



GUIDELINES FOR CONDUCTING MEMBERSHIP INTAKE: NPHC

The purpose of this document is to provide the fraternities and sororities of the West Virginia University Greek Community, their Advisors, and prospective members with a source of information regarding Membership Intake. Chapter Members, Chapter Advisors and the Office Greek Life will work together to ensure a successful and positive experience for all involved. In order for the Office Greek Life 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 West Virginia University:

Meetings and Documentation:

- I. Prior to **any intake activities**, at least one chapter member, preferably the chapter president or intake director will meet with the Director and/or Program Advisor from the Office of Greek Life. To schedule an appointment, call the Office Greek Life at 304-293-8201. At this meeting the chapter will submit/provide:
 - A. Any national or regional paperwork that needs to be signed by the Office Greek Life
 - B. Notice of Membership Intake (attached)
 - C. Office of Greek Life Anti-Hazing Compliance Form
 - D. A calendar of events- should include a timetable of any intake activities with dates and times. Activities must be approved one-week before they commence. Activities to include on the calendar, if applicable:
 1. Informational and/or interest meetings
 - a) **Two flyers/advertisements for this interest/informational/rush/smoker meeting must be provided to the Office Greek Life. The flyer must include time, date, location, dress code, and any additional expectations of aspirants. A flyer will be securely affixed to the Office of Greek Life display by an OGL staff member.**
 - b) **The flyer must be posted for a period of no less than 3 days PRIOR to the meeting.**
 2. Selection date(s)
 3. Start date of the new member's official process/education
 4. Initiation date
 5. Presentation of New Members (if applicable):
 - a) Bring a copy of the space reservation confirmation notice (from Reservations) required to proceed with the activity on WVU's campus (must include both the primary location and rain location, if applicable).
 6. The date of the New Member Presentation must be approved by the Director and/or Program Advisor for the Office of Greek Life.
 7. Any additional dates pertinent to a specific organization
- II. Verification of Aspirants: All chapters conducting intake must submit a Verification of Candidate / Aspirants Form (attached) and the Candidate / Aspirant Anti-Hazing Compliance Form (attached). The verification and compliance forms must be submitted immediately after the interest meeting, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. These forms list the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership. 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 Director and/or Program Advisor for Greek Life. The verification form contains the

following information:

- A. List of candidates for membership that will include each new member's:
 - 1. Name (please print)
 - 2. Signature
 - 3. Student 700/800 Number
 - 4. Academic Waiver
- B. Total Number of Candidates
- C. Original signature of Chapter President
- D. Signature of Faculty and Grad Chapter Advisor (chapter must bring in form with the original signature; **no faxes will be accepted unless prior approval is given by the Director and/or Program Advisor for Greek Life**).
- E. A separate line for verification of date received. (to be completed by the Office Greek Life)

All documents supplied to the Office Greek Life 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 Director and/or Program Advisor for Greek Life (in writing) no less than 2 business days prior to the new event time.

PRESENTATION OF NEW MEMBERS (IF APPLICABLE):

All organizations must adhere to the following guidelines when presenting new members to the campus community:

- I. Presentation of new members must take place no more than **30 calendar** days after the members have been initiated into the organization, or prior to "Reading Day(s)," whichever comes first.
- II. Guidelines for those who present new members using a "show":
 - A. The Office Greek Life must be notified of the date, time, and location of the "show" no less than one week in advance.
 - B. A copy of the reservation confirmation notice must be submitted to the Director and/or Program Advisor for Greek Life (must include both the primary location and rain location)
 - C. No explicit or revealing attire is to be worn by the new members or other "show" participants.
 - D. **No excessive profanity.**
 - E. **No alcoholic beverages will be permitted.** This includes by visiting chapters, alumni and/or graduate members.
 - F. No physical abuse will be tolerated. This includes but is not limited to: 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)
 - G. In the event of an altercation during the presentation, then those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See **Violations** section for further details)
 - H. **No references to hazing and/or other illegal activities.**
 - I. 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.
 - J. If a new member decides that they cannot, or decides not to participate in the show, a written and signed letter by the new member must be submitted to the Office Greek Life no more than 72 hours before the show explaining why they cannot, or have decided not to participate.
 - K. No blatant skipping of numbers will be allowed. (ex: 1,2,4,5, etc.)
 - L. The duration of the presentation show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within **15 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.
 - M. The Director and/or Program Advisor or his/her designee from the Division of Student Life (full-time, professional or graduate) **MUST** be in attendance at all New Member Presentations.
 - N. No bats and/or paddles will be allowed at any new member presentations.
 - O. It is the chapter responsibility to notify visiting and alumni members of all West Virginia University New Member Presentation rules.
 - P. If a New Member Presentation does not occur, new members must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.) acknowledging all new members.

