

FLORIDA ATLANTIC UNIVERSITY™

FRATERNITY & SORORITY LIFE

Notice of Intake and Intake Policy/Procedural Statement for MGC and NPHC (Adopted from Florida State University)

Purpose and Privacy Statement:

The purpose of this policy is to assist fraternities and sororities at Florida Atlantic University with the Membership Intake Process. This document is to educate FAU fraternity and sorority members, their advisors, and potential new members about the Membership Intake Process expectations, policies, and procedures of Fraternity and Sorority Life at FAU. The office believes in partnerships with fraternity and sorority members, Graduate or Alumni/(nae) Chapter Advisors, and (inter) national headquarters/boards to ensure a successful and positive experience for all involved. This policy is not to be punitive or serve as an obstacle for chapters. However, this is a living document, that will be updated as incidents arise or as deemed necessary by the Office of Fraternity and Sorority Life.

It is our philosophy that Membership Intake activities should support the academic mission of Florida Atlantic University, Fraternity & Sorority Life, and the initiatives of each (inter) national organization.

Fraternity and Sorority Life ensures that all documents submitted regarding Membership Intake will be kept private to the extent allowed under Florida's Public Records Laws or as deemed necessary. Only staff, FAU administrators, corresponding Graduate or Alumni/(ae) Chapter Advisors, corresponding Chapter Presidents, corresponding Membership Intake Coordinators, and corresponding headquarters/regional or district staff/representatives will have access to these files. Hard copies of the membership Intake files will be stored by the office for a minimum of twenty-four (24) months, after which electronic copies will be maintained electronically in accordance with FAU policy.

Intake Activities:

Intake will be conducted once an academic year at a minimum. Failure to adhere, will result in an automatic coordination intake activities with (inter)/national offices, to bring chapters back in compliance. Further failure to adhere will result in the review of the chapter's status and recognition.

Applicants' Rights:

The Membership Intake Process should be conducted in a manner that respects the dignity of applicants and protects their mental and physical well-being. Examples of acceptable behavior include activities that promote scholarship, promote service, develop leadership and/or social skills, assist in achieving career goals, improve relations with others which promulgates civility across the university community, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood, foster chapter solidarity or otherwise promote the mission of the University.

Required Documentation:

Prior to any Membership Intake activities, the chapter president, risk manager and intake director will meet with the Fraternity and Sorority Life staff. The chapter advisor must either attend this meeting or make arrangements to be included via phone, Skype, etc. The meeting will consist of a review of the FAU Hazing Policy as well as a general overview of the Membership Intake Policy Procedural Statement and your intake schedule. In addition to the meeting, the chapter representatives will submit the following:

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1. Any inter/national/regional paperwork that needs to be signed by FS Life staff
2. Completed **Notice of Membership Intake** and **Intake Policy and Procedural Statement** (which must be completed before intake activities begin. The Notice of Membership Intake form must contain the original signature (no faxed or scanned copies are permitted) of the chapter president and the FAU or Alumni(nae)/Graduate Chapter advisors.
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 candidate will not be approved)
4. Verification of Candidates Form

Important Timelines:

- All Interest/Informational/Rush event flyers must be posted in conspicuous, heavy traffic areas around campus and in residence halls, for NO LESS THAN TWO WEEKS.
- All Interest/Informational/Rush event flyers will be posted in the Office of Fraternity and Sorority Life and on its website for NO LESS THAN TWO WEEKS.
- By Friday of the 2nd week of class: *Notice of Intake Form due & Chapter rosters are to be updated*
- Within 48 business hours prior to the start of your intake process, the *Verification of Candidates form due*
- Two weeks before the last day of class: *Initiation and new member presentations are to be completed*
- Friday before the last day of class: *Final chapter rosters due*

All Membership Intake activities shall be conducted only in the fall and spring semester of each academic year. Special permission is required for consideration of any summer intake activities; that permission must be obtained from the Dean of Students. There is to be no crossover of intake activities from semester to semester. All intake activities, including new member presentations, must happen within the semester the candidate was initiated.

