

The National Pan-Hellenic Council
Membership Intake Guidelines, Expectations and Procedures



Membership Intake Overview

The purpose of these documents is to provide the sororities and fraternities of The Ohio State University's NPHC, advisors, and prospective members with sources of information regarding Membership Intake. The Office of Student Life Sorority and Fraternity Life (SFL), Chapter Members, Chapter Advisors, and the NPHC Advisor will come together to ensure the health, safety, and well-being of our students and the local community here at The Ohio State University. This reporting is expected and is subjected to change each semester as needed.

In order for Sorority and Fraternity Life to support chapters through membership intake process and avoid problems, each chapter must adhere to the following guidelines and procedures if they are to conduct membership intake at The Ohio State University.

It is our goal to have fair and equal reporting of all membership intake processes. The measures we are taking will help secure a safe and equal fraternity and sorority community. We are asking that each organization conducting membership intake keep the Sorority & Fraternity Life informed of all membership intake activities each semester. For organizations to participate in or host membership intake activities, chapters must be:

1. Recognized as an active student organization with the department of Student Activities
2. A financial and active chapter with the council and Sorority and Fraternity Life
3. In compliance with recruitment and membership intake guidelines, the Code of Student Conduct and respective national/local organization policies/guidelines

The intake window is set each semester for the following semester. Within this window, all related events to intake must occur, including the New Member Presentation. Each organization may conduct membership intake during the set intake window each semester. The council membership intake window is set by the executive board prior to each semester and approved on the council calendar. The window begins the first day of scheduled classes and 10 business days from first day of finals. Membership intake related activities should not occur outside of this window.

Spring 2024 Intake Window: Monday, January 8th - Sunday, April 21st

Members, new members, alumni and members of the Graduate Chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may cause consequences for the current undergraduate chapter.

If organizations within the council allow membership outside of The Ohio State University, the chapter must meet Student Activities' requirement of having 90% of membership being Ohio State students.

Each organization will be required to participate in the NPHC Convocation, and all candidates for membership will be required to attend the NPHC Convocation and/or attend a makeup session offered during the semester in order to be considered for membership intake within a respective organization. Attendance at NPHC Convocation for candidates seeking membership is good for one academic year.

Privacy Statement: To protect the interests, traditions, and privacy of our fraternities and sororities in our community, all documents supplied to Sorority and Fraternity Life are kept confidential from non-employed student workers and/or student leaders, including council officers. They may be shared with university officials and inter/national organizations staff on an as needed basis.

Membership Intake Guidelines, Expectations, and Violations

The steps listed below must be completed in addition to the inter/national organization's Policies and Procedures for Membership Intake. The following information is private and is only available to the Sorority & Fraternity Life Staff. These items are required in order to ensure the safety of all members of NPHC organizations, while preserving the traditions of the organizations.

1. Prior to any membership intake activities, all active chapters must partake in Risk Management/Prevention training held by the council.
2. A representative from the Sorority & Fraternity Life office must attend the chapter's Interest or Rush meeting to speak with potential new members regarding sorority/fraternity life at Ohio State.
3. The selection and education of new members will be free of any form of hazing as outlined by the Code of Student Conduct, state, and federal laws.
4. Membership intake activities will not interfere with the academic endeavors and will uphold the academic mission of the institution.
5. Potential new members will be selected on the criteria set forth by the inter/national headquarters of the organization and Sorority and Fraternity Life, which states, potential new members must have a cumulative grade point average (GPA) of at least a 2.50 and at least 12 earned college or university credit hours before being selected to participate in membership intake.
6. Potential new members are to complete the interest form agreement on the Sorority and Fraternity Life's website at sfl.osu.edu/secure/join.
7. Chapter advisors must be present at all membership intake related activities. (***This includes virtual activities. Failure to comply with this expectation may result in individual or chapter disciplinary actions***)
8. Chapters must be in good standing with their inter/national headquarters, Sorority and Fraternity Life and their respective governing council prior to beginning the membership intake process.
9. Chapters must complete all required membership intake paperwork designated in partnership with Sorority and Fraternity Life and comply with intake guidelines and expectations outlined within this document.
10. General Membership Intake Paperwork is due no later the second Friday of each semester.
11. Membership intake activities should not include the presence or consumption of alcohol and/or illegal substances.
12. All membership intake activities are to be conducted in compliance with each inter/national organization's intake guidelines and processes; Ohio State's COVID-19 guidance and expectations; and state/local health professionals COVID-19 guidance.
13. Chapters must submit their inter/national headquarters and/or regional guidelines and expectations for membership intake to their Sorority and Fraternity Life Liaison.
14. The Membership Intake Process can take place in either the Fall or Spring semester. It is expected that each active chapter conduct membership intake at least once an academic year.
15. In the event that any dates and times need to be changed on the intake calendar of events, the chapter president or chapter member in charge of intake or chapter advisor must notify the Sorority and Fraternity Life Liaison (in writing) no less than three (3) business days prior to the new event time.

Violations include but are not limited to:

1. Submission of improper documentation (i.e. changing of dates on forms without communicating, falsifying original signatures, incomplete paperwork, etc.)

2. Holding membership intake without adhering to the intake procedure and expectations set in partnership with Sorority and Fraternity Life.
3. Any violations of the Code of Student Conduct, state and federal laws, including Ohio State's and state/local health professionals COVID-19 guidance and expectations.
4. Failure to adhere to New Member Presentation expectations outlined within intake packet

The Ohio State University's Policy on Hazing

[Section 3335-23-04 \(L\) of the Code of Student Conduct](#) prohibits hazing, which is defined as:

Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.

The following is a non-exclusive list of examples of acts which, regardless of severity, constitute hazing:

- Physical brutality, such as whipping, beating, paddling, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity
- Physical activities, such as sleep deprivation, exposure to the elements or extreme conditions, imprisonment, confinement, or calisthenics
- Consumption of food, liquid, or any other substance, including but not limited to alcoholic beverages or drugs, that subjects the person to an unreasonable risk of harm or that may adversely affect the physical health or safety of the person
- Placement of substances on the body of a person
- Kidnapping or dropping a person off campus without return transportation
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing
- Forced cleaning, interviews, use of alcohol and drugs and wearing of embarrassing clothing
- Running errands/menial tasks

Code of Student Conduct:

The code of student conduct, a part of the Ohio Administrative Code, is established to foster and protect the core missions of the university; to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. The core missions of the university are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the university are central to these missions.

Ohio Law on Hazing

Ohio is one of 44 states with laws against hazing. Collin's Law: The Ohio Anti-Hazing Act, effective October 7, 2021, makes acts of hazing a second-degree misdemeanor and acts of hazing that include coerced consumption of alcohol or drugs or abuse that result in serious physical harm a felony of the third degree. Collin's Law also requires reporting to law enforcement and prevention education and training from the university.

The Ohio Revised Code, Section 2903.31 defines hazing as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code." For more information on reporting and Collins Law, please visit this [website](#).

Hazing can subject individuals to criminal and civil penalties. For more information about Ohio's statutes and those from other states, see the interactive map provided by [Hazingprevention.org](#).

New Member Presentation Expectations

New member presentations are an important aspect of our NPHC organizations. The intention of these expectations is to ensure that new member presentations are conducted in a safe, timely and respectful manner. Violations or failure to comply may be referred to the appropriate judiciary board for the council and/or office.

The following statements below outline the expectations for each new member presentation:

1. Chapters' new member presentations must be in compliance with their inter/national policies and/or guidelines regarding new member presentations in addition to Ohio State's and state/local health professionals COVID-19 guidance and expectations.
2. New member presentations must take place within the intake window set for that current semester and must not exceed the set intake window.
3. New member presentations are not to be scheduled on the same evening/time of another chapter's new member presentation unless written approval is given by that Chapter President/Chapter. Chapters must work with SFL Liaison to determine if their new member presentation does not conflict with another chapter.
4. New members must be fully initiated to participate in a new member presentation. The new member presentation must consist of individuals initiated during the designated intake window for that current semester.
5. The duration of the presentation should be no longer than 2 hours total past the advertised start time. Presentations may not be scheduled to begin after 9:00pm and must start within 15 minutes of the start time advertised. Following the presentation, members of the presenting organization must vacate the area within 30 minutes to help with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
6. Attire must be in compliance with inter/national requirements.
7. A new member presentation is a family event, with observers ranging in age. Therefore, out of respect for observers, no new member show should include foul or sexually explicit language, gestures, or references.
8. No disrespecting other Greek organizations, people or other groups.
9. No alcoholic beverages.
10. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, poking, etc.). No axes or bricks are permitted (Canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual).
11. 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 org., etc.

