

**Recruitment/Intake Policy for National Pan-Hellenic Council, Inc.
Council & Greek Alliance Council Organizations
University of North Carolina at Chapel Hill**

The purpose of this document is to provide fraternities and sororities of UNC Chapel Hill (UNC), and their Advisors with information regarding the Membership Intake process. The Fraternity & Sorority Life Office (FSL) is committed to the development of our community while ensuring the safety and well-being of our students, other fraternities and sororities, the local community, and the University's reputation.

Chapter Confidentiality

In an effort to protect the interests, privacy and confidentiality of the interested student as well as the organization, paperwork submitted to FSL will not be released to the general public. Access to these documents and information will be denied to all parties except chapter advisors, intake chair and/or president, representatives from the respective National Headquarters and any university official. All inquiries about these documents are to be referred to the chapter president and/or chapter advisors. All membership intake forms will be stored for a minimum of one academic year (10 months).

Potential New Members

While requirements to join an NPHC or GAC fraternity or sorority vary per individual organization, our chapters are required to have a semester 2.5 GPA to remain in good standing with UNC. Chapters can only recruit first year, first semester students if their chapter semester GPA is at a 3.0 or above and appropriate approval from their respective national office.

Each group conducts their recruitment/intake process separately. Groups may conduct intake each semester, skip semesters, or conduct one every other year, as long as chapters maintain a minimum of 5 members. Individual organizations, guided by national and alumni approval and oversight, will work collaboratively with FSL when conducting intake.

NPHC/GAC Intake Expectations of Chapters

Chapters must do the following if they are going to conduct intake at UNC Chapel Hill:

- I. Before any Membership Intake activities can begin, the chapter must select a Membership Intake Coordinator and/or Recruitment Chair. This liaison must complete the proper forms and file appropriate information with the Fraternity and Sorority Life Office.
- II. Prior to the start of any intake activities, interest meetings, and/or recruitment week activities, officers must complete the Recruitment/Intake Application on

Heel Life **10 days** prior to the first intake/recruitment event/activity/meeting.
The information that will need to be submitted via Heel Life are as follows:

1. **Membership Intake Intent Application located on Heel Life**
2. The Membership Intake Coordinator/Recruitment chair must complete and sign the **Anti-Hazing Form located on Heel Life**
3. Upload a flyer for the **Informational Meeting/Recruitment Events on Heel Life**
4. Upload a time-table/calendar with dates, times, and locations of **ALL** recruitment/informational events* **on Heel Life**
5. Upload a time-table/calendar with dates and times of **ALL** intake activities, including the campus introduction (i.e. presentation etc.) and location. No chapter may co-host any intake or recruitment events outside their respective national organization. on Heel Life(see **appendix A**)*
6. Upload a copy of the reservation confirmation for the new member presentation/reveal location on Heel Life via the Membership Intake Application
7. Any national or regional paperwork that needs to be signed should be brought to the office

Schedule a time via the Membership Intake Application located on Heel Life for FSL to meet with potential new members/candidates within 72 hours of acceptance of membership.

* Note: If you are conducting both a recruitment week and intake activities, please include dates and calendars for both.

III. Once you have received new member(s)/candidates(s), each of them will need to sign an anti-hazing form and a grade release form at the new member meeting with FSL staff within **72 hours** of their acceptance.

IV.

1. **FSL must approve the day and time of the presentation, which shall not occur past 9pm and/ exceed 2 hours.**
- 2.
3. An electronic approval letter from your advisor stating that they are knowledgeable and agree with all material included in the presentation at least 24 hours prior to aforementioned presentation.

* See Appendix B for Presentation Guidelines

* Note: This meeting is required regardless of whether a chapter is having a campus presentation or not.

V. Once new members have “been revealed” (or are initiated)...

1. An **Acknowledgement of Fraternity/Sorority Initiation Form** must be submitted on Heel Life and the chapter’s roster must be updated immediately following the initiation.

