Fraternity & Sorority Life Guidelines, Policies & Procedures

Division of Student Affairs
Student Engagement & Leadership
Fall 2019 – Spring 2020
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Fraternity & Sorority Life Overview

Introduction

Fraternities and sororities are an integral part of campus life and contributes significantly to the quality of life in a number of ways:

1. Providing a mechanism for students to develop leadership skills through involvement in a variety of programs and activities.
2. Encouraging and fostering team building and group cohesion.
3. Striving for academic excellence.
4. Performing volunteer service on-campus and in the larger Eastern North Carolina community.

Because these outcomes are parallel to several university objectives, ECSU welcomes the presence of these groups on campus with the clear expectation they will abide by all university policies and regulations governing their on-campus behavior. To the extent that the activities of fraternities and sororities conform to the university expectations and fulfill the university mission, they will continue to enjoy all privileges and courtesies extended to them as Registered Student Organizations.

Each of these chapters exist on campus as a courtesy to their respective national organizations. At all times, it is expected that the chapter conform to and assist with the upholding of all university policies and protocols. Regarding campus suspensions of fraternities, sororities, and social fellowships, the university makes no distinction between the chapter of a fraternity/sorority/social fellowship and the fraternity/sorority/social fellowship as an entity. The university further recognizes that chapters are not, in fact, organizations or their own and those chapters represent their respective fraternity, sorority or social fellowship.

The Greek community is comprised of a variety of organizations representing the diverse student population. Each organization is charged with maintaining active membership and good standing at ECSU to achieve continued recognition with the university.

Additionally, the Greek community is classified into one of two governing boards. These boards are the National Pan-Hellenic Council (NPHC), and the Inter-Fraternity Council (IFC). Each board is self-governed and has a role in the recognition process of potential new organizations. Each chapter’s membership within a governing board/council is often determined by its affiliation with its national council/conference. The purpose of this document is to define the areas of relationship linking the University to the Greek system.

General Information

The Office of Student Engagement and Leadership (SEAL) complements student’s academic experiences by providing services and resources that engage students in creating a campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support to impact students’ growth and development and enhance the success of each student at Elizabeth City State University.

The department of Fraternity and Sorority Life (FSL) is housed in the Office of Student Engagement and Leadership within the Division of Student Affairs. FSL strives to develop responsible citizens who are dedicated to lifelong membership and community involvement through our commitment to academic
excellence, positive relationships, civic engagement, and leadership. FSL also supports each Greek organization in its efforts to be a relevant contributing part of Elizabeth City State University.

**Pillars of Strength**

The goals of the Greek community are to promote superior standards of brotherhood/sisterhood, scholarship, service, commitment, and unity.

1. **Brotherhood/Sisterhood** – to not only be our brother and sister’s keeper but to ensure that we all are accountable and responsible for each other’s actions. Maintaining a relationship that displays civility, loyalty and friendship amongst the organizations.

2. **Scholarship** – to maintain and promote high academic standards by setting the expectation as a “Greek” on the campus of Elizabeth City State University to exceed that which is known as good standing (cumulative 2.5 GPA) by the university community.

3. **Service** – to support ECSU, the City of Elizabeth City and by impacting our community to uplift the youth who surround and look up to us.

4. **Commitment** – to be accountable for our actions and understand that fellow organizations and the community depend on you and it is therefore your job to follow through with plans stated to improve the organization and yourself.

5. **Unity** – encouraging each other and our Greek organizations to uphold and meet all standards and provide support through collaborative programs, initiatives and issues where we are of like mind. This promotes a more positive image to the campus and shows respect for other organizations.

**Council Function**

NPHC / IFC promotes interaction through forums, meetings, and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

It is the mission of the NPHC (as stated in the national constitution) to promote unanimity of thought and actions as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations. The purpose of the NPHC/IFC at ECSU is:

1. To maintain a high level of Greek life and inter-fraternal relationship within the university.
2. To encourage student leadership and personal development.
3. To cooperate with university officials in the effort to maintain high social scholastic standards throughout the university.
4. To serve as a forum for the discussion of question of mutual interest and concern to the university, fraternities and sororities.
Council Membership

Affiliate membership in NPHC shall include the following members and any other member organization of the NPHC as membership may be granted.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Chapter Name</th>
<th>Charter Year</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Kappa Alpha Sorority, Inc.</td>
<td>Delta Theta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alpha Phi Alpha Fraternity, Inc.</td>
<td>Beta Zeta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delta Sigma Theta Sorority, Inc.</td>
<td>Delta Chi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iota Phi Theta Fraternity, Inc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kappa Alpha Psi Fraternity, Inc.</td>
<td>Epsilon Alpha</td>
<td>April 22, 1961</td>
<td>Active</td>
</tr>
<tr>
<td>Omega Psi Phi Fraternity, Inc.</td>
<td>Lambda Gamma</td>
<td>1954</td>
<td>Active</td>
</tr>
<tr>
<td>Phi Beta Sigma Fraternity, Inc.</td>
<td>Gamma Rho</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sigma Gamma Rho Sorority, Inc.</td>
<td>Delta Tau</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zeta Phi Beta Sorority, Inc.</td>
<td>Alpha Gamma</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Affiliate membership in IFC shall include the following members and any other member national organizations as recognized by the university to be considered Greek from time to time may be added.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Chapter Name</th>
<th>Charter Year</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Phi Omega National Service Fraternity, Inc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groove Phi Groove Social Fellowship, Inc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kappa Kappa Psi Honorary Fraternity, Inc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tau Beta Sigma Sorority, Inc.,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nu Gamma Psi Fraternity, Inc.,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gamma Sigma Sigma Sorority, Inc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swing Phi Swing Social Fellowship, Inc.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Administrative Guidelines and Expectations

In keeping with the mission of Elizabeth City State, a student’s co-curricular experience should be a rich and valuable supplement to their intellectual development. Ultimately, a student must make his/her academic progress a priority. Our Greek organizations are committed to this ideal, holding that scholarship is one of the most important aspects of the college experience.

