

Membership Intake Policy
University of Louisiana at Lafayette Office of Student Engagement and Leadership

The purpose of this document is to provide the fraternities and sororities of the University of Louisiana at Lafayette, their Advisors, and prospective members with a source of information regarding Membership Intake. Chapter Members, Chapter Advisors, and the Office of Student Engagement and Leadership will work together to ensure a successful and positive experience for all involved. Any organization seeking to have intake.

In order for the Office of Student Engagement and Leadership to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct intake at University of Louisiana at Lafayette:

Chapter Requirements:

- I. Meet with the NPHC Advisor and provide all necessary documents (see next Section).

Meeting and Documentation:

- I. **TWO WEEKS** Prior to any intake activities, at least one chapter member, the chapter president or intake director, and an advisor will meet with one of the Assistant Dean of Students in the Office of Student Engagement and Leadership. To schedule an appointment, call 337-482-6267 or email Greek@Louisiana.edu. At this meeting the chapter will submit/provide:
 - A. Any national or regional paperwork that needs to be signed by the Office of Fraternity & Sorority Life.
 - B. Completed Notice of Membership Intake (Attached)
 - C. Membership Intake Approval Letter from State/Regional Director, or National Office.
 - D. Flyer to be posted in the Office of Student Engagement and Leadership.
 - E. Interested women will be asked to give their name and CLID at this office to receive a transcript. They WILL NOT individually visit the registrar office. The sorority or fraternity will be able to get transcripts from this office by the day of their first event.
- II. New Member Contract Forms: All chapters conducting intake must meet with one of the Assistant Dean of Students to complete the New Member Contract form. These forms must be completed **48 HOURS** prior to the start date of the official process/education of new members. In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Office of Student Engagement and Leadership.

All documents supplied to the Office of Student Engagement and Leadership are kept confidential from students, student workers or student leaders, including the respective Council Officers. They may be shared with university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendars of events, the chapter president or chapter member in charge of intake must notify one of the Assistant Dean of Students (in writing) no less than 5 business days prior to the new event time.

Presentation of new Members (if applicable):

- I. All organizations must adhere to the following guidelines when presenting new members to the campus community.
 - A. Presentation of new members must take place no more than **2 weeks** after the members have been initiated into the organization, or no later than two weeks prior to the last day of classes in the semester, whichever comes first.
- II. Guidelines for those who present new members using a "show" (i.e.: "probate," "rollout," "neophyte show"):

- A. Presentation "Shows" are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council without approval from that organization OR in direct conflict with any major Greek Life or University event.
- B. Presentation must be viewed by an Assistant Dean. Viewing by an Assistant Dean of Students must be scheduled 48 hours in advance. After viewing, no changes can be made unless approved by an Assistant Dean.
- C. 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 National Pan-Hellenic Council.
- D. No alcoholic beverages will be permitted.
- E. 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.)
- F. 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.
- G. The duration of the presentation show should be no longer than 1 hour total. Shows must start within 10 minutes of scheduled time advertised. Following the show, members of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement.) The presenting organization will be responsible for ensuring the site used is left in its original state after use.
- H. A staff member from the Office of Student Engagement and Leadership MUST be in attendance at all new member presentations.
- I. The University of Louisiana at Lafayette Code of Conduct must be respected during the presentation. Failure to adhere to any of these policies may result in the loss of privileges during subsequent intake periods.

INTAKE Document

The officers and members of _____ are proud to announce the intake of new members for the Fall Spring (circle one) semester of _____

Interest/Informational Meeting(s) will be held on:

Date_____Time_____Location
Date_____Time_____Location
Date_____Time_____Location
Date_____Time_____Location
Date_____Time_____Location

Selection will conclude on:

Date_____Time_____Location

Education of aspirants/Intake process begins on:

Date_____Time_____Location

Additional intake activities

Date_____Time_____Location
Date_____Time_____Location
Date_____Time_____Location
Date_____Time_____Location
Date_____Time_____Location
Date_____Time_____Location
Date_____Time_____Location
Date_____Time_____Location

Aspirants will be initiated on:

Date_____Time_____Location

New Members will be presented on:

Date_____Time_____Location

The person in charge of intake for the Chapter will be:

Name

Title in Chapter

Phone Number

The chapter advisor supervising intake for the Chapter will be:

Name

Title in Chapter

Phone Number

President's Name Printed

President's Signature

President's Phone #

Grad Chapter Advisor Name Printed

Grad Chapter Advisor Signature

Grad Chapter Advisor Phone #

Department Use Only: Date of Meeting I: _____