Appendix A: Calendar Guidelines

If your organization plans to conduct an intake process, the Chapter President, Coordinator/Intake/Recruitment chair must turn in the following on the Heel Life application:

1. *Calendar/schedule of activities for the organization that includes dates, times, locations, and who will be present. Intake activities to be included on the calendar/schedule are:

- informational meetings
- interest meetings
- selection date(s)
- date expected to send off applications
- interview dates
- FSL meeting date
- start date of official process/education
- ritual dates
- study dates
- initiation date
- presentation practices
- presentation date
- All intake/recruitment events must take place between the hours of 7am-11pm.

- If there are additional dates pertinent to a specific organization, those should be included as well. If potential members are planning to participate in a community service project or any other event (retreats, etc.) with the chapter during the intake process, that information should also be listed on the calendar.

* Note: If you are conducting both a recruitment week and intake activities, you must include calendars for both processes.

Appendix B: New Member Presentation Guidelines

All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations that do not conclude intake with a formal new member presentation; but would like to have another method of presenting new members must have the approval from the Fraternity & Sorority Life Staff – as well as their Regional Director. Any presentation of new members must take place on or before the date specified by FSL each semester.

Guidelines for those who present new members using a formal new member presentation:

1. An email from your advisor that they approve what will be presented at the presentation.
2. Chapters planning new member presentations should work with FSL, their advisors and regional and national offices (where applicable) to

- schedule their new member presentations during a date and time that does not conflict with the programming of other chapters. If such a conflict exists, the chapter with an upcoming new member presentation should work with the affected chapters to make adjustments that is beneficial for all parties. All chapters involved must keep FSL updated with any changes involving programming, presentations, and dates.
3. Prior approval from the FSL Staff must be obtained for any props that are to be used during the show. (Including but not limited to firelights, ropes, canes, animals, chalk, etc.) Please refer to council bylaws to see if this is allowed.
 4. Vulgarity and profanity will not be tolerated. The use of any food will not be allowed.
 5. All performances must be in good taste and in accordance with governing council guidelines on acceptable behavior.
 6. No alcoholic beverages will be permitted. Water/sport drinks will be allowed; and it must come from a factory sealed bottle/container.
 7. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)
 8. Disruptions by attending organizations will not be tolerated. This includes but is not limited to: walking through the presentation, talking over the presenting organization, etc.
 9. **FSL must approve the day and time of the presentation. A presentation will not be approved if it goes past 9pm and/or is longer than 2 hours.** Following the presentation, members of the presenting organization must vacate the area within 15 minutes. The presenting organization will be responsible for ensuring the site used is left in its original state after use. The start time is the time allocated on your calendar/schedule. You must begin your presentation within 20 minutes of advertised start time.
 10. A staff member from FSL, a university representative, or partner of FSL MUST be present for all new member presentations.

Language is important and connotes the process that each new initiate participated in. As such, the usage of words like “DP,” “Probate,” etc. should not be used unless it’s used within your chapter’s national policies/guidelines. Furthermore, personal testimonials must be positive in nature and may not refer to/glorify acts of hazing.*

* Please refer to the Anti-Hazing forum for the definition of hazing.

Violations:

Violations of the intake process may result in probation or suspension.

Violations include, but are not limited to:

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 conforming to the Intake Guidelines. No organization can hang up flyers or electric advertisements (i.e.,

Facebook, Twitter, Instagram, Snapchat, etc.) to inform students of intake without meeting with the Fraternity & Sorority Life Staff first.

3. Hazing: Any violations will result in a referral to FSL and the Office of Student Conduct.
4. Any activity related to intake conducted in defiance of previous guidelines or warnings by FSL.
5. **Failure to adhere to New Member Presentation Guidelines will result in a judicial board hearing with referral to the appropriate entities, including National Offices, the Office of Student Conduct, The Honor Court or the appropriate Council Judicial Board.**