HAZING

It is the responsibility of all Students, staff, faculty and members of the University community to ensure an atmosphere of learning, social responsibility, and respect for human dignity. This is achieved by providing positive influences and constructive development for current and aspiring members or participants of any group or organization at West Virginia University. Hazing is counterproductive to the positive learning environment the University seeks to create.

Hazing is against the West Virginia University Campus Student Code, West Virginia state law and has no place in fraternities or sororities. If you feel that you or someone you know is being hazed, report by calling the Office of Greek Life,

West Virginia State Law
CHAPTER 18. EDUCATION.
ARTICLE 16. ANTIHAZING LAW.

§18-16-1. Short title.

This article shall be known and may be cited as the "Antihazing Law".

§18-16-2. Definitions.

(a) "Hazing" means to cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, That the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under this section.

(b) "Institution of higher education" or "institution" means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.

§18-16-3. Hazing prohibited.

Any person or persons who causes hazing is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned: *Provided*, That if the act would otherwise be deemed a felony as defined in this code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.

§18-16-4. Enforcement by institution.

(a) *Antihazing policy.* -- The university of West Virginia board of trustees created pursuant to article two, chapter eighteen-b of this code and the board of directors of the state college system created pursuant to article three of said chapter shall by the first day of August, one thousand nine hundred ninety-five, promulgate guidelines for antihazing policies.

(b) *Enforcement and penalties.*--

(1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.

(2) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

(3) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section three of this article or of any of the criminal laws of this state or for violation of any other institutional rule to which the violator may be subject.

(4) Rules adopted pursuant hereto apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

Violations:

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Director and/or Program Advisor for Greek Life.

Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake process or any other rules set forth by the advisors or Office Greek Life, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Director and/or Program Advisor for Greek Life. Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.).
2. Holding membership intake without adhering to the Intake Guidelines set by the Office Greek Life.
3. Hazing: Any violations of the West Virginia University Hazing Policy will result in a referral to the Dean of Students.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: Chapter President and/or 1 representative must be present.
2. The Chapter Advisors must be present (both Faculty and Graduate Chapter advisors).
3. The Director and/or Program Advisor for Greek Life.

All questions and concerns must be expressed by the Chapter President to the council advisor/s. If any questions regarding the Guidelines arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the Director and/or the Program Advisor for the Office of Greek Life

Students found guilty of hazing will be subject to penalties outlined by the West Virginia University, Office of Student Conduct, as well as any sanctions outlined by the national organization.

Intake: Things to Remember

1. This packet must be submitted **prior to an interest/informational/rush/smoker meeting**. If it is not you put your chapter in jeopardy of rescheduling your interest meeting.
2. Each chapter must submit a calendar of events for intake activities, a Notice of Membership Intake Form, and a Office of Greek Life Anti- Hazing Compliance Form at the initial meeting with the Director and/or Program Advisor for the Office of Greek Life. The calendar of events must be approved at least one week before any intake related activities commence.
3. The Notice of Membership Intake form must contain the original signature (**no faxes will be accepted**) of the Chapter President and the both Faculty and Graduate Chapter Advisors.
4. The Office of Greek Life Anti-Hazing Compliance Form must contain the original signature of the Chapter President.
5. Submit the date of the presentation of new members and bring a copy of the reservation confirmation required to proceed with the "show" if applicable. If this cannot be submitted at the initial meeting with the council advisor, then notify the advisor no less than one week prior to the event. At this time, chapters must submit the necessary paperwork required to proceed with the activity to the Office Greek Life.

Without the submission of the required paperwork intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the council advisors, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the council advisor and the Director and/or Program Advisor for the Office of Greek Life.

