National Pan-Hellenic Council, their Advisors, and prospective members with a source of information regarding FSL's stance on the Membership Intake Process. Organization Members, Organization Advisors, and Fraternity & Sorority Life will work together to ensure a successful and positive experience for all involved. Any organization seeking to hold intake should complete the paperwork and return it to Fraternity & Sorority Life.

In order for Fraternity & Sorority Life to assist organizations with the intake process and avoid potential problems, we ask that organizations adhere to the following policy:

#### **Organization Requirements:**

- National Pan-Hellenic Council organizations must do one of the following for all informational/interest/rush meetings:
  - Turn in the attendance sheet of names and emails to the National Pan-Hellenic Council Advisor within 48 hours or;
  - Have the National Pan-Hellenic Council Advisor present

#### **Required Documentation:**

**At least 7 days PRIOR** to the start of any intake activities, the organization president and/or intake director, **MUST** submit an intake packet to the Council Advisor along with all supporting documents. Supporting documents include a roster of candidates, a timeline of candidate activities, and a New Member Grade Verification Form.

- The **Candidate Roster** should include the names, emails, and R numbers of all new members.
- The **timeline of activities** should contain the entire timeline of all intake activities. This includes the dates, times, and meeting



locations for all events candidates are required to attend from recruitment events to new member presentations. This schedule should include presentation practices as well.

- Once the Intake Packet has been submitted, all candidates for membership have 7 days to submit the **New Member Grade Verification Form (NMGV)**. These forms will be emailed to presidents of all organizations to distribute to candidates.
  - This form is used to track incoming membership. By completing this New Member Verification Form new members are verifying membership as a member of our Fraternity & Sorority Life community and are agreeing to:
    - Uphold the policies of your fraternity/sorority and the Texas Tech Code of Student Conduct
    - Acknowledge the TTU Hazing Policy and agree to report hazing to the university and national organization.
    - Allow TTU staff to provide the following records to your chapter president, chapter advisor, governing council executive board officers, and inter/national organization staff:
      - Academic
      - Conduct/Disciplinary
      - TTU Police
      - TTU Housing
- The chapter's Intake Packet will NOT be approved until all NMGV forms have been signed, and all supporting documents are correct.
- Failure to include correct supporting documents will delay Intake Packet approval, thus delaying the start of the intake process.

**Forms:**

Once the Intake Packet is submitted, and New Member Grade Verification forms are submitted, the Council Advisor must verify aspirants' GPAs and university enrollment. Only those students who meet the requirements and are currently enrolled at Texas Tech University are allowed to complete the process and participate in the presentation of new members. For the Council Advisor to verify grades and enrollment, candidates must turn in a completed the NMGV Form.



- Once the Intake Packet has been approved, all changes to the approved schedule must be submitted to the Council Advisor via email within 48 hours.

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

All organizations must adhere to the following when presenting new members to the Texas Tech University community.

- All actions of the organization and new members must adhere to Texas Tech University policies, Inter/National or Regional Organization policies, governing council policies, Fraternity & Sorority Life policies, and the *Student Conduct Code*. Violation of these policies will result in a referral to the Office of Student Conduct.
- **All presentations of new members MUST occur on Texas Tech's campus, or on social media. House parties, third-party vendors, and/or any other off-campus reveals are prohibited.**
- Presentation of new members must take place no later than the last day of classes in the semester initiated. This includes social media reveals.
- Presentation dates are not to be scheduled on the same night/time as a previously planned event of another organization of the same council.
- **Presentations may not be scheduled to begin after 8:00 pm. and must start within 15 minutes of the scheduled time advertised. Failure to adhere to these guidelines will result in a fine of \$50, plus \$1 per minute, paid to the council to which the organization belongs.**
- Following the show, members of the presenting organization must vacate the area by the end of their reservation time and assist with crowd disbursement. The presenting organization will be responsible for the presentation site being clean and left in its original state after the presentation.
- No physical abuse will be tolerated. This includes but is not limited to slapping, kicking, spitting, punching, pushing, poking, caning, etc. No paddles or bricks are permitted anywhere at or during the show (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as an instrument to harm another individual.)
- No explicit language or revealing attire is to be used/worn by



the new members or other “show” participants. Presentation shows must uphold the values of each fraternity/sorority as well as the governing council.

- **No alcoholic beverages will be permitted or consumed prior to or during the presentation. This applies to all participants and attendees of the presentation. Organizations are responsible for their guests.**
- In the event of a fight during the presentation, the Texas Tech University Police Department will be immediately called to the presentation site. If a member of the presenting organization is involved, the presentation show will immediately be stopped by Fraternity & Sorority Life staff. The presenting organization and its advisors will be responsible for assisting Fraternity & Sorority Life staff in disbursing attendees in a safe, calm, and orderly fashion.
- 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. Fraternity & Sorority Life staff will assist the presenting organization in correcting disruptions.
- No references are to be made to any individual(s) departing from the New Member Intake Process.
- Presentation dates are on a first-come, first-serve basis. Dates will be assigned by the Council Advisor as Intake Packets are submitted and approved.

### **FSL New Member Education Meeting:**

All Multicultural Greek Council and National Pan-Hellenic Council new members must attend their respective council 101 New Member Education Workshop hosted by the Fraternity & Sorority Life Office each semester. This workshop will help acquaint new members with the resources, knowledge, expectations, and people that will be useful to them during their membership.

### **Things to know:**

- All documents supplied to Fraternity & Sorority Life are for office use. They may be shared with university officials and Inter/National or Regional organization staff as needed.



- Organizations may file for an exemption to this policy in the case of an extenuating circumstance. In order to apply for an exemption to this policy, an organization must provide a one-page written rationale of the extenuating circumstance and need for an exemption with the signatures of the Organization Advisor, Organization President, and New Member Educator to the Council Advisor.
- If any questions arise, they may be discussed between the Organization President, New Member Educator, Organization Advisors, and the Council Advisor. Final jurisdiction and decision-making authority rest in the hands of Fraternity & Sorority Life.

**Accountability:**

The following are considered violations of this policy at Texas Tech University:

- Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, meeting at undocumented places and/or incomplete paperwork, etc.)
- Conducting membership intake without adhering to the Intake Guidelines set by Fraternity and Sorority Life.
- Hazing: Any violations of the TTU Hazing Policy will result in a referral to the Office of Student Conduct.
- Failure to adhere to Presentation of New Member Guidelines (as included in this packet).
- Any activity related to intake conducted in defiance of previous guidelines or warnings by the council advisor.

The list above is not a definitive list of violations, and additional determinations could be concluded. **Failure to comply, and any violations of this policy will result in a referral to the Office of Student Conduct with the recommendation of a conduct status one level higher than what the organization is currently on, as well as a notification to the organization's headquarters.**