

**Recruitment/Intake Policy for National Pan-Hellenic
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), their Advisors, and prospective members with information regarding the Membership Intake process. The Office of Fraternity & Sorority Life and Community Involvement (OFSL) is committed to the development of our Greek community and requires equal reporting 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 effort to protect the interests, privacy and confidentiality of the interested student as well as the chapter/organization, paperwork submitted to OFSL-CI is generally kept confidential. Access to these documents and information may be provided to the following parties: chapter advisors, representatives of the respective organizations from the 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 Members/Aspirants

While requirements to join an NPHC or GAC fraternity or sorority vary per individual organization, our chapters are required to have a 2.7 GPA to remain in good standing with UNC. Chapters can only recruit first year, first semester students if their chapter GPA is at a 3.0 or above. (see Performance Based Recruitment Policy- Revised 2014).

Each group conducts their recruitment/intake process separately. Groups may conduct intake each semester, skip semesters, or conduct one every other year. Individual organizations, guided by national and alumni approval and oversight, shall exercise complete autonomy when conducting intake.

For more information, students should contact members of the organization of interest by linking to the individual chapter websites or by attending events hosted by individual chapters to express interest. Some organizations host interest meetings to draw interest of new members and advertise these on campus within a week of the meetings.

NPHC/GAC Intake Expectations of Chapters

In order for the Office of Fraternity & Sorority Life and Community Involvement to assist chapters with the intake process and to avoid problems, 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 Rush Chair. This liaison must complete the proper forms and file appropriate information with the OFSL-CI.

- II. Prior to the intake/recruitment approval deadline set each semester, any intake activities, interest meetings, and/or rush week activities, officers complete the [Recruitment/Intake Application on the OFSL-CI website](#) **10 business days** prior to starting recruitment. The information that will need to be submitted are as follows:
 1. [Membership Intake Intent Form](#)
 2. The Membership Intake Coordinator/Recruitment chair must complete and sign the [Anti-Hazing Form](#)
 3. Copy of the flyer for the **Informational Meeting/Recruitment Events**
 4. Copy of a time-table/calendar with dates and times of **ALL** recruitment/informational events*
 5. Copy of a time-table/calendar with dates and times of **ALL** intake activities, including the campus introduction (i.e. presentation etc.) and location if possible (**see appendix A**)*
 6. Any national or regional paperwork that needs to be signed
 7. Schedule a time for OFSL-CI to come meet with potential new members/candidates during first two weeks of the process

* Note: If you are conducting both a rush week and intake activities (GAC only), please include dates and calendars for both. If your intake depends on the success of your rush week, you must schedule a meeting after your rush week, but before intake begins to turn in the intake calendar and discuss presentation dates. The Membership Intake Intent Form and Anti-Hazing Form are still due before any informational/rush week take place.

- III. Once you have received new member(s)/candidates(s), each of them will need to sign an anti-hazing form within **24 hours** of their acceptance of their intake/membership process. This form will be provided by OFSL-CI.

- IV. No sooner than three weeks before initiation/campus presentation (i.e. Week 3-week 5 of an eight-week process), the Coordinator/Intake/Recruitment Chair must schedule a meeting for the member(s)/candidate(s) to meet with OFSL-CI to sign the [Grade Release Form](#). Coordinator/Intake/Recruitment Chairs do not need to attend this meeting.

- V. Following the intake process and 2 weeks prior to initiation or campus presentation, officers must schedule a follow up meeting. The information that will need to be discussed at the meeting are the following:
 1. Discuss location for campus presentation (if applicable) and submit copy of paperwork for reserved space (if required by venue).

2. **OFSL-CI must approve the day and time of the presentation. Generally, a presentation will not be approved if it goes past 9pm and/or is longer than 2 hours.**
3. Provide the office with a list of approved initiates
4. A written approval letter from your advisor that they agree with all material included in the presentation.

* See Appendix B for Presentation Guidelines and ways to avoid potential violations.

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

VI. If all information is submitted 2 weeks prior to the presentation, the Office of Fraternity & Sorority Life and Community Involvement will approve the campus presentation.

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

1. An [Acknowledgement of Fraternity/Sorority Initiation Form](#) must be submitted to the OFSL-CI immediately following the initiation.
2. All new members must be added to the chapter’s roster on studentlife.unc.edu within **5 business days**.

Appendix A: Calendar Guidelines

If your organization plans to conduct an intake process, the Chapter President, Coordinator/Intake/Recruitment chair membership must turn in the following in the [online 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:
 - a. interest meetings
 - b. selection date(s)
 - c. date expected to send off applications
 - d. interview dates
 - e. start date of official process/education
 - f. ritual dates
 - g. study dates
 - h. initiation date
 - i. presentation practices
 - j. presentation date
 - k. 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 (dances, etc.) with the chapter during the intake process, that information should also be listed on the calendar.

* Note: If you are conducting both a rush week and intake activities (GAC only), you must include calendars for both processes.

Appendix B: Presentation of New Members 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's 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 Last Day of Class.

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

1. A letter from your advisor that they approve what will be presented at the presentation.
2. Presentations are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council. Chapters should also try to avoid scheduling their presentation on same night another chapter is presenting their new members, regardless of council.
3. Prior approval from the OFSL-CI Staff must be obtained for any items that are to be used as "markers" 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; however, the new member must drink the drink themselves 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 other attending organizations will not be tolerated. This includes but is not limited to: walking through the presentation, talking over the presenting organization, etc.
9. **OFSL-CI must approve the day and time of the presentation. Generally, 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 time given during the show.

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. Any activity related to intake conducted in defiance of previous guidelines or warnings by OFSL-CI.
4. **Failure to adhere to the Recruitment/Intake Policy may result in a referral to the appropriate entities, including National Offices, UNC Student Conduct, The Honor Court or the appropriate Council Judicial Board.**