

Texas State University
NPHC Fraternity and Sorority
Membership Intake Procedures

MIP Intake Activities

Intake activity(s): Any formal meeting conducted for bringing in new members i.e. Interest meetings and/or rush.

- Step 1
 - A letter from the alumni/graduate chapter advisor, regional, or national officer approving the chapter's status i.e. *Good standing*.
- Step 2
 - Complete *Request for Membership Intake Form*. This document must be signed by chapter president, alumni/graduate chapter advisor, and Assistant Dean of Students – Fraternity and Sorority Life prior to any formal meetings taking place.
 - Any changes to intake dates must be re-submitted in writing via the alumni/graduate chapter advisor. *Only when university, national, regional or local offices hold up process or natural disaster
 - New membership presentation show dates and venues are on a first come first serve basis. The organization that confirms their date first has the authority on whether they want to share that date. An event registration form from the Fraternity and Sorority Life office will need to be completed and submitted along with the Request for Membership Intake Form.

A confirmation email will be sent to the chapter president, and alumni/graduate chapter advisor approving or denying the process to move forward and the new membership presentation event.

- Step 3
 - The original sign-in sheet must be submitted to the NPHC advisor by 5:00pm the following day of the formal interest meeting. Along with the following forms:
 - ❖ Signed Texas State Hazing Policy Form from prospective candidates
 - ❖ Signed Verification of Grades Form from prospective candidates
 - ❖ New Member Induction Forms completed and signed for each new member.

A grade and conduct verification email will be sent to the chapter president and alumni/graduate chapter advisor within 24 hours from the NPHC Advisor.

- Step 4
 - Chapters do not proceed with processing National paper work or collecting fees until the verification email is received from the NPHC advisor.
- Step 5
 - Once the NPHC advisor approves prospective candidates it is the responsibility of the chapter president or alumni/graduate chapter advisor to send an e-mail validating which members have been voted on by the chapter to move forward with the Membership Intake Process.

- ❖ Alumni/graduate chapter advisor or Fraternity and Sorority Life Staff must read the Hazing Policy to all candidates. All prospective candidates must sign and return to the chapter president to be submitted to the NPHC Advisor.

If at any time during the process, a prospective candidate drops out or is released, and updated roster must be provided to the Fraternity and Sorority Life staff within one business day.

IF YOU FAIL TO ADHERE TO THE ABOVE GUIDELINES YOUR PROCESS COULD GO INTO CEASE AND DESISTS STATUS

Membership Intake Chairperson/Date_____

President/Date_____

Alumni/Graduate Chapter Advisor/Date_____

NPHC Advisor/Date_____

Texas State University
NPHC Fraternity and Sorority
Request for Membership Intake Form

The officers of _____ are elated to announce the intake of new members for the Fall/Spring (circle one) semester of _____
(YEAR)

Informational meeting will be _____
(Date, Time, and Location)

Interest/Rush/Formal meeting will be _____
(Date, Time, and Location)

Education of candidates/Rituals begin _____
(Date, Time, and Location)

Initiation Date/Final Ceremony _____
(Date, Time, and Location)

New Members Presentation will be _____
(Date, Time, and Location)

*If you do not know the exact date at this time, please list the possible week that the event may take place

Person in charge of intake

(NAME)

(Title in Chapter)

(Phone Number & Email)

Alumni/Graduate Chapter Advisor

(NAME)

(Phone Number)

(Email)

The above information is accurate to the best of my knowledge

President's Name Printed President's Signature President's Phone #

Alum/Grad. Chapter Name Alum/Grad. Chapter Advisor Signature Alum/Grad. Chapter #

SI&E Assoc. Director's Name SI&E Assoc. Director's Signature SI&E Assoc. Director's #

*If any date, time, location changes the host chapter has to notify Fraternity and Sorority Life within 24 hours

Texas State University
NPHC Fraternity & Sorority
Verification of Prospective Candidates

Organization & Chapter Name _____

We hereby declare that on _____ (date submitted); the following individuals are prospective candidates for membership in our chapter.

Total # of Candidates Signature: Chapter Pres

Signature: Alum/Grad. Chapter Advisor

Prospective Candidates Name	Signature*	TXST ID #	Semester GPA	Cumulative GPA	Conduct Y/N
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
*Department Use Only				Date Received	

*By signing above, I waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit Texas State University to release academic information about me for membership/statistical data purposes to appointed fraternity/sorority members, graduate/campus advisors, regional and national offices. I understand that this waiver will be in effect until I notify Texas State University that I no longer wish to allow such information to be released.

