



# Fraternity and Sorority Life

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A&M-COMMERCE

## Fraternity and Sorority Life

National Pan-Hellenic Council, Incorporated  
Multicultural Greek Council

### Member Organizations New Member Intake Policy & Procedures Spring 2019

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## Spring 2019 Intake Dates to Remember

Dates for Everyone	Dates for NPHC	Dates for MGC
<b>Monday, 1/14 at 8 AM</b> Intake Opens	<b>Thursday, 1/24 at 6 PM</b> Ambition A& B NPHC 101	<b>Tuesday, 1/29 at 6 PM</b> Visions MGC 101
<b>Monday, 2/18 at 5 PM</b> Notice of Membership Intake, Hazing Policy Acknowledgement, and Informational Schedule, Membership Intake Violations Guidelines	<b>Thursday, 1/24 at 7 p.m.</b> Meet the NPHC Greeks	<b>Thursday, 1/31 at 6 PM</b> Visions MGC 101
<b>Within 24 Hours of Informational/Awareness</b> Submit List of Attendees	<b>Tuesday, 2/12 at 6 p.m.</b> Traditions NPHC 101	<b>Monday, 2/4 at 6 PM</b> Visions MGC 101
<b>Friday, 2/28 at 5 PM</b> Informational/Awareness Deadline	<b>Wednesday, 2/13 at 6 p.m.</b> Pride NPHC 101	<b>Wednesday, 2/6 at 6 PM</b> Visions MGC 101
<b>Within 48 Hours of Last Informational/Awareness</b> Intake Schedule	<b>Wednesday, 2/27 at 6 p.m.</b> Pride NPHC 101	
<b>48 Prior to Intake Start</b> List of Aspirants and Academic Records Release, TAMUC FSL Hazing Policy	<b>Thursday, 2/28 at 6 p.m.</b> Traditions NPHC 101	
<b>10 Days Prior to Showcase/Presentation</b> Showcase Event Registration Probate & Presentation of Members Policies and Guidelines *4/12 at 5 PM is the latest if show is 4/26		
<b>24 Hours Prior to Showcase/Presentation</b> New Initiates Roster		
<b>Friday, 4/26 at 11:59 PM</b> Intake Closes		



## Intake Policy

### Intake Window

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a window as defined by TAMUC Office of Fraternity and Sorority Life each fall and spring semester. **The exact dates for this window for spring 2019 will be Monday, January 14<sup>th</sup> – Friday, April 26<sup>th</sup>.**

### Intake Steps

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a specified window as defined by TAMUC Office of Fraternity and Sorority Life each semester. All forms are due on their respective dates to the MGC/NPHC Advisor for review and approval to ensure organizations have fully completed the intake packet.

- A. Submit any national or regional paperwork that needs to be signed by the Fraternity & Sorority Life Office
  - Within 48 hours of first informational/awareness
- B. Submit complete list of persons who attended any informational/awareness (attached) signed by President, Membership Intake Coordinator and chapter advisor.
  - Within 24 hours after meeting time
- C. Submit a complete list of all condoned, initiated or encouraged events, functions and meetings prior to and during the intake process (Form C of the Intake Plan.) Include formal initiation.
- D. Submit completed Academic Release Form (attached)
  - 48 hours prior MIP. All aspirants must be verified in academic good standing prior to beginning the process.
- E. Submit complete list of persons who have been selected to participate in New Member Education process and period (Form D of the Intake Plan)
  - 48 hours MIP Schedule/Roster
- F. Submit notice of new member presentation (Form E of Intake Plan)
  - Due 10 business days before event
- G. Submit a signed copy of the Probates and Presentation of Members: Policies and Guidelines (Form F of the Intake Plan)
  - Due 10 business days before event
- H. Submit a complete list of persons who have been initiated or have successfully completed the New Member Education Period (Form G of Intake Plan)
  - List should be submitted 24 hours before New Member Presentation

**All documents supplied to Fraternity & Sorority Life are kept confidential according to FERPA (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). Potential candidates are required to have a judicial review, along with their grades verified by Fraternity & Sorority Life, prior to being extended an invitation to participate in the membership intake process.**

**Should any dates and times need to be changed for intake, the chapter president or chapter member in charge of intake must notify the Office of Fraternity & Sorority Life (in writing) no less than 5 business days prior to the new event time.**