NOTICE OF MEMBERSHIP INTAKE

The officers and members of _____ are proud to announce the intake of new members for the FALL SPRING (circle one) of _____

Interest meeting(s) will be held on _____
 Selection will conclude on _____
 Education of aspirants/intake process begins on _____
 Aspirants will be initiated on _____
 New Members will be presented on _____

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

The chapter advisor supervising intake will be:

Name

Title in Chapter

Phone Number

Name

Title in Chapter

Phone Number

The above information is accurate and correct to the best of my knowledge.

President's Name Printed

President's Signature

President Phone #

Grad Chapter Advisor Name Printed

Grad Chapter Advisor Signature

Grad Chapter Advisor Phone #

Faculty Advisor Name Printed
*if applicable

Faculty Advisor Signature

Faculty Advisor Phone #

Department Use Only:

Date of Meeting:

WEST VIRGINIA UNIVERSITY, OFFICE OF GREEK LIFE ANTI-HAZING POLICY COMPLIANCE FORM

All West Virginia University fraternities and sororities must file this form with the Office Greek Life to certify compliance with this policy. The preceding document remains in effect until the new one is filed.

Hazing

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(b) "Institution of higher education" or "institution" means any public or private institution as defined in section two, article one, chapter eighteen-b of this code.

§18-16-3. Hazing prohibited.

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§18-16-4. Enforcement by institution.

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(b) *Enforcement and penalties.*--

(1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.

(2) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

(3) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section three of this article or of any of the criminal laws of this state or for violation of any other institutional rule to which the violator may be subject.

(4) Rules adopted pursuant hereto apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

HAZING AGREEMENT

We, the undersigned, certify the following:

1. We have read AND understand West Virginia University's Hazing Policy
2. We have read and understand the West Virginia Hazing law
3. We have read and understand our organization's National Hazing Policy
4. We verify that this policy will be read to our chapter
5. We verify that all new members will receive a copy of this policy
6. We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline
8. **Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Office of Student Conduct for supplying false information to a University Official (if they knew of the hazing incident and did not take steps to stop it)**
9. **If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.**

By signing this form, we agree to abide by the above.

Fraternity/Sorority	
President	Date
New Member Educator/Intake Coordinator	Date
Co-Educator/Intake Coordinator	Date
Chapter/Grad Advisor	Date
Start Date for New Member Education	End Date for New Member Education

Date Received:

WEST VIRGINIA UNIVERSITY VERIFICATION OF CANDIDATE / ASPIRANT FROM

Organization & Chapter Name _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants into our organization and will be duly initiated pending the decision of our regional/national representative(s).

Total Number of Candidates President's Signature Grad Chapter Advisor Signature

	Aspirant's Name	Student ID #	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit West Virginia University to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Greek Life that I no longer wish to allow such information to be released.	Cumulative GPA (DO NOT WRITE IN THIS BOX)
1				
2				
3				
4				
5				
6				
7			-	
8				
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11				
12				
13				
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17				
18				

WEST VIRGINIA UNIVERSITY

OFFICE GREEK LIFE CANDIDATE / ASPIRANT ANTI-HAZING COMPLIANCE FORM

The University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including fraternity\ houses, private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action.

Hazing

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as defined in this code, the person committing such act may be found guilty of such felony and be subject to penalties provided for such felony.

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(2) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

(3) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section three of this article or of any of the criminal laws of this state or for violation of any other institutional rule to which the violator may be subject.

(4) Rules adopted pursuant hereto apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

We, the undersigned, certify the following:

Hazing Agreement

- 1) We have read AND understand West Virginia University's Hazing Policy
- 2) We have read and understand the West Virginia Hazing law
- 3) We have read and understand our organization's National Hazing Policy
- 4) We verify that this policy will be read to our chapter
- 5) We verify that all new members will receive a copy of this policy
- 6) We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
- 7) Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline
- 8) **Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Office of Student Conduct for supplying false information to a University Official (if they knew of the hazing incident and did not take steps to stop it)**
- 9) **If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.**

By signing this statement, I agree that I have read and understand the West Virginia University Hazing Policy. I agree to comply with this policy, local and state laws, the policies of my fraternal organization and the local and national governing council to which my organization belongs.

Organization	Chapter
Date	Semester

***PLEASE USE ADDITIONAL FORMS AS NEEDED FOR ADDITIONAL SIGNATURES**

Date	Candidate/Aspirant's Name	Signature	700/800 Number