

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.

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:

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

Meeting and Documentation:

TWO WEEKS Prior to any intake activities, at least one chapter member, the chapter president or intake director, and an advisor will meet with the NPHC Advisor 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:

- Any national or regional paperwork that needs to be signed by the Office of Fraternity & Sorority Life.
- Completed Notice of Membership Intake form in OrgSync.
 - Including facility confirmation for new member presentation and completed UL Police contract. If held in Blackham Coliseum, proof of Fire Marshall scheduled is required.
- Membership Intake Approval Letter from State/Regional Director, or National Office.
- Flyer to be posted in the Office of Student Engagement and Leadership. (Flyers must be posted at least two weeks prior to the interest meeting, in the Office of Student Engagement and Leadership. It is the chapter's responsibility to be sure that the flyer is not tampered with or removed during this time)

Interest meeting attendees: Once approved to proceed with your intake schedule and all documents listed above have been received, chapters may hold their interest/informational meeting.

- A list of all meeting attendees (including name, ULID, and email address) must be submitted within 48 hours of the meeting.
- A member of the Office of Student Engagement and Leadership staff must be present at this meeting to address potential candidates regarding university policies. Each potential candidate will receive a copy of the university policy against hazing.

Final Candidates: Once the chapter has determined its final list of candidates to participate in intake that semester:

- A list of candidates (name, ULID, and email address) must be submitted within 48 hours of voting. If any candidates are removed or added at any time, it is the chapter's responsibility to report such change within 48 hours of the change.

New Member Contract Forms: These forms (found on OrgSync) must be completed by each individual candidate **48 HOURS** prior to the start date of the official process/education of new members.

General policies governing Membership Intake:

- Process must begin and end within the same semester.
- 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 the NPHC Advisor (in writing) no less than 5 business days prior to the new event time. All corresponding forms must be corrected and submitted at this time. (example: if presentation date changes, new police contract must be submitted at this time along with written notice of the change)
- Flyers must be posted in the Office of Student Engagement and Leadership at least two weeks prior to the interest meeting. It is the chapter's responsibility to be sure that the flyer is not tampered with or removed during this time. Failure to keep a flyer up for two weeks can delay your process.

Presentation of new Members (if applicable):

To ensure the safety of all members and guests, all organizations must adhere to the following guidelines when presenting new members to the campus community:

- 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.
- 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.
- Presentation must be viewed by the NPHC Advisor. Viewing by the NPHC Advisor must be scheduled at least 48 hours in advance. After viewing, no changes can be made unless approved by the NPHC Advisor.

- 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.
- No alcoholic beverages will be permitted.
- 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.)
- 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.
- 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.
- The area that the members will perform in, the “staging area”, must be clearly identified and marked off from access by the general audience. This area may not be occupied by guests of those viewing the show. Suggest use of barricades, chairs, tape, etc.
- A staff member from the Office of Student Engagement and Leadership MUST be in attendance at all new member presentations.
- A signed UL Police Contract must be turned in two weeks prior to the start of intake for the given date of the presentation. Any organization who fails to report an accurate expected number to attend will risk having the show shut down due to larger than reported crowd.
- A signed facility confirmation must be turned in two weeks prior to the start of intake for the given date of the presentation. (Note: if using Blackham Coliseum, proof of approval from the Fire Marshall must also be submitted two week prior to start of intake)
- 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.