Minimum Chapter Membership Requirements

- Each fraternity and sorority must be registered annually through the Office of Student Engagement & Leadership
- Be in good standing with their respective council
- Maintain the minimum standards
- Have at least 6 (six) active members at all times.

In the event that there are less than six active members due to graduation of the previous members or otherwise, SEAL will work with the (inter)national/regional designee to complete the process for the recruitment of new members.

Current members must be and remain in financial and good academic standing as required by their respective
chapter as well as SEAL. Updated chapter rosters should be submitted to SEAL at least once at the beginning of each academic semester, or when changes occur.

Organizational Campus Plots
The coordination of plots will be the responsibility of the Executive Director or other SEAL staff; this includes the assignment of plot location and notification of dismantling of plots. The features related to the physical layout and plot maintenance are supervised by the superintendent of grounds. It is required by the university that the following guidelines are met in regards to organizational plots:

1. The area of an organization plot remains a part of the total campus and shall be considered property of the state of North Carolina at all times. Therefore, plots must remain accessible to any person. Requests or orders by member(s) to have a non-member vacate the plot will result in punitive measures.

2. The organization is responsible for the cleanliness and attractiveness of their assigned plot space, including grass, flowers, shrubs, symbols, structures, etc. Chapters are also required to participate in beautification efforts as mandated by the Office of Student Engagement and Leadership (SEAL). Advice, equipment and assistance can be sought from the Superintendent of Grounds or coordinated through FSL and the Facilities Department. All requests for construction and/or landscaping on existing plots must be submitted to SEAL/FSL for prior approval.

3. The university reserves the right to dismantle and remove plot materials whenever the areas is in need of campus development, or when it is deemed that such materials are hazardous, dangerous or create a blight on the overall campus environment.

4. Each plot operates as functional activity space. Events in the plot space must be scheduled through the Office of Central Reservations and approved by SEAL/FSL. Active members of chapters in good standing with the university are the only ones who have the rights to plan, scheduled and coordinate activities in these spaces.

Organizational Programming
Chapter programming includes, but is not limited to, the following: seminars, workshops, game nights, movie nights, panel discussions, and social events. It also includes passive and active programs/activities such as tabling (solicitation/fundraising), social media challenges, voter registration drives, demonstrations, etc. All of these must be scheduled in accordance with the following guidelines:

1. The Executive Director/ Asst. Director of Student Programming must be made aware of any, and all, programs being held by the chapter at least 10 business days before the event. Failure to do so may result in a postponement or cancellation of that and/or upcoming programs.

2. Chapters may not program more than three (3) days a week in one week, with the exception of their organizations founders week.

3. No chapter may program on any others organization’s founders’ day.

4. At least (2) two members of each organization must be in attendance at the founder’s day celebration of the remaining chapters of NPHC/IFC.
### Founding Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 19, 1963</td>
<td>Iota Phi Theta Fraternity, Inc.</td>
</tr>
<tr>
<td>October 12, 1962</td>
<td>Groove Phi Groove Social Fellowship, Inc.</td>
</tr>
<tr>
<td>November 12, 1963</td>
<td>Sigma Gamma Rho Sorority, Inc.</td>
</tr>
<tr>
<td>November 17, 1911</td>
<td>Omega Psi Phi Fraternity, Inc.</td>
</tr>
<tr>
<td>November 27, 1919</td>
<td>Kappa Kappa Psi Honorary Band Fraternity, Inc.</td>
</tr>
<tr>
<td>December 4, 1906</td>
<td>Alpha Phi Alpha Fraternity, Inc.</td>
</tr>
<tr>
<td>December 16, 1925</td>
<td>Alpha Phi Omega National Service Fraternity, Inc.</td>
</tr>
<tr>
<td>January 5, 1911</td>
<td>Kappa Alpha Psi Fraternity, Inc.</td>
</tr>
<tr>
<td>January 9, 1914</td>
<td>Phi Beta Sigma Fraternity, Inc.</td>
</tr>
<tr>
<td>January 13, 1913</td>
<td>Delta Sigma Theta Sorority, Inc.</td>
</tr>
<tr>
<td>January 15, 1908</td>
<td>Alpha Kappa Alpha Sorority, Inc.</td>
</tr>
<tr>
<td>January 16, 1920</td>
<td>Zeta Phi Beta Sorority, Inc.</td>
</tr>
<tr>
<td>March 26, 1946</td>
<td>Tau Beta Sigma Honorary Band Sorority</td>
</tr>
<tr>
<td>April 4, 1969</td>
<td>Swing Phi Swing Social Fellowship</td>
</tr>
</tbody>
</table>

### Minimum Attendance Requirements

**Council Events:** For all NPHC/IFC events that members are required to attend, each chapter must have at least 50% of its members in attendance or meeting the designated percentage to be considered at quorum. It is the responsibility of the chapter leadership to ensure that the organization meets its attendance requirement. If a chapter does not reach quorum at three or more events, the chapter will lose its ability to function for the remainder of the semester. Lesser sanctions may include but are not limited to increased community service cancellation and/or postponement of upcoming campus programs or social events. Chapters may also be prohibited from conducting intake activities.

**Full Body Meetings:** The entire Greek community meets at least twice a semester as a full body or council, with the exception of dates that fall within the membership intake period. Each chapter is required to ensure that 75% of their chapter membership be in attendance to reach quorum. It is the responsibility of the chapter leadership to ensure that the organization meets its attendance requirement to be in compliance.

**Council Meetings:** Each council (if planned) will meet on a bi-weekly basis. The council is comprised of the executive board of each council and two (2) consistent reps from each of the member chapters. Charter reps should provide a copy of the chapter report in hard copy at the council meeting and electronically to the council secretary for dissemination at the Full Body Meetings.

Chapter reports should be prepared to report the following:

1. All, if any, campus events hosted or attended since the last full body meeting.
2. All, if any, upcoming campus events being hosted or attend by the chapter.

Total hours of community service completed by members of the chapter since the last full body meeting, as well as total hours completed since the start of the semester.