## TAMUC Candidate Intake Requirements

**All candidates for membership intake must possess ALL of the following requirements to participate:**

1. Full-time student at TAMUC
2. Have achieved a minimum **Cumulative GPA of 2.5**
3. Have attended and MGC or NPHC 101 workshop
4. Must be in good standing with the Office of Students Rights and Responsibilities as outlined by Student Guidebook

### **Spring 2019 NPHC 101 Dates:**

- Monday, January 24
- Tuesday, February 12
- Wednesday, February 13
- Wednesday, February 27
- Thursday, February 28

### **Spring 2019 MGC 101 Dates:**

- Tuesday, January 29
- Thursday, January 31
- Monday, February 4
- Wednesday, February 6

Any exceptions of the above guidelines are at the sole discretion of TAMUC Office of Fraternity and Sorority Life. All requests will be reviewed and evaluated individually.

**Failure to follow the letter and spirit of any of the aforementioned policies will result in the suspension of intake and possible organizational and individual sanctions by Texas A&M University – Commerce.**



## Notice of Membership Intake

**Due no later than Monday February 18<sup>th</sup> by 5 p.m. to FSL Office.**

Please complete the following forms. Failure to fully complete and return the following forms by the designated deadline will result in loss of intake privileges for the current semester.

### Fraternity/Sorority Name

\_\_\_\_\_

### Chapter Advisor Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### State and/or Regional Director Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Chapter President Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Member Coordinating Membership Intake Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



## Notice of Membership Intake

**Due no later than Monday, February 18<sup>th</sup> by 5 p.m. to FSL Office.**

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

Date of Interest Meeting(s):

Time(s) and Location(s):

Date of Conclusion of Selection:

Time and Location:

Date of Education of Aspirants/Intake Process to Begin:

Time and Location:

Name of Collegiate in Charge of Intake:

Email and Phone Number:

Name of Advisor Supervising Intake:

Email and Phone Number:

Without the submission of the required paperwork, intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the TAMUC Office of Fraternity & Sorority Life, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and the chapter may be placed on immediate cease and desist by the TAMUC Office of Fraternity & Sorority Life, and subject to investigation by the Associate Dean for Campus Life & Student Development. In addition, the regional and national leadership of the fraternity/sorority will be notified. These sanctions will be administered appropriately at the discretion of the TAMUC Office of Fraternity & Sorority Life and/or, if applicable, the Associate Dean for Campus Life & Student Development.

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

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

Date: \_\_\_\_\_

MIP's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

FSL Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **TAMUC Office of Fraternity & Sorority Life Anti-Hazing Policy**

We certify that ALL activities sponsored or required by our national fraternity/sorority members or pledges/associate members comply with the Texas A&M University–Commerce Anti-Hazing Policy, as found on pg. 52 of the Student Guidebook, and with the State of Texas. (Student Guidebook can be found here:

<http://web.tamu-commerce.edu/studentLife/documents/studentGuidebook.pdf>)

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of the Texas A&M University - Commerce Anti-Hazing Policy. This policy will be read to the aspirants at the beginning of each semester’s new member education process.

We understand that failure to uphold the Texas A&M University - Commerce Anti-Hazing Policy will result in referral to the Assistant Dean of Campus Life & Student Development for an organizational violation of the Texas A&M University-Commerce Anti-Hazing Policy (i.e. the fraternity/sorority will face charges), and /or referral to the Assistant Dean of Campus Life & Student Development for an individual violation of the Texas A&M University-Commerce Anti-Hazing Policy (i.e. the individuals within the fraternity/sorority who haze or have knowledge of hazing will face charges).

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving your approval to haze. We understand our responsibility to not allow members of our organization, whether grad status or affiliated at another institution of higher education, to haze our new members/aspirants. Failure to report any such activity of which you become aware may cause personal referral to the Dean of Students.

\_\_\_\_\_  
Name of Fraternity/Sorority

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Signature of Chapter President

\_\_\_\_\_  
Signature of Intake Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Intake Plan: Hazing Policy Acknowledgement

Due no later than Monday February 18<sup>th</sup> by 5 p.m. to FSL Office.

**ALL CURRENT CHAPTER MEMBERS MUST SIGN**

My signature below affirms I have read and agree to Texas A&M University-Commerce hazing policy. I further affirm I understand my individual conduct or conduct I give consent to can result in individual sanctions and/or organizational sanctions.

