



Membership Intake/Rush
Policies and Procedures

National Pan-Hellenic Council
Multicultural Greek Council

November 19, 2002

Dear NPHC and MGC Chapters:

The Greek Life Office at the University of Texas at Arlington welcomes you back to another exciting semester! It has been our effort to encourage development for our Greek organizations require equal reporting while also ensuring the safety and well being of our students, other Greek organizations, local community, and the University's reputation. This program will be effective beginning Spring 2003 and will be available for review and revision each semester as needed.

It is our goal to be more knowledgeable about the membership intake processes of the chapter members of the NPHC and MGC. The measures we are taking will help secure a safe, open, and equal Greek community. We are **REQUIRING** that each Greek-letter organization conducting membership intake will keep the office informed **ALL** membership recruitment and intake activity each semester.

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

If you have any questions or need clarification on any of these forms, please feel free to contact me at 817.272.2963 or ewade@uta.edu. Your cooperation and support with this matter will be integral to our future Greek community success.

Sincerely,

Elizabeth Wade
Student Activities – Assistant Director

CC: Chapter Advisors
National Headquarters
Mardie Sorensen
Dr. Kent Gardner
Fred Henry



UTA Greek Life Privacy Statement

To protect the interests, privacy, and confidentiality of the member chapters of the NPHC and MGC, the Greek Life Office GUARANTEES all documents submitted will be kept confidential. No one other than the Greek Life Advisor and the respective National Headquarter, Chapter President, and advisor will have access to these forms. All membership intake forms will be stored for a minimum period of twenty-four (24) months. Access to these documents will be denied to all parties except to the above listed parties.



4/9/2003

Greek Life Office Hazing Policy

The University of Texas at Arlington requires that no fraternity, sorority, student organization, or athletic team shall allow any of its' associates, potential new members, new members, members, or others to participate in any pre-initiation ceremony or practice which involves mental or physical exhaustion or abuse, or would in any way interfere with the student's mental or physical ability to perform their work at UTA. These rites must not reflect unfavorably upon the fraternity, sorority, student organization, athletic team, or the University, or be of a dangerous, rude, or demeaning nature.

Also refer to Summary of Section 51.936 of *Texas Education Code*



4/9/2003

Membership Intake/Rush Procedure

To ensure that all member chapters of NPHC and MGC are following proper membership intake procedure all forms must be completed in a timely manner. Here is an outline of the due dates for documents related to membership intake.

1. Before **ANY** Membership Intake/Rush Activities can be planned:
The chapter must select a Membership Intake/Rush Coordinator; have that member complete the proper forms along with the chapter president, advisor, and Greek Life Advisor.
2. After selection of Membership Intake/Rush Coordinator:
Complete form on membership intake plan and return it to the Greek Life Office. This form must cover all proposed Informational/interest sessions and other recruitment based activities. If no membership intake/rush is planned, then the forms **DO NOT NEED TO BE COMPLETED**. These forms should be completed and submitted to the UTA Greek Life Office 24 hours **PRIOR** to any membership/rush/intake activities taking place.
3. After recruitment/intake events:
Return copies of information/interest session sign-in forms and green cards no later than 48 hours after the event.

Non-adherence to these policies can lead to suspension or loss of organizational privileges as determined by the NPHC/MGC UTA Council Advisor and/or the Greek Life Office.



4/9/2003

Membership Intake/Rush Coordinator Agreement

I certify that I have read in full **ALL** of the materials accompanying this document, pertinent University policies, and other relevant information from my (inter)national organization regarding policies and procedures surrounding membership intake.

I will educate my chapter of all the regulations of membership intake and will keep the Greek Life Office informed on all membership intake activities of my chapter.

Semester (circle appropriate) Fall / Spring Date form was completed: _____

Affiliation/Chapter: _____

Signature Chapter President Print Name

Signature Chapter Membership Intake/Rush Coordinator Print Name

Signature Chapter Advisor Print Name

Signature Greek Life Advisor Print Name



Chapter Information

DUE 24 hours prior to the 1st Information/Interest session or activity

Semester: _____

Chapter: _____

Chapter President: _____

Chapter Advisor: _____

Membership Intake/Rush Activities

Planned Information/Interest Sessions:

Date

Time

Location

Planned Dates for formal Membership Intake/Rush:

Start date: _____ End date: _____

Due Date(s) of Membership Applications: _____

Date(s) of Potential Member Interviews: _____

Date members will be initiated/crossover: _____

Date members will probate: _____

*** The dates above may be approximate. If no definite date has been established, an approximate time frame is appropriate. HOWEVER, as soon as dates have been approved/established, the forms should be updated and re-submitted***



4/9/2003

Information/Interest Session Sign-In Form

Form and completed Student Information cards due no later than **48 hours** after event

You will be provided several copies of this form for individuals to sign in on at the event

Chapter: _____

Date: _____ Time: _____ Location: _____

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Students wishing to participate in Membership Intake/Rush at the University of Texas at Arlington must have at least a 2.0 cumulative GPA (**this is only UTA's requirement, individual organizations requirements may vary depending on their policies**) on a 4.0 scale and complete the green Student Information card.

By signing in at this event, you are indicating that you have read and fully understand the above stated Hazing and Academic Policy.

Interested Students

Name

Phone

E-mail