### Paperwork Submission Procedure and Posting Guidelines

Any paperwork (i.e. program proposal, event flyer, etc.) should be submitted to the Assistant Director for Student Programming no later than 10 business days before the date of the scheduled event unless otherwise stated, no exceptions. Any paperwork submitted for signature will be returned to the requesting chapter within 48 business
hours of being submitted. Chapters are advised to secure all logistical elements of any program submitting paperwork to ensure efficient processing time. Documents (including flyers) pre-approved by the organization’s advisor prior to submission will be returned to the organization without approval. Flyers and materials which have not been approved are prohibited for use in any form or posting including social media.

**Mid-Year Report:** Mid-Year reports should follow guidelines already established for ALL student organizations by the Council of President

**End of Year Report:** Each chapter should submit an electronic copy of their end of year report, per the following requirements, to the Office of Student Engagement and Leadership on or before May 1st of each year.

1. Cover Page to include organization name, chapter name, date, president signature with date, and advisor signature with date.
3. Executive Board contact information.
4. Current Membership
5. Programs and activities to date.
6. Community service hours by member and supporting documents from Galaxy Digital
7. Chapter improvements and recommendations.

**Institutional Support**

Fraternities and sororities are an integral part of the total Student Engagement and Leadership program at Elizabeth City State University. As campus organizations, they are entitled to:

1. Receive the assistance from Student Engagement and Leadership staff in the normal business activities and operations of the chapter.
2. Use University facilities, equipment, and services in conformity with prescribed policies and procedures.
3. Receive Greek Life education through workshops, trainings, etc. from the Office of Student Engagement and Leadership and other University sources.
4. Collect dues, sponsor fundraising events, and solicit funds according to University policy.
5. Receive University awards, honors, and other recognitions.
6. Be listed in University publications.
7. Sponsor program activities consistent with the purpose of the organizations.
8. Participate in membership intake programs.
Advisor Responsibilities & Requirements

All student organizations are required to have a minimum of two advisors officially recognized by the university. One must be an Elizabeth City State University employee who is a full-time faculty or staff member. The faculty or staff member who agrees to serve as an advisor to a student organization accepts, thereby, the responsibility for encouraging the organization in meeting its aims and purposes in accordance with the University policy. Advisors must be at least 3 years removed from the undergraduate career in order to be eligible to serve in this capacity.

If the organization cannot provide an Advisor, then the organization will become inactive, until they can provide an Advisor. Each semester the Office of Student Engagement and Leadership will check for a registered advisor, if there is no advisor registered, that organization will be given two weeks to provide an Advisor.

Responsibilities of an Advisor

An advisor should be aware of the following:
- All University policies and regulations as they relate to student organizations;
- The activities, projects, and programs of the organization;
- At least one (1) advisor is required to be present at all activities sponsored by the organization. If an advisor is not present, the event will be terminated.
- Must be a member of the local graduate chapter.

The ideal relationship between advisors and the student organization would be a partnership providing the basis for good decision making.

Advisor Registration

The term of office should be understood by both the advisors and the organization. The procedure is that each year when new officers are elected, the advisors should also be selected. After the advisor agrees to serve, they must sign the “Advisors Registration Form” located on Student’s Life webpage. This form is required to be submitted at the beginning of each academic year and/or any changes of advisors through the year.

Expectations of Fraternal Chapters

Because membership and participation in Greek systems at the University is a privilege, chapters will:

1. Adhere to the tenets of this document.
2. Abide by all appropriate rules and regulations of the University and all local, state, and federal laws and statues.
3. Assist in the University’s efforts on recruitment, retention, and responsiveness to student needs.
4. Provide feedback to the administration on campus climate, policy, and procedure development.
5. Respect members of the university community who are not Greek affiliated.
6. Respect other chapters, their members, and their property.
7. Participate in campus activities and contribute to campus life by sponsoring or co-sponsoring public service and/or campus improvement projects and social programs.
8. Provide programs in scholarship, human relations, leadership development, and other areas critical to
9. Create and maintain an atmosphere conducive to high academic achievement.
10. Participate in a Greek peer education program sponsored by the National Pan-Hellenic Council.
11. Maintain chapter viability through sound financial management.

**Chapter Probation/Suspension**

Once a Greek organization is on probation or suspended by the university, that organization is no longer allowed to have any representation to any on-campus events until probation/suspension is lifted. If the organization is suspended by its own national office, the Office of Student Engagement and Leadership reserves the right to add additional time, penalties, and fines. During the probation/suspension time period, if the organization continues to have unofficial representation, the Office of Student Engagement and Leadership will:

1. Report them to their district office and fines will be imposed, and/or
2. Extra time will be added to the probation/suspension.

Representation means:
- prohibited from wearing any organization paraphernalia;
- prohibited from representing the organization at any public functions and from attending non-public organization functions including but not limited to chapter meetings, retreats, conferences, and programs;
- prohibited from participating in any Membership Intake Process activity;
- prohibited from holding chapter office or representing the organization in any other organization; and
- prohibited from planning, participating and hosting any and all social activities, including but not limited to step shows, yard shows, stroll-offs, etc.
Constitution and Bylaws

National Pan-Hellenic Council & Inter-Fraternity Council

Preamble
Whereas, the National Pan-Hellenic Council (NPHC) and Inter-Fraternity Council (IFC) emerged in an effort for collegiate fraternities and sororities to participate co-actively in the spirit of unity, we, the body of Greek-Lettered organizations at Elizabeth City State University do hereby agree to participate in an effort to both coordinate the activities of intercollegiate Greek-lettered organizations and provide guidance and service to the community at large. NPHC and IFC recognize that certain principles of all Greek-lettered organizations have unanimity of purpose, principle, and interest within the community.

The differences that exist between each individual Greek-lettered organization may at times seem to separate us; however, our goals as Greeks are the same. The intent of the National Pan-Hellenic Council and Inter-Fraternity Council has been to bring together our organizations in the understanding that we all possess a different perspective of the very same vision. The stated purpose of the National Pan-Hellenic Council is “Unanimity of thought and action as far as possible in the conduct of Greek-lettered collegiate fraternities and sororities, and to consider the problems of mutual interest to its member organizations.” Invariably, we must endeavor for the unity of purpose that our differing letters seem to disparage. To achieve unanimity, we, the individual members of the National Pan-Hellenic Council and Inter-Fraternity Council must overcome what divides us and forge a unity whole-heartedly dedicated to the principles of service, education, and leadership. To ignore these duties is to deny the very foundation of our collective and individual existence.

