Fraternity & Sorority Life
Membership Intake
Policies & Procedures

Division of Student Affairs
Student Engagement & Leadership | Fraternity & Sorority Life
Membership Intake Policies and Procedures

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. Sexual Harassment Policy
h. 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 12 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 anytime;
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 exchanged (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 prophtyte 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.

You may make a report online at [www.ecsu.edu/safe](http://www.ecsu.edu/safe)