Meetings and Documentation:

Verification of Candidates Form: All chapters that are conducting intake must submit a Verification form that contains a list of all candidates at least 48 hours prior to the start of the official education process commencing as referenced on the chapter's intake calendar. This form must contain the individuals approved by the chapter that will be submitted to the inter/national organization as new members.

The list must contain the following:

- Name (please print clearly)
- FAU Z#
- Signature
- Overall GPA
- Total Number of Candidates
- Original signature of the chapter president
- Original signature of the FAU or Grad Chapter Advisor (no faxed or scanned copies will be accepted.)

NOTE: Failure to bring any of these items entirely completed to this meeting will result in the meeting being rescheduled for a later date and/or intake activities being delayed.

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In cases where the inter/national intake team conducts the intake process, all correspondence forwarded to any regional or local representatives must also be forwarded to the Fraternity and Sorority Life staff.

Presentation of New Members Procedural Guide (if applicable):

A copy of the organization's (inter) national policy on New Member Presentations must be on file with the Office of Fraternity and Sorority Life.

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

1. New member presentations are to be performed in accordance with the (inter)/national organizations' policy governing such activities. Furthermore, organizations are to abide by all local, state, and federal laws and regulations outlined in the Florida Atlantic University Code of Conduct and policies. The presentation is to be in compliance with the event registration process through Owl Central.
2. Guidelines for those who conduct new member presentations (i.e. "probate," "rollout," "neophyte show", "come out show"):
 - a. Presentation of new members may not conflict with a scheduled event of another chapter on the same day/time, without prior approval.
 - b. Events must be registered using Owl Central, and must receive all necessary approvals.
 - c. Presentation of the new members must take place no more than 10 business days after the members have been initiated into the organization and prior to the date set for the conclusion of all intake activities (no exceptions).

Alternatives to New Member Presentations

Organizations that do not conclude Membership Intake with a New Member Presentation but would like to have another method of introducing the new members to the University community must have the approval of the Office of Fraternity and Sorority Life as well as be in adherence with the national organization's guidelines. Approval is gained after submitting written notice of any alternative activities (including date, time, location, and description of the activity) to the Office of Fraternity and Sorority Life ten (10) business days prior to the activity taking place. Alternatives to New Member Presentations should not resemble a New Member Presentation in any way and should therefore not include any of the following: unveiling/unmasking of any members, activities beyond the reasonable introduction of a member. All rules pertaining to New Member Presentations apply to alternate presentations and a location for the activity must be registered through the event registration process. Office may publish all new members at the end of each semester.

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Violations:

Violations of the intake procedures may result in a referral to the Dean of Student's Office and could also result in the loss of recognition by Florida Atlantic University. Loss of organizational recognition will prevent the organization from participating in/hosting social functions (on- or off-campus), reserving space on campus, or other privileges afforded to a student organization.

Violations include (but are not limited to):

1. Intentional or willful submission of improper paperwork (i.e. changing dates, or otherwise submitting false information).
2. Intentional or willful manipulation of intake materials with the intent to deceive or mislead.
3. Conducting membership intake without adhering to the Intake Procedures as set forth by Fraternity and Sorority Life.
4. Hazing: Any violations of the FAU University Hazing Policy will result in a referral to the Dean of Students' Office
5. Failure to adhere to the Presentation of New Members Procedures (as included above.)

Without the submission of the required paperwork, intake will not be approved. In the event that activities begin without expressed consent of Fraternity and Sorority Life, intake activities will cease immediately and the chapter may be referred to the Dean of Students' Office.

Chapter President (Printed)

Signature

Date

Chapter Advisor (Printed)

Signature

Date

If you have any questions regarding the required paperwork, or required process, please contact the Office of Fraternity and Sorority Life at (561) 297-4923.