Article I: Name
This organization of fraternity and sorority undergraduate chapters shall be known as the ECSU Pan-Hellenic Council and Inter-Fraternity Council.

Article II: Purpose
The purpose of the council shall be to enhance fellowship among fraternities and sororities on campus through closer interaction among ourselves in the interest of improving social philanthropic relations and increased communication with the University population.

Article III: Membership

Section 1. The council shall be composed of affiliated undergraduate chapters of the National Pan-Hellenic Council and Inter-Fraternity Council organizations that are chartered on the campus of Elizabeth City State University.

Section 2. Organizational representation in this Council shall be limited to no more than two (2) delegates from each undergraduate chapter of those fraternities and sororities that are members of the ECSU Pan-Hellenic Council or Inter-Fraternity Council.

Section 3. Delegates representing the constituent organizations shall consist of any two (2) members of such organization.

Section 4. In order to remain active in status, a member organization shall maintain a 2.5 cumulative GPA
among its active members, be in good participatory and financial standing with the National Pan-Hellenic Council or Inter-Fraternity Council. An organization rendered inactive will lose all voting privileges and cannot hold officer positions.

a. Each voting member of the affiliate organizations must have and maintain a minimum cumulative GPA of 2.5, be in good standing with the University, and be active with the University, and be active within his or her affiliate organization.

b. Each affiliate organization shall submit a current chapter roster via email to the Director of Student Engagement and Leadership within the first 30 days of each academic semester or thereafter shall be fined $10.00 per week until the roster is submitted to the Director of Student Life.

c. In order for an individual to hold an office in National Pan-Hellenic Council or Inter-Fraternity Council, the individual must be enrolled for the current academic year and be in good standing with the University and their national organization.

**Article IV: Representation—Voting Powers**

**Section 1.** There shall be two votes in the Council for each constituent organization, and these votes are to be cast by delegates present.

**Section 2.** A quorum for all official business transactions of this Council shall be achieved by the presence of one more than half of the voting organizations. **75% must be present**

**Article V: Meetings**

Regular meetings of the National Pan-Hellenic Council and Inter-Fraternity Council shall be determined at the start of each academic year. The Chairperson may call special meetings when appropriate.

**Article VI: Officers**

**Section 1.** The officers of the NPHC or IFC should include a Chairperson, Vice Chairperson, Secretary, Treasurer, and Parliamentarian with a rotation originally established by the year the organization was founded. The Executive Board shall consist of all of the five duly elected/appointed officers of the council.

**Section 2.** The Executive Board shall be appointed during the next to last meeting of the spring academic semester. To be eligible for the Executive Board, candidates must have and maintain a cumulative GPA of 2.5 and must have served at least one semester as a National Pan-Hellenic Council or Inter-Fraternity Council representative with regular participation in all NPHC or IFC events, except under extreme circumstances. Failure to fulfill this requirement will result in removal from office.

**Section 3.** Duties and Responsibilities

a. **Chairperson** - Shall be the presiding officer of the council and chair its meetings when present. The Chairperson will be a non-voting member of the council except in the event of a tie.

b. **Vice Chairperson** - shall be the presiding chair in the administration of the Council’s business and shall chair the Disciplinary Committee and shall preside in the official capacity of chair in the absence of the Chairperson. The Vice Chairperson shall also serve as the Executive Board’s representative on the Service Committee.
c. **Secretary** - shall keep the minutes and distribute the minutes to all member organizations prior to each meeting. The Secretary will be responsible for compiling the official calendar of the Council within 30 days of the first official Council meeting. The secretary will also keep the official attendance records for all mandatory National Pan-Hellenic Council or Inter-Fraternity Council functions for the purpose of levying fines.

d. **Treasurer** - shall monitor and maintain as current all financial transactions and concerns of ECSU National Pan-Hellenic Council or Inter-Fraternity Council. The Treasurer is responsible for the collection of receipts and funds, and the presentation of biweekly reports.

e. **Parliamentarian** - shall keep record of the Constitution and all amendments, and maintain order in all meetings using Robert’s Rules of Order. The Parliamentarian shall also be responsible for the preparation and presentation of contractual agreements between member organizations and the Council.

**Section 4.** No member organization of the Council shall hold the same office more than two (2) consecutive years.

**Section 5.** Vacancies shall be filled by the organization next within the rotation. If for any reason an organization cannot assume office, it shall move to the end of the rotation.

**Article VII: Order of Succession**

In the event an executive officer is unable to fulfill his or her duties, or is unable to be in attendance at Elizabeth City State University for any reason, the following order of succession shall be implemented.

- Parliamentarian to Treasurer
- Treasurer to Secretary
- Secretary to Vice-Chairperson
- Vice-Chairperson to Chairperson

**Article VIII: Finances**

**Section 1.** Annual dues, subsequent to chapter fees paid by member organizations, shall be $75.00 per academic year for each organization, payable within thirty (30) days after the first Fraternity & Sorority Life meeting for each academic year.

**Section 2.** Any organization not having paid the annual dues by the specified deadline, shall have its voting rights relinquished.

**Section 3.** Fund-raising activities to benefit civic and social projects must be approved by a simple majority of the voting organizations.

**Section 4.** The National Pan-Hellenic Council or Inter-Fraternity Council will maintain a University account in the organization’s name to hold all funds received from National Pan-Hellenic Council or Inter-Fraternity Council fundraisers.

**Article IX: Rule of Order**
Robert’s Rules of Order Newly Revised shall govern the deliberations of this body unless otherwise provided for by the Council’s Constitution and By-Laws.

Article X: Amendments

This document may be amended at any time provided that a delegate submits such amendments in writing to the Council at least thirty (30) days before action is taken, with approval requiring three-fourths of the voting organizations signifying the affirmative.