Last Name	First Name	Signature	CWID
Smith	Jane	Jane Smith	25345678

**Our signatures below certify that we have read, understand and agree to abide by the Texas A&M University-Commerce Anti-Hazing Policy.**

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intake Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_





Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Intake Plan: Informational Schedule

**Due no later than Monday February 18<sup>th</sup> by 5 p.m. to FSL Office.**

This list is to be inclusive of all Informational/Awareness Meetings. All informational/awareness sessions must be completed prior to Thursday, 2/28 at 5 PM. Exceptions will be made at the discretion of the NPHC or MGC Advisors.

**Fraternity/Sorority Name**

\_\_\_\_\_

Event	Location	Event Coordinator/s	Date and Time	Activity
<b>OPEN INFORMATIONAL SESSIONS</b>	RSC Integrity	Phillip Yates: Membership Chair Ricky Smith: Grad Advisor	8/26/28 7-8 p.m.	History Information, Requirements, Meet and Greet
<b>CLOSED SESSIONS (if applicable)</b>	RSC Integrity	Phillip Yates: Membership Chair Ricky Smith: Grad Advisor	9/15/18 7-8 p.m.	Applications dues, Interviews, chapter voting

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intake Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Statement of Membership Intake and Recruitment Violation Probation Guidelines

Organizations that have violated the membership intake/recruitment policies and procedures must adhere to the following guidelines to continue to be recognized as a Greek-lettered organization on the Texas A&M University-Commerce campus:

1. When an organization is placed on probation for violating any part of the intake/recruitment procedures, there will be no membership intake or recruitment permitted immediately upon being placed on probation up through the following semester after which the violation occurred. Please note that summer intake/recruitment is not permitted (i.e. probation for violations that occur in the Spring, would last through the Fall semester).
2. The organization must complete one philanthropy or service project that will raise money to benefit a charity selected by the organization.
3. The organization may have no social events during the probation period.
4. The organization must collaborate with at least one Greek-lettered organization outside of its member council on an educational program for the campus community.
5. The organization must complete a minimum of five community service hours per member in the chapter. Hours can be completed as individual members or as a chapter. (i.e. a chapter of 5 must have 25 total chapter service hours during the probation period).
6. The organization must dedicate one chapter meeting to discuss risk management and intake/recruitment with a member(s) of the Fraternity & Sorority Life Advisory Team.
7. Each member of the chapter must be in good standing with A&M-Commerce and the Office of Fraternity & Sorority Life upon completion of the probationary period to be active the following semester.

At the end of the probationary period, the chapter will be assessed by the Fraternity & Sorority Life Advisory Team to ensure completion of the above standards. It will then be decided if the organization would be removed from probation and could therefore move forward with intake/recruitment for the following semester. If removed from probation, the chapter must follow the procedures for membership intake without violation or will be subject to additional sanctions up to and including chapter suspension. Please note that any chapter on probation will still be required to obtain eight active members in semester following the probation period. If a chapter is completing expansion or reorganizing, they must continue to follow the guidelines stated in the expansion policy and will be given one full semester to complete expansion/reorganizing standards after being removed from probation.

**By signing below, we are acknowledging the above policy and agree to abide by the guidelines, should a violation occur.**

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intake Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Informational Attendance Rosters

A new form must be submitted for **each** informational/awareness meeting. Individuals planning to go through the intake process must attend the organizational informational/awareness meeting during the semester of intake.

**DUE: 24 hours after each Informational to FSL Office**

Event: \_\_\_\_\_ Location: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Last Name	First Name	Signature	CWID
Smith	Courtney	Courtney Smith	54893657

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intake Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Intake Schedule

Must be turned in with Aspirants List

Organization: \_\_\_\_\_

**Due: 48 hours after final official Informational to FSL Office.**

**PLEASE LIST IN DETAIL ANY AND ALL INTAKE EVENTS OR INTAKE RELATED EVENTS**

This list is to be inclusive of all condoned, initiated, or encouraged events, functions, and meetings prior to and during the intake process. Please include formal initiation. Please include dates, times, location of any post initiation exhibition show practices and dates ("New Member Step Exhibitions" etc.)

Date	Function	Activity	Location	Time: From - To
10/1/18	Educational Session #1	Organization History	RSC Integrity	6-10pm
10/3/18	Educational Session #2	Chapter History, Officers and Duties	RSC Integrity	6-10pm
10/12/18	Ritual #2	Final Initiation	BA	1-4pm
10/23/18	Presentation Practice	Practice	Ferguson Aud.	6-9pm
11/1/18	New Member Showcase	Showcase	Ferguson Aud.	7:02-9:02pm

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intake Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Fraternity and Sorority Life

A&M-COMMERCE

## List of Aspirants

Must be turned in with Intake Schedule. Each Aspirant must complete Academic Records Release.

