

University of South Carolina Aiken  
Membership Guidelines for Fraternities and Sororities Conducting Membership Intake

This document provides the fraternities and sororities in the University of South Carolina Aiken Greek Community, their advisors, and prospective members with a source of information regarding Membership Intake. Chapter advisors and the Office of Student Life will work together to ensure a successful and positive experience for all involved.

In order for the Office of Student 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 the University of South Carolina Aiken.

Meetings and Documentation:

1. Prior to any intake activities, at least one chapter member (preferably the chapter president or intake director) will meet with the Associate Director of Student Life and provide the following information:
  - a. Any national or regional paperwork which needs to be signed by the Student Life Office
  - b. Notice of Intake Form
  - c. Hazing Compliance Certification
  - d. A calendar of events including a timetable of any intake activities with dates and times. Activities must be approved two weeks before they begin. The calendar may include, but is not limited to:
    - i. Dates, times, location of interest meetings
    - ii. Selection date(s)
    - iii. Start date of new member's official process/education
    - iv. Initiation date
    - v. Presentation of New Members
      1. If the presentation of new members includes a "show", bring a copy of the Facility Request Form.
      2. If the presentation of new members does not include a "show", the method used to present new members should be discussed and approved.
    - vi. Any additional dates pertinent to the specific organization
2. NPHC Eligibility Release Form: All chapters conducting intake must submit the NPHC Eligibility Release Forms. The release 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. This form is the list of individuals who are aspirants for membership. The form contains the following information:
  - a. List of candidates for membership that will include each new member's:
    - i. Name (printed!)
    - ii. Signature
    - iii. Student ID Number

#### iv. Academic Waiver

3. Chapter membership roster update: At the conclusion of the intake process, an updated membership roster must be turned in to the Associate Director of Student Life to reflect any changes in membership.

All documents supplied to the Office of Student Life are kept confidential from students and student leaders, including the National Pan-Hellenic Council Officers. They may be shared with university officials and organization staff members as needed. In the event that any dates and times need to be changed on the submitted calendar of events, chapter members must notify the Office of Student Life no less than two business days prior to the new event time.

#### Presentation of New Members:

1. All organizations must adhere to the following guidelines when presenting new members to the University of South Carolina Aiken Campus community. Organizations who do not conclude intake with a formal presentation “show” must introduce their members using another method within the same timeline presented in the following guidelines. This method can vary from chapter to chapter and must be approved by the Associate Director of Student Life.
2. 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 the last day of classes each semester, whichever comes first.
3. Guidelines for organizations presenting new members using a “show”:
  - a. Presentation “shows” are not to be scheduled on the same night/time of a previously planned event of another chapter of the National Pan-Hellenic Council.
  - b. 25 Live forms must be properly completed at least two weeks prior to the activity.
  - c. Prior approval must be obtained for the use of firelights, fire, ropes, animals, etc.
  - d. Excessive vulgarity and profanity will not be tolerated.
  - e. No alcoholic beverages are permitted.
  - f. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, punching, spitting, pushing, poking, caning, etc. (Canes may be used as part of the performance, but may not be used as a weapon to harm another individual.)
  - g. In the event of a fight during the presentation, then those fighting will be expelled immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
  - h. Disruptions by other organizations will not be tolerated. This includes but is not limited to: walking through the presenters show, talking over the presentation, etc.

- i. The duration of the presentation show should be no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes unless a party is following the presentation. (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.

#### 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 proper university authority. Probation involves a period of scrutiny during which the chapter may automatically be placed on suspension if any violation of the intake process or other rules occur. Suspension involves a period in which all social and formal programming (including community service, all fundraising activities, and intake functions) are prohibited. The suspension period will be no less than one semester.

#### Violations include:

1. Intentional submission of improper paperwork (i.e. changing the dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding membership intake without conforming to the Intake Guidelines set by the Student Life Office.
3. Hazing.
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 the Presentation of New Member Guidelines.

#### Intake: Things to Remember

The Associate Director of Student Life will present the intake guidelines at the first general body meeting of the University of South Carolina Aiken National Pan-Hellenic Council each academic semester.

1. Each chapter must submit all intake paperwork in a timely manner (at least ten business days prior to the beginning of intake activities).
2. All forms must contain original signatures.

Without the proper submission of paperwork the intake process will not be approved. In the event that intake activities begin without the knowledge and signed approval of the Associate Director of Student Life, intake activities will cease immediately, and the chapter may be placed on suspension.