AMENDMENTS

Amendment I: Social Functions
The National Pan-Hellenic Council, Inter-Fraternity Council, and all member organizations shall participate in Student Life’s “Lottery Dates” to secure a party “on the yard.” At least one of the dates must be designated for a combined NPHC or IFC function. All party dates unaccounted for are left to the discretion of the Office of Student Life. Social Function Dates-once a member organization is allocated a party date, it is the property of said organization and may be utilized at their discretion.

Amendment II: National Pan-Hellenic Council or Inter-Fraternity Council Service Projects
Responsibility for all service projects will fall under the jurisdiction of the Service Project Committee. The committee will determine the number of Service Projects to be held during the semester at its second official meeting.

Section 1. Composition - The Service Project Committee will consist of at least one member from each of the dues-paying organizations. A representative must attend at least ¾ of all Service Project Committee meetings or face an organizational fine.

Section 2. Responsibilities - The Service Project Committee will be responsible for conducting forums and improving public relations. The committee must conduct one ongoing project and one smaller service project per semester.

Section 3. Service Project Committee Chair - The committee chair will be an elected position not on the Executive Board. The chair is responsible for attending Executive Board meetings.

Amendment III: Governance
All organizations that are a part of the NPHC or IFC subjugate themselves to all rules, fines, fees, and punishments set up by the National Pan-Hellenic Council or Inter-Fraternity Council. In order to enforce such penalties the National Pan-Hellenic Council or Inter-Fraternity Council members will be asked to sign contracts agreeing to such terms.

Fines - Until fines have been paid, said organization has incurred an outstanding debt to the Council and will not enjoy any of the rights and privileges of a member organization of the National Pan-Hellenic Council or Inter-Fraternity Council thereof. Two members are required to be present at all service projects; however, all members are encouraged to attend all service projects. Failure to appear will result in an organizational fine of twenty-five dollars ($25.00).

Amendment IV: Attendance
Attendance requirements for members of the National Pan-Hellenic Council or Inter-Fraternity Council are as
follows: at least one representative from each organization at 2/3 of the prescheduled National Pan-Hellenic Council or Inter-Fraternity Council meetings and events (social and service oriented). In order for an activity to be considered mandatory, the chair should bring the proposal before the general body for a vote. A member of each dues-paying organization must attend activities that are deemed MANDATORY by the Chairperson. Failure to attend two (2) consecutive meetings without prior notice is punishable by $25.00 per meeting.

Amendment V: Disciplinary Committee

Section I. The Disciplinary Committee will be responsible for any discipline hearings and/or sanctions against an affiliate organization or an officer of the National Pan-Hellenic Council and Inter-Fraternity Council.

a. The Disciplinary Committee shall be composed of the president from each dues-paying member organization of the National Pan-Hellenic Council, and Inter-Fraternity Council, and the Director of Student Life. The Vice Chairperson shall preside as Chair of the Disciplinary Committee unless unable to because his or her organization is an involved party in which cast the next highest-ranking officer shall preside.

b. Any organization accused of a violation shall be notified of such and given a maximum of seven class days to present its case before the Disciplinary Committee. Any member organization has the right to summon any other organization before the committee for a hearing. This must be done in writing and submitted to the Disciplinary Committee Chair.

c. At least 3 days prior to the hearing, accused organizations/involved organizations will receive and distribute all information that will be presented at the hearing.

d. The Disciplinary Committee shall have the authority to set down punishments for any proven illegal behavior or dismiss charge.

e. The decisions of the Disciplinary Committee may be appealed through the general body of the National Pan-Hellenic Council and/or Inter-Fraternity Council.

f. The Disciplinary Committee will decide all matters not accounted for in the Constitution
ECSU Policies

All organizations are required to read and understand the following policies:

a. Alcohol and Drug Abuse Policy
b. Clery Act
c. Clubs and Organizations
d. Hazing Policy – 500.3.3.2
e. Minimal Academic Policy
f. Non-Discrimination Policy
g. Quiet Week Policy
h. Sexual Harassment Policy
i. Title IX

Procedure for Membership Intake Process

Recruitment activities can only be scheduled during the period designated by the university and only by those active organizations which are approved members of Fraternity & Sorority Life as stipulated in this document. No student may be in a group or organized interest club, pay fees or perform duties or assignments before the new membership intake program and schedule are approved by the university and officially begin.

It is required that all new membership intake activities be coordinated through the Office of Student Engagement and Leadership (SEAL). The annual schedule and procedures for new membership intake are determined by SEAL and are provided to the appropriate persons at the designated time or upon request. Only one list of names will be accepted and any organization that processes ineligible persons will be penalized.

No organization may proceed with membership intake before written approval on individual candidates’ academic and judicial status has been received by SEAL. If grade reports appear to be inaccurate, individual candidates should contact the Registrar’s Office; however, candidates must be eligible at time of clearance (including the resolution of ALL holds on a student’s account).

Once the Membership Intake Period (MIP) starts there will be no allowance or increase on elapsed time, should an organization’s MIP be stopped during the intake window for any reason. If permitted to proceed the organization will only have until the last day of intake as outlined by the University’s approved MIP calendar to complete their process. This will apply no matter where the organization is in the process.

If selected, students may hold membership in two (2) fraternities/sororities: 1 in each council. Students may not join two (2) fraternities/sororities in the same year.

Compliance with university minimum requirements for application eligibility does not guarantee that a student will be selected or voted on for membership into an organization.

Membership Intake Eligibility Requirements
Prospective Members: To be eligible or considered for membership into any Greek organization, the university requires that a student meet the following criteria:

1. A student interested in membership intake complete identified by Division of Student Affairs relate to Greek Life Education.

2. A student must have completed a minimum of 30 semester hours at ECSU, and must have a minimum semester grade point average of 2.5 prior to membership intake; and a cumulative grade point average of 2.5 before being selected into any sorority or fraternity. Some organizations may require a higher grade point average than that of the University.

