



Guidelines for Conducting Membership Intake

This document provides the University of North Alabama fraternities/sororities, their advisors, and prospective members with information regarding the membership intake process for NPHC organizations. This process is adopted directly from the Association of Fraternity Advisors' document titled: *NPHC Membership Intake Guide*. Chapter members, chapter advisors, and the Office of Student Engagement staff will work together to ensure a successful and positive experience for all involved. These documents will remain confidential to only the chapter involved and Fraternity and Sorority Life staff.

In order for Fraternity and Sorority Life staff chapters through the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting intake at the University of North Alabama.

All documents supplied to Fraternity and Sorority Life staff are kept confidential from students, student workers and student leaders, including the respective Council Officers. They may be shared with university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the President and/or Advisor must notify Fraternity and Sorority Life staff in writing no less than five (5) business days prior to the new event time.

If you have any questions regarding the paperwork that you need to submit please contact the Assistant Director of Student Engagement for Fraternity and Sorority Life at 256-765-4248. We want you to know that your cooperation with these reporting procedures is greatly appreciated and will continue to help create a more complete fraternity and sorority experience.

Part I: Meeting and Documentation

Prior to any intake activities, the President and Intake Chairman must meet with Fraternity and Sorority Life staff. To schedule an appointment, contact us at greeklife@una.edu or by phone at **256-765-4248**. At this meeting the chapter must submit:

- Any inter/national or regional **paperwork** that needs to be **signed** by Fraternity and Sorority Life staff
- A **letter** from the Advisor, Regional or National officer must be submitted approving chapter's status i.e. *Good standing*.
- Signed copy of this document (membership intake guidelines)

Intake Activities

This includes informal and formal intake activities.

- Step 1
 - Complete documentation and meeting as indicated above
- Step 2
 - Submit the Notice of Membership Intake Form a week prior to any informational/interest meeting
 - Once submitted, this will be shared with the chapter President and Advisor to confirm accuracy
 - This will take the place of the Greek Event Registration Form
- Step 3
 - Immediately following the informational/interest meeting, the **original** sign in sheet must be submitted to Fraternity and Sorority Life staff within **48 hours**.

Note: a letter from the Advisor must be submitted stating the close of intake activities if no formal process is to continue. Please submit this letter to the Fraternity and Sorority Life staff at greeklife@una.edu.

- Step 4
 - Once Fraternity and Sorority Life staff approves aspirant(s), it is the responsibility of the Chapter President or Advisor to send an **e-mail** validating which member(s) have been voted on by the chapter to move forward with the formal intake process.
 - Email complete list of candidates to greeklife@una.edu
 - This will remain confidential between said Chapter and Fraternity and Sorority Life staff.
- Step 5
 - Chapter must distribute UNA's NPHC intake packet and new member cards to those selected to move formal with the formal intake process. Each new member must sign a New Member Agreement card and the top two copies must be returned to Fraternity and Sorority Life staff within 48 business hours of membership acceptance (i.e., once student is approved to move forward with the intake process).
- Step 6
 - Advisor must explain the University's definition of hazing and the State of Alabama's law on Hazing to all candidates (Advisors can request definitions from Fraternity and Sorority Life staff by emailing greeklife@una.edu). Advisor may choose to have Fraternity and Sorority Life staff come to a meeting to explain this (please email greeklife@una.edu to request this).
- Step 7
 - Should the chapter choose to hold a new member presentation, the chapter is expected to follow the guidelines outlined in UNA's NPHC New Member Presentation Guidelines. **New member presentation must take place within 30 days of new members being initiated into the organization. All new member presentations must take place prior to study day in the semester in which initiation occurs.**

By signing below, I understand the University of North Alabama membership intake guidelines. If the chapter fails to follow these guidelines, the chapter may be referred to student conduct.

Signatures and Date

President: _____

Membership Intake Chair: _____

Chapter Advisor: _____