



2015-2016

National Pan Hellenic Council Intake Packet

Name of Organization



NPHC Intake Packet

NPHC Intake Packets must be returned to the Office of Multicultural Student Services before holding any type of interest meeting. This entire packet must be submitted for each semester that intake activities are planned. If any changes occur during the academic year, you must notify the Office of Multicultural Student Services.

Check List

- Intake Policies and Procedures
- Organization Information
- Intake Timeline
- Calendar of Intake Activities
- National Pan Hellenic Active Member Roster
- National Pan Hellenic Registration Form
- Written Approval from Organization Representative
- Interest Meeting Attendance Form
- Academic Release Authorization and Policy Compliance Agreement
 - a. (one for each current member)

Intake Policies and Procedures

1. The organization must be fully registered with the Office of Multicultural Student Services and the Office of Student Life before being allowed to hold an interest meeting. Organizations that are establishing new chapters or reinstating inactive chapters (or being reinstated after a suspension) must provide additional items.
2. The chapter must be granted permission from their national membership officer (or designee). Written notification must be provided to the Office of Multicultural Student Services.
3. Requirements for potential members:
 - a. Current Robert Morris University student enrolled in at least 12 semester hours.
 - b. Good academic standing with at least a 2.5 cumulative GPA per NPHC Guidelines.
 - c. Completed 12 credit hours.
 - i. Keep in mind that these are Robert Morris University's requirements. Note that individual organizations may additional and more specific guidelines. It is the responsibility of the candidate to ensure that they meet all requirements.
4. Interest Meeting flyers must be approved through of the Office of Multicultural Student Services.
5. Intake start date and initiation date must occur within the same semester. All membership intake activities must be completed before the last day of class for the semester.
6. All intake meetings must be held on the campus of Robert Morris University, unless, approved, in writing, by the Director of Multicultural Student Services. There will be no meeting with the candidates without an advisor.
7. If an organization wishes to conduct a Neophyte Presentation it must take place within 14 days after the date of initiation. All presentation must take place on the campus of Robert Morris University and must take place prior to the beginning of finals week for each semester.
8. Only active and financial members in the campus chapter of the organization may participate in that organization's intake process.
 - a. No organization is allowed to have non-enrolled members participate in the process, unless they are certified members of the assigned graduate chapter.
9. There will be no pledging and there will be no physical or mental harassment. Candidates are not to perform any personal services for organization members. All activities must be in compliance with the university policies and guidelines. Organizations must be in compliance with the University's Anti-Hazing policy.
10. All members current and in the intake process must uphold the anti-hazing document that they signed.

I understand that failure to abide by the rules and regulations of Robert Morris University will result in disciplinary sanctions imposed on the chapter as well as the individuals involved.

_____	_____	_____
President of Chapter Name	Signature	Date
_____	_____	_____
On-Campus Advisor Name	Signature	Date
_____	_____	_____
Off- Campus Advisor Name	Signature	Date

Organization Information

Organization Name:	
Chapter Name:	Chapter Founding Date:

On-Campus Advisor Information

Name:	Title:
Primary Phone:	Email:

Sponsoring Alumni Chapter Information

Chapter Name:		
Chapter Address:		
City:	State:	Zip Code:
Chapter President's Name:		
Off-Campus Advisor's Name:		
Advisor's Address:		
City:	State:	Zip Code:
Advisor's Primary Phone:	Advisor Email:	

Senior Regional Officer Information (If Applicable)

Name:	Title:
Primary Phone:	Email:

Senior National officer for New Membership Information

Name:	Title:
Primary Phone:	Email:

Intake Timeline

Organizations must declare the membership window for each semester in which intake takes place. All intake windows must be approved by the organization's senior regional or national membership intake officer. Any deviations from the dates and times declared on this form must be reported to the Office of Multicultural Student Services prior to those deviations taking place. Please note that approval of this form does not approve applicants for membership; each individual candidate must be cleared through the Office in order to participate in any membership intake activities (other than the interest meeting). Once members are initiated into the organization, all names of new members must be submitted to the Office of Multicultural Student Services with two (2) days.

Interest Meeting

Location:	
Date:	Time:

Intake Period

Start Date:	End Date:
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Please also include in this packet, to the best of your ability, a calendar of intake activities. This calendar should be turned in, and the intake process will not be approved without said calendar. If dates or times must change, please email the Office to declare changes. No off campus intake activities are permitted, unless, in a written form, they are provided to the Office. Upon the approval, those events may occur.

_____	_____	_____
Intake Coordinator Name	Signature	Date
_____	_____	_____
Chapter President Name	Signature	Date
_____	_____	_____
Off- Campus Advisor Name	Signature	Date
_____	_____	_____
On- Campus Advisor Name	Signature	Date

**Robert Morris University
Office of Student Life**

**FRATERNITY/SORORITY MEMBERSHIP
ACADEMIC RELEASE AUTHORIZATION AND POLICY COMPLIANCE AGREEMENT**

The Family Education Rights and Privacy Act of 1974 prohibits the release of personally identifiable information from the students' education records without their prior written authorization. Exceptions to this policy are limited to:

- (1) release of such information to a specific list of officials with a legitimate educational interest in the record, (2) the release of such information in response to a court order, health or safety emergency, or approved research project, or (3) the release of public directory information which has not been previously restricted by the student.