3. A student be enrolled as a full time student at ECSU.

4. Students enrolled at ECSU may be selected in only those sorority and fraternity chapters that are chartered on this campus.

5. Student must be in good financial and academic standing with no conduct issues pending with the University before they are eligible for membership selection.

6. Transfer students must be enrolled as a full time student, having sophomore status and earned a minimum of 15 ECSU credit hours at the time of membership intake.

7. Any member of a sorority or fraternity who fails to maintain a 2.5 grade point average after being initiated shall be declared inactive and will not be allowed to participate in any activity of his or her chapter (or Greek-affiliated activity) regardless of the nature of the activity until such time his or her average has been raised to a 2.5 grade point average as certified by the University Registrar’s Office.

Maximum Limit for Membership Intake
There is a forty-five (45) new member limit for organizations participating in the membership intake process, as long as the organizations are conducting membership intake on an annual basis. The university reserves the right to grant approval up to an additional 10% of the restricted number. Organizations that are in good standing but ineligible to conduct intake due to a national moratorium or other organization mandate or directive are eligible to accept up to 150% of the university limit the first year and up to 200% of the university limit if the involuntary restriction lasts 2 years or more.

Organizations that voluntarily opt out of conducting intake while it is in good standing, or under sanction from the university, their region, or the national headquarters are ineligible of invoking the percentage increase. Organizations that did not have intake because they were not in good standing will not be able to invoke the 150%/200% rule upon their reinstatement. NOTE: The 10% special approval only applies to the annual intake limit of 45.

If an organization has a constitutional legacy provision, then a maximum of 50% of the new members may be admitted under the legacy provision, i.e., at least 50% of the new members must be non-legacy. Elizabeth City State University requires that all organizations including those under the NPHC be inclusive and representative of our student population. Undergraduates who apply for membership under the legacy provision must also meet all of the requirements as stipulated for non-legacy applicants. NOTE: the 10% special approval applies only to non-legacy applicants.
Each organization engaging in membership intake must be in good standing with the University policies both academically and socially. To ensure that all chapters of the National Pan-Hellenic Council (NPHC) and Inter-Fraternity Council (IFC) are following proper membership intake procedures, all forms must be completed in a timely manner.

Guidelines for Intake Petition

Before ANY Membership Intake Activities can be planned...

1) Each organization and advisor must be registered with Student Engagement and Leadership via the online club and organization registration process.

2) Each organization must have an updated membership roster with the GPA for each member with Student Life.

3) Each organization must select a Membership Intake Coordinator. The coordinator will be responsible for completing the proper forms and coordinating with the Executive Director of Student Engagement & Leadership, Chapter President, and Chapter Advisor(s) in regards to ALL Intake activities the organization is holding (i.e. Informational/Interest Meetings, Meeting Dates, New Member Presentations, etc.).

After the selection of the Membership Intake Coordinator the Membership Intake Coordinator and/or designated Advisor completes the following tasks/items:

4) Complete the Membership Intake Plan and return to the Executive Director of Student Engagement & Leadership. This form must cover all proposed Informational Nights and any recruitment based activities. No NPHC/IFC member organization will be allowed to host recruitment events without completing this form.

a) A Calendar of Events – which must include a detailed schedule of any and all intake activities with specific dates, times and locations. Activities must be approved by SEAL before chapters may commence. SEAL may cancel, change or re-schedule any of those activities with given notice to the organization. No organizational activities may take place during the designated “black-out period” or outside the hours of 9 am – 10 pm., without advanced written approval from SEAL. Weeknight activities will occur between the hours of 6 pm – 10 pm. All recruitment events must be listed in your Vikings Engage (Involvio) portal.

b) Complete online space reservation for each intake meetings and/or functions and return to the Director of Student Life. Throughout the process, no meeting or function is allowed to take place without the presence of the official advisor.

c) A copy of the membership initiation process as outlined by your respective national/international headquarters.

d) Updated contact information for Advisors/Advisory Team, Chapter Officers, and National, Regional and State Officers for the organization/chapter

e) Any additional date pertinent to your organization’s national program or intake requirements

f) A color copy of the interest meeting flyer
g) Confirmations for space/s being used for intake activities both on and off campus if allowed/approved.

h) After each recruitment event, the Membership Intake Coordinator must return copies of the Vikings Engage (Involvio) Participant reports. Note: After each informational meeting, a copy of the sign-in sheet must be submitted with the Membership Intake Packet (see below).

5) **Attend a Seminar** based on your role in the organization provided by the Office of Student Engagement & Leadership.

   a) All chapter members and advisors must attend the Fraternity & Sorority Life MIP Seminar prior to the beginning of the membership intake.

   b) Each Prospective Member must attend the Hazing Seminar in the same semester of the membership intake.

6) Each organization must **complete the MIP Chapter & Prospective Members Anti-Hazing Compliance Form** and submit to the Executive Director of Student Engagement and Leadership with the Membership Intake Packet.

7) Each organization must **submit the Membership Intake Packet** to the Executive Director of Student Engagement and Leadership, which includes the MIP Verification of Prospective Members Request Form, MIP Chapter & Prospective Members Anti-Hazing Compliance Form, and Vikings Engage (Involvio) Participant reports for all recruitment events. Before proceeding to the next step...

   a) Remember at after each recruitment event, the Membership Intake Coordinator must have copies of Vikings Engage (Involvio) Participant reports for the Membership Intake Packet.

   b) Each organization will receive an official approval letter from the Office of Student Engagement and Leadership within five (5) business days on receipt of your membership intake packet. The letter will include official start date, infirmary dates, and new member presentation date based on dates given on the Membership Intake Plan. **No intake activities can take place until the Membership Intake Coordinator and official advisors have received this letter.**

   c) Each prospective member will be verified of meeting the eligibility requirements (i.e. Registrar, Judicial, and Financial Aid).

   d) All potential members must report to the Student Health Center on a weekly basis for mandatory physical to include a thorough head-to-toe skin assessment. Membership candidates who fail to meet this requirement will be eliminated from the Intake Process. Also, the results of the Greek Pre-Participation Physical will be available to the Pan Hellenic Advisor, Director of Student Life, Vice Chancellor of Student Affairs, and Dean of Students.

