



BETHUNE COOKMAN UNIVERSITY

OFFICE OF GREEK LIFE

POLICY AND PROCEDURES ON

MEMBERSHIP INTAKE

NATIONAL PAN-HELLENIC COUNCIL (NPHC)

**SERVICE & PROFESSIONAL ORGANIZATIONS
ADVISORY COUNCIL (SPOAC)**

Dear NPHC and SPOAC Member Chapters:

The Office of Greek Life at Bethune-Cookman University welcomes you back for another exciting year at our Great institution. It has been our effort to encourage development for our Greek organizations while also ensuring the safety and well being of our students, the community and the University's reputation.

It is our goal to be more knowledgeable about the membership intake processes of the chapter members of the Greek System at B-CU. The preventative measures we are taking will help secure a safe and open Greek community. We are **REQUIRING** that each Greek Letter Organization conducting membership intake or informational events keep the office informed of **ALL** membership recruitment and intake activity.

To facilitate this requirement the office has created a series of forms to help ensure the privacy of each of our member chapters, the candidates for membership, and that all applicable University, inter(national) headquarters, local and state laws are followed. Please read over this packet of information, complete all necessary forms, and return to the Office of Greek Life. These forms will be required before **ANY** membership recruitment or intake activities may take place.

If you have any questions or need clarification on any of these forms please feel free to contact me in at 481-2020. Your cooperation and support with this matter will be integral to our future Greek community success.

Sincerely,

Franklin E. Patterson
Coodinator of Greek Life



BETHUNE COOKMAN UNIVERSITY

OFFICE OF GREEK LIFE

Guidelines for Membership Intake

The purpose of this document is to provide the fraternities and sororities of the B-CU fraternity/sorority community, their advisors, and prospective members with a source of information regarding Membership Intake. Chapter Advisors, Office of Student Affairs, and Office of Greek Life will work together to ensure a successful and positive experience for all involved.

In order for Greek 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 B-CU.

Meetings and Documentation:

I. Prior to any intake activities, at least one chapter member, preferably the Chapter President or Intake Chair will submit/provide to the Office of Greek Life the following:

- A. Any national or regional paperwork that needs to be signed by Greek Life Coordinator
- B. Notice of Membership Intake (attached)
- C. Anti-Hazing Compliance form (attached)
- D. Any additional dates pertinent to a specific organization

II. Verification of Aspirants: All chapters conducting intake must submit a Verification of Aspirants form (attached). The Verification of Aspirants form must be submitted prior to the start date of the official process/education of aspirants listed on the Notice of Membership Intake. This form is the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership.

III. Chapter Membership Roster Update: At the conclusion of the intake process (after initiation), an updated Membership Roster must be turned in to the Greek Life to reflect any changes in membership since the Verification of Aspirants Form was submitted.

All documents supplied to the Office of Greek Life are kept confidential from students or student leaders, including the council officers. They may be shared with university officials and organization staff as needed. In the event that any dates and times need to be changed on the calendars of events, chapter members must notify the Coordinator of Greek Life in writing no less than two business days prior to the new event time.

Without the submission of this paperwork intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Coordinator of Greek Life, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and the chapter subject to fines and/or suspension. These sanctions will be administered appropriately at the discretion of the Coordinator of Greek Life and Office of Student Affairs.

NATIONAL PANHELLENIC COUNCIL – SERVICE AND PROFESSIONAL ADVISORY COUNCIL

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

Presentation of New Members:

- A. Presentation of new members must take place no more than two weeks after the members have been initiated into the organization.
- B. B-CU Campus Activity policies must be adhered to when scheduling a “show”
- C. Presentation ‘shows’ are limited to two hours.
- D. Vulgarity and profanity will not be tolerated.
- E. No explicit or revealing attire.
- F. No alcoholic beverages will be permitted.
- G. 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.)
- H. In the event of a fight during the presentation, then those fighting will be immediately referred to the Office of Student Affairs. If a member of the presenting organization is involved, the presentation “show” will be stopped immediately.. If event attendants are involved, Campus Safety and Daytona Beach Police will also determine if the presentation will continue.
- I. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters’ show, talking over the presenting organization, chanting and drawing attention to, etc.
- J. The presenting organization will be responsible for ensuring the site used is left in its original state after use.

Hazing:

See the B-CU Anti-Hazing Policy (attached).

Violations:

Violations of the intake process may result in fines, probation and/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 Coordinator of Greek Life and the Office of Student Affairs.

Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake process or any other rules set forth by the Office of Greek Life, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Coordinator of Greek Life and the Office of Student Affairs and will be a time of no less than one semester. Chapters who have been assessed a fine will be placed on automatic restrictive status until paid in full.

Fines and sanctions are in effect, but are not limited to the following:

- I. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
 - a. First Offense - \$250 fine
 - b. Second Offense – Probation and \$350 fine
 - c. Third Offense – Suspension and \$500 fine
- II. Holding membership intake without conforming to the Intake Guidelines set by the Office of Greek Life and/or respective organization national headquarters.
 - a. First Offense – Suspension for no less than one year and \$1000 fine
 - b. Second Offense – Suspension of no less than three years and \$1000 fine
 - c. Third Offense – Expulsion of Chapter from Bethune-Cookman University
- III. Hazing: Any violations of the B-CU Anti-Hazing Policy or the State of Florida Laws
 - a. First Offense – Suspension up to five years and \$2500 fine (All previous disciplinary actions will be taken into account upon making a decision)
 - b. Second Offense – Expulsion of Chapter from Bethune-Cookman University

NATIONAL PANHELLENIC COUNCIL – SERVICE AND PROFESSIONAL ADVISORY COUNCIL

A B Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

- IV. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by Office of Greek Life and Office of Student Affairs.
 - a. Charter Revoked from Bethune-Cookman University
- V. Failure to adhere to the Presentation of New Members section in this document.
 - a. Fighting - \$1000 fine and/or suspension
 - b. Disruptions by Other Organizations -\$500 fine
 - c. Bashing another Organization during Presentation Show - \$250 fine
 - d. Vulgarity and Profanity -\$250 fine
 - e. Explicit or Revealing Attire - \$250 fine
 - f. Physical abuse - \$500 fine
 - g. Not cleaning venue - \$250

Students found responsible for hazing will be subject to penalties outlined in the General Statutes of the State of Florida, the B-CU Office of Student Affairs, as well as any sanctions outlined by the national organization.

Appeals:

Appeals of sanctions given by the Office of Greek Life are given in writing to the Vice President for Student Affairs.



BETHUNE COOKMAN UNIVERSITY
OFFICE OF GREEK LIFE

NOTICE OF MEMBERSHIP INTAKE

The officers and members of _____ are proud to announce the intake of new members for the Fall/Spring (circle one) semester of _____

Interest Meeting(s) will be held on _____

Education of aspirants/Intake process begins on _____

and will be held On Campus

Aspirants will be initiated on _____

New Members will be presented on _____

The member in charge of intake for the chapter will be:

The advisor who will be supervising intake for the chapter will be:

Name

Name

Title in Chapter

Title in Chapter

_____(h)_____(c)
Phone Number/s

_____(h)_____(c)
Phone Number/s

The above information is accurate and correct to the best of my knowledge.

President Printed Name

President Signature

President Phone

Chapter Advisor Printed Name

Chapter Advisor Signature

Chapter Advisor Phone

****A DETAILED CALENDAR OF EVENTS (WHICH MUST INCLUDE BUT NOT LIMITED TO ALL DATES OF MEETINGS, PLACES AND TIMES) MUST ACCOMPANY THIS FORM****



BETHUNE COOKMAN UNIVERSITY
OFFICE OF GREEK LIFE

ANTI-HAZING COMPLIANCE

We certify that all activities sponsored or required by our fraternity/sorority members or aspirant members comply with the B-CU Anti-Hazing Policy, and with the State of Florida Law. We have informed the aspirant members of our fraternity/sorority of the contents of the B-CU Anti-Hazing Policy (see attached). This policy will be read to aspirant members at the beginning of each semester’s intake process. We understand that failure to uphold the B-CU Anti-Hazing Policy as stated in the B-CU Student Handbook will result in referral to the Coordinator of Greek Life for violation of the B-CU Anti-Hazing Policy. We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether graduate status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to Office of Student Affairs. Our signatures below certify that we have read, understand, and agree to abide by the B-CU Anti-Hazing Policy.

Fraternity/Sorority Name

Individual Chapter Designation

Signature of the Chapter President

Signature of the Intake Chair

___/___/___
Date

___/___/___
Date

Signature of the Chapter Advisor

Signature of the Chapter Advisor

___/___/___
Date

___/___/___
Date



BETHUNE COOKMAN UNIVERSITY
OFFICE OF GREEK LIFE

VERIFICATION OF ASPIRANTS

Organization / Chapter _____ / _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional/national representative(s).