*Semester and cumulative grades will be verified for intake by the NPHC advisor and Fraternity and Sorority Life Staff

Texas State University
NPHC – Fraternity and Sorority Life
New Member Presentation Guideline, Checklist & Protocol

Presentation of New Members

All organizations must adhere to the following guidelines and protocols when presenting new members to the campus community. Organizations who do not conclude intake with a formal presentation “show” have the option to introduce their members using another method within the same timeline presented in the following guidelines and protocols. The “method” can vary from chapter to chapter, and must be approved by the Associate Director of Student Involvement & Engagemetn and the NPHC Advisor.

Presentation of new members must be presented within the timeframe set by the university, organizations national, regional and/or local offices. New members must be presented to the campus no later than the Sunday of the week before finals.

- I. Guidelines for those who present new members using a “show” (i.e. “new member presentation”, “probate”, “neophyte show”, etc) ***Death marches are considered illegal activity and will not approved.**
 - A. Presentation “Shows” are not to be scheduled on the same night/time of previously planned event of another chapter of the same council without consent.

Implementation

Chapter will meeting with NPHC advisor and alumni/graduate chapter advisor to submit necessary paperwork to conduct membership intake. If there is, a conflict in date the chapter president must communicate request to utilize the date in conflict and have the organization submit an email release of the date and time.

- B. All space utilized for new member shows must be confirmed by the LBJ Student Center Conference Services (512) 245-2264 (reservations inside the LBJ Student Center), Office of the University Registrar (512) 245-2367 (reservations for space on campus), Educational Technology Center (512) 245-2319 (reservation of Alkek or Centennial rooms), or Campus Recreation (512) 245-2940 (reservations for space in Campus Recreation)
- C. No explicit or revealing attire is to be worn by the new members or other “show” participants.
- D. No alcoholic beverages
- E. No physical abuse will be tolerated. This includes but is not limited to: high-five to the head, 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, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
***Host chapter will supply the NPHC advisor and graduate alumni chapter advisor with an estimation of guests and said host chapter will have to have ample security for the event. (For events occurring on campus, contact University Police Department for information on security (512) 245-2805)**
- G. Disruptions by other attending organizations will not be tolerated. That includes but is not limited to walking through the presenters' show, talking over the presenting organization, lewd or derogatory comments, etc.
- H. The duration of the presentation show should be no longer than 2 hours. The show will start **ON TIME**. The show should not extend past 12:00am. The presenting organization will be responsible for ensuring the site is left in its original state after use.
- I. No degrading comments/language towards other organizations/individuals or foul language will be tolerated in the show.
- J. The music must be appropriate excluding any explicit lyrics.
- K. The sponsoring organization will make every effort to ensure that the families of said candidates are seated upfront.
- L. No mentioning of or reference to hazing will be tolerated. This includes but is not limited to mentioning or referring to being: "paper", "skating", etc.
- M. **Graduate chapter/alumni advisor MUST be in attendance at all New Member Presentations.** Any violation of said standards above or identified violation by Texas State University Fraternity and Sorority Life representatives will be handled on a case-by-case basis.

NPHC New Member Show Protocol/Checklist

Checklist

The list of items will need to be completed to ensure to have a successful New Member Show:

- Meet with NPHC advisor and graduate alumni chapter and faculty staff advisor to go over necessary paperwork to conduct the New Member Show
- Chapter will supply the advisor(s) with an estimation of guests
- Chapter will request University Police (UPD) to regulate the event (contact UPD (512) 245-2805): Make sure they're manning the door
- Have a meeting prior to the New Member Show with the venue staff and graduate alumni advisor.
- Do a walkthrough of the facility with the venue and graduate alumni advisor
- Make sure to have enough staff at your event to be the point of contact for the event

Protocol

Once the New Member Show is in progress the host chapter is responsible for following all the guidelines above. The chapter is responsible for providing guests enough seating for the event. Chapter is also responsible of having a graduate alumni advisor present during the whole event in case of an incident were to occur. If any of the above guidelines are violated, depending on the violation, the chapter may be referred to the university's Student Organization Conduct process or face restrictions for future events in cooperation with the chapter's graduate alumni and/or faculty advisor.