Fraternity or Sorority (state full name): _____

Name (*last, first, middle*): _____

Date of Birth: _____ RMU Student ID #: _____

Semester Affiliated/Pledged: _____ Check One: New Member Active Transfer Member

ACADEMIC GRADE RELEASE AUTHORIZATION

I have accepted membership in the organization mentioned above and hereby consent to the release of the following information to the indicated offices:

Records to be Disclosed: Semester grade point average and cumulative grade point average and any other records as authorized to the Office of Student Life.

Parties to Whom the Records May Be Disclosed:

Chapter President, Scholarship or Academic Chair, Faculty/Staff Advisors, Alumni/ae Advisors, Inter/National Headquarters, and the Office of Student Life.

Purpose of Disclosure: For use in chapter academic and scholarship statistics, educational programming, awards recognition, and verification of minimum academic standards.

Length of Disclosure: This authorization shall remain in effect as long as I remain a member of the organization and I am enrolled at Robert Morris University, unless I submit a written revocation of this authorization to the Office of Student Life.

Initial: _____

HAZING POLICY COMPLIANCE AGREEMENT

I agree to comply with the following statements: (initial each statement)

Initial: _____ 1) I have received, read, and fully understand the Robert Morris University Hazing Policy and the Commonwealth of Pennsylvania Hazing Law (attached).

Initial: _____ 2) I have read and fully understand the national hazing policy of the organization of which I am seeking membership or which I am already a member.

Initial: _____ 3) I understand that hazing puts me and my organization at risk and I agree to comply with these policies and to report any hazing of which I am aware.

Initial: _____ 4) I understand that hazing practices are not only harmful, but also have no place in Greek-letter organizations. I will not allow myself to be hazed nor will I tolerate the hazing or harassment of any fellow members.

Initial: _____ 5) I pledge that I will work to eliminate all forms of hazing practices found within my fraternity or sorority chapter, as well as to uphold all other rules and regulations of the University and/or the inter/national organization.

STATEMENT OF NON-DISCRIMINATION

I support the principles contained in the following statement of non-discrimination of Robert Morris University. I understand that my membership in a single-sex fraternity or sorority does not mean or suggest that I am not in support of the University's non-discrimination policy:

It is the policy of Robert Morris University to provide equal opportunity in all educational programs and activities, admissions of students and condition of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, national origin and/or sexual preference.

Initial: _____

CODE OF STUDENT CONDUCT COMPLIANCE STATEMENT

I agree to comply with the following Code of Student Conduct statement:

I agree to abide by the Robert Morris University Code of Student Conduct. More specifically, I understand that I am representing my fraternity or sorority at all times, and that I have an obligation to conduct myself in an appropriate manner at all times by following University policies, and the laws of the Commonwealth of Pennsylvania. I agree – when deemed appropriate by the Dean of Students – that my Code of Student Conduct violations can be shared with my inter/national headquarters.

Initial: _____

CHAPTER POLICY COMPLIANCE AGREEMENT

I agree to comply with the following statements: (initial each statement)

Initial: _____ 1) I agree to meet all of my financial obligations to my fraternity or sorority by paying all dues, chapter fees, and all other fees on time as directed by the chapter.

Initial: _____ 2) I agree to represent my fraternity or sorority in a positive manner at all times by not engaging in inappropriate activities on or off campus that are in violation or contrary to the policies, procedures, codes, and/or expectations established by my inter/national organization.

Initial: _____ 3) I agree to live in my chapter suite, when required by the chapter, in order to keep the chapter eligible for a student organization suite, and to follow all organization and university established policies and procedures that govern chapter suite living at all times.

Initial: _____ 4) I agree to follow the directions, decision, policies, procedures, etc. established by the elected officers of my chapter and my national organization at all times.

CONFIRMATION

PRINT NAME: _____

DATE: _____

SIGNATURE: _____

SIGNATURE OF CHAPTER PRESIDENT: _____

ROBERT MORRIS UNIVERSITY HAZING POLICY

No club, organization, team, student, employee or alumni shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the campus; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, ritual or policy or the regulations and policies of Robert Morris University or applicable Pennsylvania or federal law.

COMMONWEALTH OF PENNSYLVANIA HAZING LAW

Section 2. Definitions.

The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"Hazing." Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

"Institution of higher education" or "institution." Any public or private institution within this Commonwealth authorized to grant an associate degree or higher academic degree.

Section 3. Hazing prohibited.

Any person who causes or participates in hazing commits a misdemeanor of the third degree.

Section 4. Enforcement by institution.

- (a) Antihazing policy. Each institution shall adopt a written antihazing policy and, pursuant to that policy, shall adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by the institution from engaging in any activity which can be described as hazing.
- (b) Enforcement and penalties.
 - (1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.
 - (2) Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines and the imposition of probation, suspension or dismissal.
 - (3) In the case of an organization which authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.
 - (4) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section 3 or any of the criminal laws of this State or for violation of any other institutional rule to which the violator may be subject.
 - (5) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.