Organization: \_\_\_\_\_

Due: 48 hours after final Official Informational to Amanda Horne, Courtney Freeman or Jessica Roshak.

**ALL CANDIDATES FOR INITIATION MUST SIGN**

My signature below affirms that I have read and adhere to Texas A&M University – Commerce policies on hazing and intake. I further affirm that as a TAMUC student, I understand it is my duty to report any violations of the TAMUC Student Code of Conduct I have participated in or witnessed and failure to do so could result in University Sanctions.

Last Name	First Name	Signature	CWID
Smith	Courtney	Courtney Smith	54893657

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intake Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## TAMUC Office of Fraternity & Sorority Life Academic Records Release

Organization: \_\_\_\_\_

### ***Federal Educational Rights and Privacy Act***

The Federal Educational Rights and Privacy Act (F.E.R.P.A.) govern the sharing of information from a student’s record. This Act establishes guidelines for releasing information pertaining to the educational records of students. The Act permits students to restrict access to their records. According to the requirements of F.E.R.P.A., an official of your chapter must have your written permission for grades to be released and reviewed for compliance with your fraternity’s academic policies and organizational behavior guidelines, policies, and/or rules. Your authorization allows your personal grade point average (G.P.A.) to contribute to the compilation of your chapter’s cumulative grade point ratio and information about your participation in organizational activities to be released to the inter/national organization of which your Greek-letter organization is affiliated.

I understand that in order to be a member the Texas A&M University-Commerce Fraternity & Sorority Life community, I must be a regularly enrolled, full-time (12 credit hour minimum) student in good standing with Texas A&M University - Commerce. I authorize the TAMUC Office of Fraternity & Sorority Life to verify my academic eligibility now and each semester that I am a member of one of the Fraternity & Sorority Life organizations (through a semester chapter grade report submitted to my advisor, chapter president, national headquarters, and applicable University officials).

**By signing this statement, I agree that I have read and understand Fraternity & Sorority Life’s Academic Record Release Policy. I agree to comply with this policy, local and state laws, the policies of my fraternal organization (which are more specific) and the local and national governing council to which my organization belongs, and the Student Code of Conduct.**

\_\_\_\_\_  
Name of Fraternity/Sorority

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Printed Name of Aspirant

\_\_\_\_\_  
Signature of Aspirant

\_\_\_\_\_  
CWID of Aspirant



**TAMUC Fraternity & Sorority Life  
Hazing Policy Statement**

Hazing a member or prospective member of a registered student organization is strictly prohibited, and is also in violation of student conduct codes and state law. Individuals found to be involved in hazing practices are subject to individual student judicial sanction, and the student organization found to have members involved in hazing is subject to sanctions up to and including loss of organization recognition. Students must not agree to submit to hazing in order to obtain membership in a student organization.

I understand that no chapter, colony, student, or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as “any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to, the following: use of alcohol; abuse using water; 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 chapter house; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public students and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with academic achievement; fraternal law, ritual or policy; or the regulations and policies of the education institution or applicable state law.

More information on the Hazing Code can be found within the Student Guidebook on page 52.

**By signing this statement, I agree that I have read and understand Fraternity & Sorority Life’s and Texas A&M University – Commerce’s Anti-Hazing Policy. I agree to comply with this policy, local and state laws, the policies of my fraternal organization (which are more specific) and the local and national governing council to which my organization belongs, and the Student Code of Conduct.**

\_\_\_\_\_  
Name of Fraternity/Sorority

\_\_\_\_\_  
Chapter Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Semester

\_\_\_\_\_  
Printed Name of Aspirant

\_\_\_\_\_  
Signature of Aspirant

\_\_\_\_\_  
CWID of Aspirant

\_\_\_\_\_  
Signature of Chapter Representative

\_\_\_\_\_  
Signature of FSL Advisor



## Showcase Event Reservation

Organization: \_\_\_\_\_

Due: 10 Business Days Prior to Show to FSL Office  
Must also provide proof of room reservation

	Location	Event Coordinator/s	Date	Time: From - To
<b>SAMPLE</b>	<b>Indoor:</b> Ferguson (back up location)	MIP: Sally Sisterhood	11/1/18	7:02-9:02 p.m.
		Fac./Staff Advisor: Annie Advisor		
		President: Polly President		
	<b>Outdoor:</b> Amphitheater	MIP: Sally Sisterhood	11/1/18	7:02-9:02 p.m.
		Fac./Staff Advisor: Annie Advisor		
		President: Polly President		
<b>ACTUAL</b>	<b>Indoor:</b>	MIP:		
		Fac. Staff/Advisor:		
		President:		
	<b>Outdoor:</b>	MIP:		
		Fac./Staff Advisor		
		President:		

We, the \_\_\_\_\_ chapter of \_\_\_\_\_ have read  
and agree to follow the guidelines and policies for Probates and Presentation of Members.

