

Membership Intake Procedures for National Pan-Hellenic Fraternities and Sororities

University of West Georgia

The University of West Georgia and the Center for Student Involvement endorses the process of membership intake as adopted by the National Pan-Hellenic Council. The Council concluded that pledging is not a prerequisite for membership into undergraduate fraternities and sororities. Since hazing is a violation of state law and University policy, the selection of new members must be free of any forms of hazing.

1. The group must submit a plan for membership intake two weeks prior to the beginning of any activities regarding membership intake. This plan must contain a detailed outline of activities, events, etc. including times and locations of these events. A meeting must be scheduled with the Assistant Director for Greek Life in the Center for Student Involvement to go over the plan **at least five days prior to the beginning** of any activities to discuss issues that are specific to the individual group.
2. Each organization must have on file a signed hazing compliance form before beginning the intake process. This form is signed by all Greek organizations at the beginning of each year and anytime officers change.
3. The Center for Student Involvement will provide academic information or must verify academic information for each prospective new member. In order to release academic information, each prospective new member must complete an academic eligibility form.
4. Each prospective new member must read and sign the individual hazing compliance form (this is a statement contained on the academic eligibility release form). This form verifies that every potential new member has read and understands the University hazing policy.
5. The organization must supply to the Center for Student Involvement a list of the names, local addresses, and phone numbers of potential members (the potential member roster) **within 24 hours after that decision is made** or the chapter has received notification from the national organization or other authority. The Center for Student Activities should be **notified no later than three (3) days after initiation** of the new members' names, addresses and phone numbers. This information will be used for the scholarship roster updates for term grades reporting.
6. Any organization that is not in compliance with the guidelines will be subject to disciplinary sanctions.