CLEMSON UNIVERSITY
NATIONAL PAN-HELLENIC COUNCIL, INC.

MEMBERSHIP INTAKE GUIDELINES
The Gantt Center for Student Life at Clemson University recognizes the importance of the membership intake process and we support your efforts in the development of new members as well as your chapter. As students continue to seek membership in Greek lettered organizations on our campus, it is important that the Fraternity & Sorority Life Staff establish a system of communication with organizations wanting to participate in the intake of new members.

Each of the affiliate organizations of NPHC exist on campus because of collaboration/partnership between the two entities. It is important that each chapter understand this relationship and operate within the set policies and procedures of your respective national bodies and the University. In addition, it is equally important that potential new members also understand that they must adhere to these same policies and procedures during the membership intake period.

In order to be in accordance with policies and procedures from national headquarters, NPHC, and the University, it is necessary that the Fraternity & Sorority Life Staff establish a timeline for membership intake procedures. This is only to bring structure to the CU National Pan-Hellenic Council, not to take ownership of each individual chapter’s membership process. This plan is also meant to ensure that chapters are adhering to the zero tolerance hazing policy. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the CU NPHC and the university as well as contacting the respective chapter’s advisor and national headquarters.

The intake registration process was designed to help chapters establish membership and ensure longevity on the CU campus. For this reason, it is pertinent that each chapter meets these expectations and follows the membership intake guidelines so that the membership intake process is operated with integrity, civility, and respect.

**Fraternity & Sorority Life Privacy Statement**

To protect the interests, privacy and confidentiality of the affiliate chapters of NPHC, all documents submitted will be treated as confidential information in accordance with South Carolina state law. No one other than the Director of Student Activities and the Fraternity & Sorority Life Staff will have access to any information submitted by a chapter.

While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need to know basis. Entities outside of the aforementioned must complete a formal public records request. All membership information will be kept on file with the Fraternity & Sorority Life Staff for a period of one year from date of submission.
Expectations of Organizations Conducting Intake

1. That the academic mission of the institution will be upheld and promoted to new members.
2. That membership activities will not interfere with academic endeavors or class schedules.
3. That the selection of new members will be free of any form of mental and/or physical abuse and hazing.
4. Members will be selected on the criteria set forth by the National Headquarters.
5. Chapters will not engage in pre or post hazing activities.
6. Chapter advisors will be present at all membership related activities.
7. Chapters be in good standing (defined as, “financially active with nationals, academically active with Nationals and Clemson University, not on any type of probation with either Nationals or CU”) with their National Headquarters and Clemson University prior to intake activities.
8. Chapters complete all required paperwork in a timely fashion.
9. Prospective members will be made aware of the Clemson University Hazing Policy.
10. That no membership activity includes the presence or consumption of alcohol.
11. That all membership intake activities are to be concluded two weeks prior to the end of classes in each semester.
12. That all prospective members will attend the NPHC Convocation before being consider for membership in an NPHC organizations.
13. That all new members will attend the NPHC new member’s orientation after completing the Intake Process.

Presentation of New Members Guidelines

All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations that do not conclude intake with a formal new member’s presentation; but would like to have another method of presenting new members must have the approval from the Fraternity & Sorority Life Staff – as well as their Regional Director. Any 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 15 days before the beginning of exams, whichever comes first.

Guidelines for those who present new members using a formal new member’s presentation:

1. Presentations are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.

2. Prior approval from the Fraternity/Sorority Life Staff must be obtained for any items that are to be used as “markers” during the show. (Including but not limited to firelights, ropes, canes, animals, chalk, etc.)

3. Vulgarity and profanity will not be tolerated. The use of any food will not be allowed.

4. No explicit or revealing attire. New members may not dance on any members of the audience.
5. No alcoholic beverages will be permitted. Water and sport drinks will be allowed; however, the new member must drink the drink themselves.

6. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)

7. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presentation, talking over the presenting organization, etc.

8. The duration of the presentation show should be no longer than two (2) hours. Following the presentation, members of the presenting organization must vacate the area within 15 minutes. The presenting organization will be responsible ensuring the site used is left in its original state after use. The start time is the time allocated on your calendar/schedule.

9. The use of the words DP, Probate, … is prohibited

**Violations:**

*Violations of the intake process may result in probation or suspension.*

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)

2. Holding membership intake without conforming to the Intake Guidelines. No organization can hang up flyers or electric copies (i.e., Facebook, Myspace, etc.) to inform students of intake without meeting with the Fraternity & Sorority Life Staff first.

3. Hazing: Any violations will result in a referral to the Director of Community and Ethical Standards.

4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.

5. Failure to adhere to Presentation of New Member Guidelines.
Clemson University
Fraternity & Sorority Life
New Membership Intake Schedule

Deadline for Initial Meeting
One Calendar Month from the first day of classes

If your organization plans to conduct an intake process, the chapter president/new membership chairperson must meet with the Fraternity & Sorority Life Staff five (5) business days prior to the date of the Interest Meeting. Chapters must turn in the following:

1. **Calendar/schedule of activities** for the organization that includes dates, times, locations, and who will be present. Intake activities to be included on the calendar/schedule are:
   a. interest meetings
   b. selection date(s)
   c. date expected to send off applications
   d. interview dates
   e. start date of official process/education
   f. ritual dates
   g. study dates
   h. initiation date
   i. presentation practices
   j. presentation date.
   k. If there are additional dates pertinent to a specific organization, those should be included as well. If potential members are planning to participate in a community service project or any other event (dances, etc.) with the chapter during the intake process, that information should also be listed on the calendar.

2. **Notice of Membership Intake**

NOTE: If any of your potential members participate in a function and/or attend a function with your organization, Chapter Advisors should be present at the event(s).

After the intake calendars have been submitted to Fraternity & Sorority Life Staff. Our office will contact chapter advisors to verify that your organization is in compliance with your national headquarters membership program.

If dates, times, and/or locations need to be changed they must be first approved by the chapter’s national/regional directors and Fraternity & Sorority Life Staff within 24 hours of the needed change.
**Deadline for Informational/Interest Meetings**  
**One Calendar Month from the first day of classes**

Informational meetings and/or interest meetings may take place, if allowed by its National Organization’s Intake Guidelines. These informational meetings are designed to give new and returning students the opportunity to learn about each of the NPHC fraternities or sororities, as well as be reminded about attending the intake seminar, etc.

**The Notice of Membership Intake online form MUST be submitted 5 business days prior to the first information/interest meeting.**

**The Application for Permission to Initiate online form MUST be submitted online at least 7 working days prior to initiation. Approval must be obtained BEFORE initiation takes place.**