

**TEXAS STATE**  
NATIONAL  
PAN-HELLENIC COUNCIL  
**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 Associate Director for Student Involvement & Engagement – 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 form:
    - ❖ Signed Verification of Grades Form from prospective candidates

*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 are to not proceed with processing National paperwork 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 the following forms:
      - Texas State Hazing Policy Form
      - New Member Induction Form

**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-DESIST STATUS**

Membership Intake Chairperson/Date \_\_\_\_\_

Chapter President/Date \_\_\_\_\_

Alumni/Graduate Chapter Advisor/Date \_\_\_\_\_

NPHC Advisor/Date \_\_\_\_\_

**TEXAS**  **STATE**  
NATIONAL  
PAN-HELLENIC COUNCIL  
**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 \_\_\_\_\_ Alumni/Graduate Chapter Advisor

\_\_\_\_\_  
(NAME) \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(Title in Chapter) \_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Phone Number & Email) \_\_\_\_\_  
(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 #

\_\_\_\_\_  
Assoc Dir of SI&E Name                      Assoc Dir of SI&E Signature                      Assoc Dir of SI&E #

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


**TEXAS STATE**  
 NATIONAL  
 PAN-HELLENIC COUNCIL  
**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 A#	TXST Net 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*

## New Member Presentation Guideline & Protocol

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 for Student Involvement & Engagement and the NHPC 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.**
- II. 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

Said chapter will meet 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.

- I. 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)
- II. No explicit or revealing attire is to be worn by the new members or other “show” participants.
- III. No alcoholic beverages
- IV. 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)
- V. 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)**
- VI. 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.
- VII. 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.
- VIII. No degrading comments/language towards other organizations/individuals or foul language will be tolerated in the show.
- IX. The music must be appropriate excluding any explicit lyrics.
- X. The sponsoring organization will make every effort to ensure that the families of said candidates are seated upfront.
- XI. 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.

- XII. 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
  - Induction forms complete
  - Venue reserved and confirmed
- Chapter will supply the advisor(s) with an estimation of guests, run of show and day-of point of contact
- Chapter will request University Police (UPD) to regulate the event (**contact UPD (512) 245-2805**)
- 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

#### **Protocol**

Once the New Member Show is in progress the host chapter is responsible for following all the guidelines above. In addition:

- The chapter to read the following statement:
  - **The \_\_\_\_\_ chapter of \_\_\_\_\_ (organization) is a non-hazing organization.**
- The chapter is responsible for providing guests enough seating for the event
- The chapter is 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.