**Upon completion of the Membership Intake Process...**

8) Each organization must **submit the MIP New Member(s) List Form** to the Executive Director of Student Engagement and Leadership of the final list of all new members certified by the advisor(s). New Member Presentation taking place before the receipt of this list must be considered an act of hazing.

   • Non-adherence to these policies can lead to suspension or loss of organizational privileges as determined by the Executive Director of Student Engagement and Leadership.
Hazing Policies and Procedures

Hazing in any form is illegal within the State of North Carolina and will not be tolerated by the University. Any individual or organization participating in any hazing-related activities will be subject to the disciplinary actions listed in the Elizabeth City State University Code of Conduct. If found guilty, the individual may be subject to criminal prosecution.

State of North Carolina Hazing Policy

Violations of recruitment regulations may result in probation or suspension. Whether the chapter will be placed on review or receive automatic suspension of recognition is based upon the infractions and is at the discretion of the council advisor/s and/or the Director of Student Life.

1.1 Chapters will receive notice of violation from the Director of Student Life, and be provided the opportunity to be heard and defend against the charges with Student Engagement and Leadership or referred to Student Conduct. Findings will be delivered in writing to the president of the organization. Opportunity for appeal will be provided.

1.2 Review is noted by a period of scrutiny wherein if the chapter commits any violation of the recruitment/new member procedures or any other rules set forth by the Department of Student Life, the chapter will have their recognition suspended.

1.3 Suspension of recognition is noted by a period wherein all social and formal programming (including community service, fundraising activities, and recruitment/new member functions) is prohibited. The suspension period will be determined by the council advisor(s) and/or the Director of Student Engagement and Leadership and will be a period of no less than one semester. Any "suspended" group automatically loses recognition from the Department of Student Engagement and Leadership per the Department Recognition Regulation.

Violations include:

1.4.1 Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
1.4.2 Holding membership recruitment without conforming to the Membership Regulations set by the Office of Fraternity & Sorority Life.
1.4.3 Hazing: Any violations of the Code of Student Conduct will be referred to the Office of Student Conduct.
1.4.4 Overt activity related to recruitment defined as any activity conducted in defiance of previous sanctions or warnings by council advisors.

Guidelines for Review of Chapter Status after Suspension of Recognition:
Chapters that have had their recognition suspended by the Office of Student Life, must have a review of chapter status before the suspension is removed, even if the period defined has passed. Those present at the review must include:

1.5.1.1 Executive Board: chapter president and/or one representative
1.5.1.2 The chapter advisor
1.5.1.3 The council advisor/s and the Director of Student Life
1.5.2 All questions and concerns must be expressed by the Chapter President to the council advisor/s. If any questions regarding the Regulations arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the council advisor/s and the Director of Student Life.

1.6 Students found guilty of hazing will be subject to sanctions defined by the Code of Student Conduct as well as any sanctions outlined by the national organization. The Department of Student Engagement and Leadership will work in partnership with both bodies to create a comprehensive plan that avoids duplication and may be both educational and punitive.

Code of North Carolina
14.35, 14.36, and 14.38

Hazing unlawful; civil and criminal liability; duty of school officials, etc.

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty shall be guilty of a Class 2 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president, or other president official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the Attorney for the State of North Carolina of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or count convened next after such is made to him.

Elizabeth City State University Hazing Policy 500.3.3.2

Elizabeth City State University requires that no fraternity, sorority, or student organization shall allow any of its alumni, associates, potential new members, members or others to participate in any form of hazing. Hazing is defined as any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual, calculated to produce ridicule or harassment; produce physical or mental duress; reduce a person to a state of submission by physical or psychological means which impairs or destroys an individual’s freedom of thought; or in any way threatens or endangers the health or safety of an individual. Such activities or situations include, but are not limited to:

- Any form of paddling
- Any activity which causes physical discomfort, pain or excessive fatigue
- Any morally demeaning, embarrassing or humiliating experience
- Activities which produce physical, psychological or emotional duress
- Any unnecessary, mandatory activities which interfere with academic class schedule or other scholastic activities
Individuals or organizational violations will be immediately investigated and, if found guilty, issued sanctions of suspension. Additional sanctions may be appropriate depending on the severity of the violation.

**Hazing Examples**

Hazing includes, but is not limited to, the following examples:

1. Calisthenics or any physical activity that is not normally a part of the initiate’s or member’s daily routine (i.e. sit-ups and push-ups);
2. Nudity, total or partial, at any time;
3. Wearing or carrying of items (i.e. paddles or bricks);
4. Dropping food (eggs, grapes, liver, etc.) in the mouth initiates or members;
5. Paddle swats;
6. Throwing whipped cream, water, paint, eggs, etc. on an initiate or member;
7. Pushing, shoving, tackling or any other non-friendly contact, verbal or physical, with an initiate or member;
8. Initiates or members awakened continuously during the night;
9. The presence of and forcing alcoholic beverages on an initiate or member;
10. Line-ups including names and numbers;
11. Requiring the eating of foods that are not suited to the initiate’s or member’s taste (i.e. raw onions, spoiled food, etc.).
12. Road trips or kidnapping of initiates or members; No money should be exchange (i.e. pocket money)
13. War games;
14. Putting initiates or members in a room which is uncomfortable (temperature, noise, too small) during any activities or between portions of the ritual;
15. Personal errands run by initiates or members for the active members (servitude);
16. Assigning “pranks” such as stealing, painting objects, panty raids, harassing another organization;
17. Prophyte and or neophyte members intentionally messing up the house or room for the initiate or member to clean;
18. Calling initiates or members names other than their given names;
19. Sleep deprivation of initiates or members;
20. Prohibiting initiates or members adequate time for studies;
21. Yelling and screaming at initiates or members;
22. Lengthy work session for initiates or members;
23. Expecting or requiring initiates or members to do anything that the prophyte or neophyte member say;
24. Purposeless runs for the sake of creating “unity”, “sisterhood”, or “brotherhood”;
25. Yelling or screaming or use of obscenities at initiates or members;
26. Demeaning initiates or members when they make a mistake in recitation in front of the chapter;
27. Bracing and finger-snapping in an initiate’s or member’s ears;
28. Requiring the initiate’s or members to perform any lewd, lascivious or other indecent acts.
29. ALL UNDERGRADUATE STEP PRACTICE & CHAPTER MEETING MUST OCCUR ON CAMPUS; and