12. It is the responsibility of the host chapter to appropriately address disruptions of any kind from presentation attendees. In the event of a fight or physical altercation during the presentation, those involved will be removed immediately, and the student involved may face sanctions from Student Conduct. If a member of the presenting organization is involved, the presentation will be stopped immediately.
13. A chapter advisor, faculty/staff advocate and/or staff member from Sorority and Fraternity Life (full-time, professional or graduate) MUST attend all new member presentations.
14. Your organization is responsible for reserving the location for your new member presentation and submitting the form to your SFL Staff Chapter Liaison 10 business days prior to the date of the new member presentation.
15. Your organization is responsible for set-up and other logistical needs of the new member presentation.
16. For all event locations, matters of fire safety guidelines should be followed (i.e. clear paths to all exits, capacity of venue within the fire code).
17. It is the chapter responsibility to notify visiting and alumni members of all new member presentation expectations.

COVID-19 Addendum

All aspects of the membership intake process must be completed in accordance with CDC, state, national organization, and university COVID-19 guidelines. Violating these guidelines may result in the following by the appropriate judiciary board:

- Membership Recruitment and Intake Revocation
- Interim Suspension
- Inactive Status

Organizations are encouraged to review any COVID-19 Liability information prior to recruitment and intake to ensure organizations are aware of the consequences of violating COVID-19 guidelines. Members are also required to notify all relevant parties if they test positive for COVID-19, and each chapter must also submit a COVID-19 action plan should any individual (*active, graduate or potential new member*) contract COVID-19. Other information such as vaccination status is not required and at the discretion of the chapter.

Membership Intake Procedures

Spring 2024 Semester Intake Window

January 8th -April 21st

1. **Submit General Membership Intake (Part 1) no later than Friday, January 8th, which includes:**
 - a. **Membership Intake Intent Section:** This will state your chapter's intentions regarding membership intake. All chapters must complete this section noting whether they will or will not conduct membership intake for the current semester.
 - b. **Chapter Membership Intake Leadership Section:** This will serve as the section where contact information for the Chapter President, Chapter Advisor, State/Regional Director, & Membership Intake Chairman/Coordinator is acknowledged/verified in the SFL Roster Management System.
 - c. **Membership Intake Approval Letter:** This will serve as your official letter of approval from your State/Regional/District/Province Director or HQ Representative. This approval must list the chapter in good standing with the national organization. In addition, it needs to be

in the form of a letter and can have a scanned signature. The letter can be attached in the section.

- d. **Membership Intake Participants:** This section highlights the individuals involved with the membership intake process. This section must list all undergraduate and graduate members participating in membership intake for the current semester.
 - e. **Interest/Rush Meetings:** This section is used to provide detailed information regarding your interest/rush meetings.
 - f. **Membership Intake Calendar/Timeline:** This section will ask for you to upload your calendar for the membership intake process, which should outline the selection, education and initiation of new members. A copy of this form can be found below in additional documents.
2. **Submit NPHC Convocation Verification** 24hrs after your interest and/or rush meeting(s). SFL Staff will use this form to verify potential new member's attendance at NPHC Convocation and keep on file for records. A copy of this form can be found below in additional documents.
 3. **Submit Finalized Candidate(s) (Part 2)** 48hrs after your chapter has completed the selection process. This form is the list of individual(s) who have been selected to participate in the membership intake process.
 4. **Submit New Member Presentation Outline (Part 2) 10 business days prior** to the date of the new member presentation or by March 22nd (whichever comes first). This form will serve as your finalized logistics of your show and must include reservation confirmation. Schedule meeting with SFL Staff Chapter Liaison to go over New Member Presentation Expectations.