 Total Number of Candidates

 Signature - Chapter President

 Signature – Chapter Advisor

Aspirant's Printed Name	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit B-CU to release academic information about me to my sorority/fraternity. I understand that this waiver will be in effect until I graduate.	B-CU ID #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

NATIONAL PANHELLENIC COUNCIL – SERVICE AND PROFESSIONAL ADVISORY COUNCIL

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

BETHUNE-COOKMAN UNIVERSITY

**Office of Greek Life
Permission To Release Non-Public Information &
Non-Hazing Compliance Form**

The Family and Educational Rights and Privacy Act of 1974 (as amended in December 1974) provides that the release of educational records (or personally identifiable information therein, except for public directory information) without the written consent of the student will not be made.

In order that Bethune-Cookman University may comply with the law, please provide the information requested below and sign the request form.

Name: _____ **Student ID Number:** _____
First Middle Last

Campus Address: _____
Number Street City State ZIP

Campus Phone Number: _____ **Email:** _____

Permanent Address: _____
Number Street City State ZIP

Permanent Phone Number: _____

Information to be released: Individual GPA and Greek Affiliation to individual chapter Presidents, chapter faculty or staff advisor and national organization.

I agree to release my academic information to the Office of Greek Life for the purpose of local and national chapter grade point verification of a cumulative GPA of 2.7 (NPHC) or 2.65 (SPOAC) on a 4.0 scale. This information will be used at initial affiliation and for future grade point verification.

Student Signature: _____ **Date:** _____

Bethune-Cookman University is an institution of advance academic study. The Student Code states, in Section 221.00: Hazing: The University prohibits any student, acting alone or with others, to conspire to engage in hazing or to participate in hazing. Hazing is defined as any action taken or situation created, whether on or off campus, for the purpose of initiation or affiliation with any organization or team which jeopardizes the physical and/or mental well being of any individual, or is, presumably, an illegal activity.

Freedom from humility and danger of hazing is guaranteed to every student on this campus. This policy includes individuals as well as whole chapters. Any violation of this policy should be reported immediately to the Office of Greek Life, in which the situation will be referred to the appropriate judicial body and appropriate action will be taken.

As a fraternity/sorority new member, I pledge that I will work to eliminate all forms of hazing practices found within my chapter as well as to uphold all other rules and regulations of Bethune-Cookman University.

Student Signature

President Signature

Chapter Advisor Signature

Intake Chair Signature

Greek Life Privacy Statement

To protect the interests, privacy and confidentiality of the member chapter of the NPHC and SPOAC the Office of Greek Life GUARANTEES all documents submitted will be kept confidential. No one other than the Coordinator of Greek Life, Vice President for Student Affairs, and the chapter advisors will have access to these forms.

All membership intake forms will be stored by the office for a minimum period of twenty four (24) months. Access to these documents will be denied to all parties except chapter advisors, and-or representatives from the (inter)national headquarters. All inquires about these documents are to be referred to the chapter president and/or chapter advisors.

Greek Life Policy on Hazing

The Chad Meredith Act

The Chad Meredith Act became law in Florida effective July 1, 2005. The law resulted from the drowning of University of Miami student Chad Meredith on November 5, 2001. Persons convicted of felony or misdemeanor hazing are subject to imprisonment.

Statement on Hazing

Bethune-Cookman University has always denounced acts of brutality and hazing during the intake process, and this statement serves to reaffirm that long-standing commitment... ***HAZING IS STRICTLY FORBIDDEN!***

For the guidance of all campus chapters authorized to conduct intake periods, the definition of hazing is as follows:

“Hazing” is any action taken or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the University. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

In addition, late work sessions which interfere with scholastic activities, and any other activities which are not consistent with policies of Bethune-Cookman University or which violate local, state or federal laws, are expressly forbidden. Anyone violating this policy will be subject to disciplinary action, and may also face criminal prosecution.

Cognizance and understanding of the above definition and the use of common sense in the carrying out of intake activities should be sufficient to guide campus chapters to avoid hazing violations. A good rule of thumb is: “IF IN DOUBT, LEAVE IT OUT”.

Chapter members and advisors are responsible to see that the intake process follows steps prescribed by their respective national offices, within B-CU guidelines. No chapter or member is “*above the law*”.

All participants should be urged to remember that the intake process is designed to prepare new “sisters” and “brothers”, and hazing has no place in this important process.