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intake Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Probates and Presentation of Members Policies and Guidelines**

**Due: 10 Business Days Prior to Show to FSL Office**

The Presentation of Members (POM) is an important aspect to Greek-lettered organizations. The intention of this policy is to ensure that POMs are conducted in a safe, timely and respectable manner. Failure to comply will be referred to the appropriate judiciary board and may result in fines or probation of the organization.

Appropriate conduct is expected at all times. It is the responsibility of the organization hosting the POM to ensure that all of their members – including TAMUC students, alumni and members from other campuses – serve as role models of behavior that is expected of all attendees.

The organization hosting POM is responsible for following the rules of the venue and ensuring a safe environment for all attendees. The organization should ensure the venue is large enough to accommodate the anticipated crowd and they abide by venues rules and regulations.

There shall be a strict adherence to all University policies including policies on hazing prevention, alcohol and the rules of the venue where the POM is hosted.

The POM must take place no more than 14 calendar days after the members have been initiated into the organization and within the Intake window set by the university. Exceptions to this may only be granted by the MGC or NPHC advisor.

POMs will not be a part of any other program or event, (i.e. step show, educational program or social event.)

### **Before:**

- The TAMUC Office of Fraternity and Sorority Life must be notified of the anticipated date at the time Intake Packet Form C and D is submitted.
- Showcase Event form and proof of room confirmation must be submitted ten (10) business days prior to POM
- Changes to the date must be submitted no less than 10 days in advance of the final date
- An alternate rain location must be scheduled if POM is to be held outside
- POM are not to be scheduled the same night/time of previously planned event of another chapter in the same council.
- Host organization is responsible for submitting Risk Assessment and securing UPD officers for event.

### **During:**

- POM must be held on campus
- POM is limited to two hours (120 minutes) from the advertised start time, including the dispersal of the crowd at the end of the event
- POM must start within 15 minutes of the advertised start time
- POMs may not be scheduled to begin after 9 p.m.



- Organizations may ask for an exception of time limit and start time if there are extenuating circumstances (i.e. large number of new members, unforeseeable delays.) This extension is granted at the discretion of the MGC or NPHC advisor (or their designee).
- Chapter Faculty/Staff advisor or their designee must be in attendance for the entirety of the event
- The MGC or NPHC advisor or their designee must be in attendance for the entirety of the event
- There will be no alcoholic beverages and/or substances permitted
- No physical abuse will be tolerated
- There will be no use of derogatory or inflammatory language and/or behavior including profanity and racist, sexist or otherwise offense comments in both spoken word, gestures and music (**Edited Music Required**)
- No explicit or revealing attire is to be worn by any of the new members or show participants
- No dissing or negative language regarding other organizations or attendees
- Disruptions by other organizations will not be tolerated. This includes but is not limited to: Walking through the show, talking over the presenting organization, etc.
- No fire or pyrotechnics
- No paddles, bricks or bats will be allowed at any new member presentation (canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as an instrument to harm another individual)
- In the event of a major disruption or violation of any policies, the MGC or NPHC Advisor or UPD may immediately stop the presentation show.
- In the event of a fight during the presentation, those fighting will be referred to student conduct for a conduct hearing. If a member of the presenting organization is involved, the presentation show will be stopped immediately.

**After:**

- The hosting organization is responsible for ensuring the facility is cleared, cleaned and arranged by the end time on their facility reservation. Hosting organizations will be subject to additional charges by facility if they go over time.
- Damages to the facility or the furnishings of the site will be the responsibility of the hosting organization.

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intake Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Fraternity and Sorority Life

A&M-COMMERCE

## New Initiates Roster

Due: 24 hours before New Member Presentation to FSL Office

PLEASE PROVIDE ALL NEW INITIATE INFORMATION

Last Name	First Name	Signature	CWID
Smith	Courtney	Courtney Smith	54893657

Chapter President Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Intake Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_