*****NO EXCUSE WILL BE ACCEPTED*****

Report Acts of Hazing

Any person in the University community, including faculty, staff, or student, who observes or becomes aware of any form of Hazing, should immediately report the matter to the Director of Student Engagement and Leadership and/or Campus Police.
Membership Intake Plan

The __________________________ (organization name), __________________________ Chapter is requesting to have a Membership Intake Process (MIP) in the ☐ Fall / ☐ Spring semester of ________ (year). The Organization understands and will adhere to all the rules and guidelines stated in the Fraternity & Sorority Life Handbook on the Elizabeth City State University website.

The following items must be completed before proceeding:

☐ Registered the Club or Organization with Elizabeth City State University (i.e. Club/Organization Registration Form).
☐ Registered at least two Advisors with the Elizabeth City State University (i.e. Advisors Form).
  o Advisor: __________________________
  o Advisor: __________________________
☐ Selected a Membership Intake Coordinator, list name __________________________.
☐ Completed the MIP Plan below (if you do not know the exact date at this time, please list the possible week that the event may take place):

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<th>MIP Plan</th>
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<td>Aspirants will be initiated</td>
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*Must submit an Activity Request for each item.

If any changes to the date, time, and/or location occur, the host chapter needs to notify Fraternity & Sorority Life immediately.

Submitted by (print name): __________________________ Date of Request: ________________
MIP Verification of Prospective Members Request Form

On behalf of the ____________________________ (organization name), ______________ Chapter, we agree not to proceed any further until approval has been received from the Director of Student Engagement and Leadership to continue the Membership Intake Process. We will immediately notify the Office of Student Engagement and Leadership if a prospective member chooses not to continue with the membership intake process.

Prospective Members

By my signature below, I hereby authorize the Office of Student Engagement and Leadership to request and receive any information needed to complete the processing of my membership into the organization listed above. This includes, but is not limited to the offices of the Registrar, Judicial Affairs, Health Services, and Financial Aid. I hereby consent to have (1) academic records evaluated each semester; (2) have a Greek Pre-Participation Physical performed by Student Health Services medical staff during MIP (the physical will additionally include a thorough head-to-toe skin assessment); and (3) comply with Elizabeth City State University Hazing Policy and the Laws of North Carolina. I hereby consent to the release of the results of the academic records and Greek Pre-Participation Physical results to the Pan Hellenic Advisor, Vice Chancellor of Student Affairs, and Dean of Students. Also, I attended the Hazing Seminar provided by the Office of Student Life.

A copy of this statement bearing my signature will be considered as valid as the original.

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Make additional copies as needed.

Intake Coordinator:
Print Name ____________________________ Signature ____________________________ Date __________

Campus Advisor:
Print Name ____________________________ Signature ____________________________ Date __________
MIP Chapter & Prospective Members Anti-Hazing Compliance Form

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities. Hazing is a violation of Elizabeth City State University policy. Individual or organizational violations will be immediately investigated and, if found guilty, issued sanctions of suspension. Additional sanctions may be appropriate depending on the severity of the violation. It may also result in disciplinary actions being taken against individual members of the organization. Hazing incidents at Elizabeth City State University will be reported to the National Headquarters of Greek Organizations.

Hazing is defined as any action or activity that:
A. Brings about physical, emotional, mental, or psychological harm to the potential member(s) or humiliating in its intent.
B. Is vulgar, abusive, physically exhausting, or dangerous.
C. Disrupts an individual’s academic, professional, and personal endeavors.
D. Abridges a person’s moral, religious, or dietary beliefs.
E. Compels an individual to break rules and regulations of the college, university, fraternity, sorority, or any other authoritative entity.

ANTI-HAZING POLICY AGREEMENT

We have read and understand Elizabeth City State University Anti-Hazing Policy. We will ensure that all activities sponsored or required by our organization are in compliance with this policy. We assume the responsibility of informing all members and prospective members of the Elizabeth City State University’s Anti-Hazing Policy. Our failure to comply with this may result in a formal investigation of our intake process. Appropriate actions will be taken in accordance with the results of this investigation.

We understand the University’s academic achievement requirements for all prospective members, which is a part of the Anti-Hazing Policy. We are aware that all prospective members are required to attend class, to complete assignments, to be alert at required university activities or courses, to take examinations, and to continue in good standing with the University. Our failure to comply with this may result in a report from faculty to the Director of Student Activities, which will be followed by a formal investigation. Appropriate actions will be taken in accordance with the results of this investigation.

THIS FORM HAS BEEN READ BY ALL MEMBERS AND PROSPECTIVE MEMBERS OF THE CHAPTER.
WE UNDERSTAND AND AGREE TO ADHERE TO THE AFOREMENTIONED STATEMENTS.

Organization Name: __________________________________________ Chapter Name: __________________________________________

Chapter President:
Print Name________________________________________________Signature________________________Date____

Intake Coordinator:
Print Name________________________________________________Signature________________________Date____

Campus Advisor:
Print Name________________________________________________Signature________________________Date____
Members of the Chapter

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Make additional copies as needed.
### Prospective Members of the Chapter

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*Make additional copies as needed.*
MIP New Member(s) List Form

This form must be completed electronically except for signatures by the Advisor. Forms with hand written corrections, white outs, or missing signatures will not be accepted.

On behalf of the __________________________ (organization name), __________________________ Chapter, we agree the following names have met the membership required by the organization.

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Make additional copies as needed.

Intake Coordinator: __________________________
Print Name __________________________________ Signature __________________________
Date ____________

Campus Advisor: __________________________
Print Name __________________________________ Signature __________________________
Date ____________