



NPHC and UGC Membership Intake Policy and Procedures

Purpose and Privacy Statement:

The purpose of this policy is to establish clear institutional expectations for the Membership Intake Process for fraternities and sororities at Florida Atlantic University. This document outlines the standards, procedures, and responsibilities associated with membership intake and serves as the governing framework for chapters, advisors, and affiliated inter/national organizations.

The Office of Fraternity and Sorority Life approaches membership intake as a collaborative process grounded in shared responsibility. The University partners with chapter leadership, Graduate and/or Alumni Advisors, and inter/national headquarters to promote safe, ethical, and values-based intake experiences that support student development and organizational sustainability. While this policy is designed to provide guidance and clarity, compliance with its provisions is required as a condition of organizational recognition.

Membership intake activities must align with the academic mission of Florida Atlantic University, the educational priorities of Fraternity and Sorority Life, and the standards of each organization's inter/national governing body.

All documentation submitted as part of the Membership Intake Process will be maintained by the Office of Fraternity and Sorority Life in accordance with Florida Public Records Law and University recordkeeping requirements. Access to intake records is limited to authorized University officials, Fraternity and Sorority Life staff, relevant chapter leadership, Graduate and/or Alumni Advisors, and appropriate inter/national organization representatives, unless otherwise a Public Records Request is made. Hard-copy records will be retained for a minimum of twenty-four (24) months, after which records will be maintained electronically in accordance with FAU policy. This policy is a living document and may be reviewed and updated as necessary to respond to legal requirements, institutional priorities, or emerging risk considerations.

Intake Activities:

All Membership Intake activities shall be conducted only in the fall and spring semesters of each academic year. Chapters that fail to adhere to established procedures, documentation requirements, or approval processes may be required to coordinate corrective action with their inter/national organization in consultation with the Office of Fraternity and Sorority Life. Continued noncompliance may result in a review of the chapter's status and recognition at Florida Atlantic University.

Applicants' Rights:

Applicants participating in the Membership Intake Process have the right to be treated with dignity, respect, and fairness at all times. Membership intake activities must protect the mental, physical, and



emotional well-being of applicants and may not interfere with their academic responsibilities or personal safety.

Applicants have the right to participate in an intake process that is free from hazing, coercion, harassment, intimidation, or retaliation. No applicant may be compelled to engage in activities that are degrading, demeaning, abusive, or inconsistent with University policy, applicable law, or inter/national organizational standards.

Membership intake activities must be educational in nature and aligned with the mission of Florida Atlantic University, Fraternity and Sorority Life, and the inter/national organization. Permissible activities are limited to those that promote scholarship, leadership development, service, civic engagement, organizational history, and the development of healthy, respectful relationships. Applicants have the right to report concerns related to the intake process, including suspected policy violations or safety issues, without fear of reprisal. Reports will be addressed through established University processes in coordination with appropriate campus partners.

Required Documentation and Intake Approval:

Prior to initiating any Membership Intake activities, chapters must receive written approval from the Office of Fraternity and Sorority Life. Approval may be granted following submission and review of the Membership Intake Intent Form. After the Membership Intake Intent Form is approved, the chapter must complete the remaining FAU Intake Forms.

As part of the intake approval process, the Chapter President, Intake Coordinator/Director, Risk Manager, and/or other applicable chapter officers serving in equivalent leadership, intake, or risk management roles are responsible for ensuring that all required forms and materials are complete, accurate, and submitted by established deadlines. Required documentation may include, but is not limited to, a Notice of Intent to Conduct Intake, an Intake Calendar or Timeline, verification of candidate eligibility, confirmation of required anti-hazing education, and any inter/national paperwork/online forms requiring University acknowledgment.

The Office of Fraternity and Sorority Life can require meetings with chapter leadership and/or advisors when deemed necessary based on intake complexity, prior conduct history, or incomplete submissions. Meetings may be conducted in person or through University-approved virtual platforms. Graduate and/or Alumni Advisors are expected to be informed of and engaged in the intake process and will be required to review or verify documentation as part of the approval process. Advisor involvement does not replace chapter responsibility for compliance.

In addition to the required documents, the below need to be completed:

1. Any inter/national/regional paperwork/online forms that need to be signed by FSL staff.
2. The Membership Intake Intent Form must contain the original signatures of all required individuals.



3. All potential candidates must complete the anti-hazing module prior to beginning any education process. The module can be found at: <https://fau.prevent.zone/> (If not completed, candidate(s) will not be approved.)

Failure to meet any deadline listed above may result in delayed or denied approval of membership intake activities, additional review by the Office of Fraternity and Sorority Life, or other administrative action as deemed appropriate.

All membership intake activities shall be conducted only in the fall and spring semesters of each academic year. Special permission is required for consideration of any summer intake activities and must be obtained from the Director of the Office of Fraternity and Sorority Life. There may be no crossover of intake activities from semester to semester. All intake activities, including New Member Presentations, must occur within the semester the candidate was initiated.

Inter/National Intake Oversight:

In cases where membership intake is conducted in whole or in part by an inter/national intake team or external organizational representatives, the chapter is responsible for ensuring transparency with the University. All correspondence related to intake planning, approval, scheduling, or execution that is shared with regional, state, or national representatives must also be provided to the Office of Fraternity and Sorority Life.

New Member Presentations:

If an organization concludes its Membership Intake Process with a New Member Presentation, a copy of the organization's inter/national policy governing such presentations must be on file with the Office of Fraternity and Sorority Life prior to approval.

All New Member Presentations must comply with:

- The organization's inter/national policies and procedures
- Florida Atlantic University policies and the Student Code of Conduct
- Applicable local, state and federal laws
- University event registration and approval processes

New Member Presentations are subject to the following institutional expectations:

- Presentations may not conflict with previously approved events without prior authorization.
- All required event approvals must be obtained before promotion or execution.
- Presentations must occur within a reasonable timeframe following initiation and must conclude prior to the end of the approved intake period.



Failure to adhere to these requirements may result in modification, delay, or denial of approval.

Alternative Methods of Introducing New Members:

Organizations that do not conclude membership intake with a New Member Presentation may request approval to introduce new members through an alternative method consistent with inter/national organizational guidelines.

Requests for alternative activities must be submitted in writing to the Office of Fraternity and Sorority Life and include the proposed date, time, location, and a description of the activity. Requests must be submitted no fewer than ten (10) business days prior to the proposed activity.

Alternative activities:

- Must receive University approval prior to implementation
- May not replicate or simulate a New Member Presentation
- Must be limited to a reasonable introduction of new members
- Must comply with University event registration requirements

The University reserves the right to publish or otherwise acknowledge new members through official channels at the conclusion of the intake period.