

September 2007

Dear NPHC Chapter Presidents, Members and Advisors,

This packet will assist you in planning your membership intake programs for the upcoming year. The completion of these documents is **required** of all National Pan-Hellenic Council, Inc. chapters in order to conduct an intake process on the Vanderbilt University campus. Please take a moment to review these forms, and bring any questions or concerns to Kristin, Tanner, or Robin during your first meeting of the semester.

***Privacy Statement***

We would also like to assure you that we do not intend to use these documents in any manner that will undermine the traditions and secrecy of the NPHC organizations on this campus. In doing so, we promise to protect your chapter's interests and privacy by keeping the information submitted confidential. No one, other than the Office of Greek Life staff will have access to these forms during the membership intake process.

All Membership Intake packets will be stored in the Office of Greek Life for a minimum period of twenty-four (24) months. Access to the documents will be denied to all parties except for chapter advisors, and representatives of the National or International headquarters. All other inquiries regarding these documents will be referred to the organization's chapter president and advisor.

***Policy on Hazing***

Hazing is defined as any action or activity taken, or situation intentionally created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue, physical and psychological shocks; treasure hunts, scavenger hunts or road trips; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions or other obligations which interfere with scholastic purposes of the Organization; and any other activities which are not consistent with the purposes of the Organization and the Organization's Constitution, By-Laws, Standing Rules and Policies, and University Policy. All members are subject to federal, state and local laws, and rules and regulations of Vanderbilt University.

*Tennessee State Law: 49-7-123. Hazing prohibited*

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and (2) "Higher education institution" means a public or private college, community college or university.

Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

We wish you and your chapter all the best in the coming year. Good luck with intake!

Interfraternally,

Kristin Torrey  
Director

Tanner Marcantel  
Assistant Director

Liz Warner  
Graduate Assistant

**NOTICE OF MEMBERSHIP INTAKE**

The officers and members of \_\_\_\_\_ are proud to announce the  
*Fraternity or Sorority Name*

intake of new members for the \_\_\_\_\_ semester of the \_\_\_\_\_ - \_\_\_\_\_ academic year.

The following schedule outlines the Membership Activities which will comprise the Intake Process:

- Interest meeting(s) shall be held on: \_\_\_\_\_
- Selection shall conclude on: \_\_\_\_\_
- Education of aspirants/intake process begins on: \_\_\_\_\_
- Aspirants shall meet with Greek Life staff on: \_\_\_\_\_
- Aspirants will be initiated on: \_\_\_\_\_
- New Members will be presented on: \_\_\_\_\_

The person responsible for intake for the Chapter will be:

The chapter advisor supervising intake for the Chapter will be:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title in the Chapter*

\_\_\_\_\_  
*Title in the Chapter/Organization*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Email Address*

The above information is accurate and complete to the best of my knowledge. I further understand that it is my responsibility to inform the Office of Greek Life staff members of any changes to the above information immediately following the alterations.

\_\_\_\_\_  
*President's Name Printed*

\_\_\_\_\_  
*President's Signature*

\_\_\_\_\_  
*President's Phone Number*

\_\_\_\_\_  
*Grad Chapter Advisor's Name Printed*

\_\_\_\_\_  
*Grad Chapter Advisor's Signature*

\_\_\_\_\_  
*Grad Chapter Advisor's Phone Number*

## INTEREST MEETING SIGN-IN FORM

**Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Students who wish to participate in membership intake for a National Pan-Hellenic Council, Inc. fraternity or sorority must meet the minimum academic qualifications of the chapter and national organization for which they are seeking membership.

\_\_\_\_\_ requires that interested students must have a minimum grade point average of a \_\_\_\_\_ on a 4.0 scale. *Please note that student who do meet the minimum qualifications are not guaranteed membership in the organization.*

By completing and signing this form, you, the student interested in membership in an NPHC organization, consent to having the Office of Greek Life at Vanderbilt University verify your grade point average and share this information with the chapter in which you are seeking membership.

Printed Name	Phone Number	Email Address	Signature	Verified GPA (OGL use only)

As the chapter advisor, I confirm that this interest meeting was held in compliance with our national organization's procedures and guidelines.

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_









## ANTI-HAZING STATEMENT

Hazing is defined as any action or activity taken or situation intentionally created, whether on or off Fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue, physical and psychological shocks; treasure hunts, scavenger hunts or road trips; wearing publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions or other obligations which interfere with scholastic purposes of the Fraternity and the Fraternity Constitution, By-Laws, Standing Rules and Policies and University Policy

**Examples of hazing include, but are not limited to:**

- A pledge/new member activity that active members do not participate in. No pledge/new member should be involved in an activity that the active members don't do. There should be an equal number of actives and new members, and the actives must be participating in the same manner as the new members (i.e. not just sitting around watching them clean...everybody helps)
- Sleep deprivation– New member activities should not go on between 12:00 am—7:00 am
- Any activities that interfere with academics
- Physical or verbal harassment
- Any form of questioning under unnecessary pressure or in an uncomfortable position. Ex. – a new member should not be verbally abused after missing a question
- Mandatory workouts – While working out may be “healthy,” there are risks associated with making someone work out. If someone falls and breaks a leg, or passes out and hits their head, the chapter will be liable. We are not ROTC or an athletic team.
- Requiring new members to wear ridiculous costumes or perform ridiculous activities, or having them all wear the same clothing item(s)
- Silence periods of any kind
- Requiring new members to call active members Mr., Miss, etc. You should address new members and brothers exactly how your headquarters prescribes.
- Requiring new members to perform personal service to active members such as carrying books, running errands, performing maid duties, etc.
- Stealing of any kind (i.e. taking composite, furniture)
- Requiring only new members to enter through the back door
- Scavenger hunts of any kind
- Line-ups

Hazing is prohibited and any member failing to comply with this policy is subject to disciplinary action. This policy pertains to all pledge, active and alumni/ae members of the Fraternity.

All members are subject to federal, state and local laws, and rules and regulations of the institution.

\_\_\_\_\_  
Intake Chair signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Chapter President signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone #