



Fall 2016

National Pan-Hellenic Council

Member Organizations

New Member Intake Policy

Revised March 24, 2016

Any questions or concerns? Please contact:

Alex Kennedy
Greek Affairs Coordinator
alexandria.kennedy@wku.edu
270.745.2495
DSU 2072



Fall 2016 Intake Dates to Remember

Form A/Cover Page due

4:30 p.m. Monday, August 8

Form B due

4:30 p.m. Friday, August 19

Meet the Greeks

9 – 11 p.m. Tuesday, August 16 in DSU

Intake opens

Monday, August 22 (*first day of semester*)

Greek 101

7 p.m. Tuesday, August 30 in DSU 3020

Greek 101

5 p.m. Thursday, September 8 in DSU 3020

Greek 101

6 p.m. Tuesday, September 20 in DSU 3020

Informational/Interest Deadline

4:30 p.m. Wednesday, October 5

Fall Break (*Intake closed*)

4:30 p.m. Wednesday, October 5 – 8:00 a.m. Monday, October 10

Greek 101*

7 p.m. Wednesday, October 12 in DSU 3020

** This session of Greek 101 is an opportunity for any students who attended your informational/interest meetings who had not attended Greek 101 thus far to meet the requirement.*

Form F due

4:30 p.m. Tuesday, November 8

Intake closes

11:59 p.m. Tuesday, November 22



Statement on Hazing

"Hazing refers to practices which are a part of initiation into or affiliation with any organization. Hazing is considered a serious violation of The Student Code of Conduct and is prohibited in all forms. This code of conduct is based on fair and equal treatment with consideration and respect for all students and applies to organization and individuals alike. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly the person or persons guilty" (*Judicial, 2010*).

Definition

"Western Kentucky University defines hazing as any action, physical abuse or creation of a situation which recklessly or intentionally endangers the mental or physical health of a participant by any person. A participant is defined as a university student, or any pledge. A person is defined as a university student, member, alumnus, affiliate alumnus, guest of any campus organization, or other individuals."

Physical Abuse:

- Forced or coerced use or consumption of liquor, drugs, or any other vile substance
- Calisthenics (push-ups, sit-ups, jogging, runs, etc.)
- Paddling
- Line-ups

Mental Abuse:

Harassment is defined by exacting degrading and disagreeable work, ridicule or abusive and humiliating conduct which tends to bring the reputation of the organization or University into disrepute. Any action that intentionally prevents students from fully participating in the academic process is also considered hazing.

- Theft of any property
- Sleep Deprivation
- Forced Nudity
- Personal Servitude
- Forcing a violation of University policies and federal, state, or local laws

The foregoing statement is not intended to be inclusive of all acts that could be considered hazing.

Organization: _____



Intake Policy

Intake Window

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a window as defined by WKU Student Activities each fall and spring semester. The exact dates for this window will be set by the Department of Student Activities prior to the start of each semester.

Intake Steps

All new member informational/awareness meetings, intake, education, initiations and presentations must occur within a specified window as defined by WKU Student Activities each Fall and Spring semester. The exact dates for this window will be set by the Department of Student Activities prior to the start of each semester. All forms are due on their respective dates to the Greek Affairs Coordinator for review and approval and to ensure that organizations have a fully completed Intake packet.

1. Submit for approval the **Cover Page and Form A of the Intake Plan** to the Department of Student Activities
 - Plan must be submitted a minimum of 10 business days prior to the Fall or Spring Intake Window
 - Fall 2016 – Monday, August 8
2. Submit complete list of informational/awareness/rush meetings (**Form B of the Intake Plan**) to the Department of Student Activities
 - Due the Friday before classes begin
 - Fall 2016 - Friday, August 19
 - Remember, a representative from Student Activities MUST attend your “open” sessions
3. Submit complete list of persons who attended any informational/awareness/rush meetings (**Attendance Rosters included in packet**) signed by President, Membership Intake Coordinator, and chapter advisor to the Department of Student Activities
 - Within 24 hours after meeting time
 - Fall 2016 - varies
4. Submit 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**). Please include formal initiation. Please include dates, times and location of any post initiation exhibition show practices and date.
5. Submit complete list of persons who have been selected to participate in the New Member Education process and period (**Form D of the Intake Plan**) to the Department of Student Activities for the semester roster to be submitted to the student newspaper
 - 48 hours after MIP schedule is finalized
 - Fall 2016 - varies
6. Submit a complete list of persons who have been initiated or have successfully completed the New Member Education Period (success being define as intent to initiate) (**Form E of the Intake Plan**) to the Department of Student Activities
 - List should be submitted no later than 24 hours post initiation
 - Fall 2016 - varies
7. Submit notice of new member presentation (**Form F of the Intake Plan**)
 - Due 10 business days before event
 - Fall 2016 – Tuesday, November 8

Organization: _____



WKU Candidate Intake Requirements

All Candidates for Membership Must Possess ALL of the Following Requirements to Participate in Intake:

1. Have achieved a minimum **Cumulative GPA of 2.25**
2. Have achieved a minimum **Previous Semester GPA of 2.25**
3. Have attended within the past calendar year **(1) WKU Greek 101 Workshop**

Fall 2016 Greek 101 Dates:

Tuesday, August 30 at 7 p.m. in DSU 3020

Thursday, September 8 at 5 p.m. in DSU 3020

Monday, September 19 at 6 p.m. in DSU 3020

Wednesday, October 12 at 7 p.m. in DSU 3020*

* This session of Greek 101 is an opportunity for any students who attended your informational/interest meetings who had not attended Greek 101 thus far to meet the requirement.

Any exceptions to the three aforementioned guidelines are at the sole discretion of the WKU Department of Student Activities. 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 Western Kentucky University

Organization: _____



Intake Plan Cover Page

Due no later than Monday, August 8 @ 4:30 p.m. to Alex Kennedy, Greek Affairs Coordinator

Please complete the following forms. Please understand that a failure to fully complete and return in the following forms in the specified time period will result in the loss of intake privileges for the current semester.

Fraternity/Sorority Name

Chapter Advisor Information

Name: _____

Email: _____

Mobile Phone: _____

State and/or Regional Director Information

Name: _____

Email: _____

Mobile Phone: _____

Chapter President Information

Name: _____

Email: _____

Mobile Phone: _____

Member Coordinating Membership Intake Information

Name: _____

Email: _____

Mobile Phone: _____

Organization: _____



Intake Plan Cover Page

Please complete the following forms. Please understand that a failure to fully complete and return in the following forms in the specified time period will result in the loss of intake privileges for the current semester. Please answer the following question to the best of your organization's ability:

1. Is your organization participating in the Membership Intake Process for Fall 2016?
 - a. Yes
 - i. If your organization decides it will no longer be participating in Intake, please email Greek Affairs Coordinator within 24 hours of the decision.
 - b. No
 - i. If you answered no, please use the space below to indicate why the organization is not participating in intake for the Fall 2016 semester. If there is a possibility that your organization may participate in Intake for the Fall 2016 semester, please denote what information your organization is waiting on to finalize potential participation in Intake for Fall 2016.
 - ii. _____

 - iii. **Though you may not be participating in Intake for Fall 2016, all organizations are required to turn in Form A and the Cover Page, indicating that members have been educated, read and agreed to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake. All organizations are also required to send a representative to the WKU Greek 101 Workshops to serve on the Student Panel.**
2. Please indicate when the organization's intake window opens, closes and a general idea of when the organization is trying to start the Intake Process, i.e. "Mid-February", "March 3", etc. (interest session/formal rush).
 - a. Opens: _____
 - b. Closes: _____
 - c. General Start Date: _____

President's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

Greek Affairs Coordinator: _____

Date: _____

Organization: _____



Intake Plan: Form A

Due no later than Monday, August 8 @ 4:30 p.m. to Alex Kennedy, Greek Affairs Coordinator

ALL CURRENT CHAPTER MEMBERS MUST SIGN

My signature below affirms that I have read and agree to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake. I further affirm that I understand my individual conduct or conduct I give active or tacit consent to can result in individual sanctions and/or organizational sanctions, whether that conduct is officially organizationally sanctioned or otherwise condoned.

PLEASE PRINT

| Last Name | First Name | Signature | WKU I.D. Number | Mobile Phone |
|-----------|------------|------------|-----------------|--------------|
| Smith | Jane | Jane Smith | 800123456 | 123-456-7890 |
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President's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

Greek Affairs Coordinator: _____

Date: _____

Organization: _____



Intake Plan: Form B

Due no later than Friday, August 19 @ 4:30 p.m. to Alex Kennedy, Greek Affairs Coordinator

This list is to be inclusive of all Informational, Awareness, or Rush Meetings. All informational/interest sessions must be completed prior to Wednesday, October 5 at 4:30 p.m. Exceptions will be made at the discretion of the Greek Affairs Coordinator. If your organization will be hosting an Informational event after a Presentation of Member Show, this form must be resubmitted to Greek Affairs Coordinator.

Fraternity/Sorority Name

PLEASE PRINT

| Event | Location | Event Coordinator/s | Date and Time | Activity |
|------------------------------------|----------|--|----------------------|---|
| OPEN INFORMATIONAL SESSIONS | DSU 3020 | Molly Smith: Membership Chair Alex Wilson: Grad Advisor | 08/26/16 7-8 p.m. | History information, Requirements, Meet and Greet |
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| CLOSED SESSIONS (IF APPLICABLE) | DSU 3020 | Molly Smith: Membership Chair Alex Wilson: Grad Advisor | 09/15/16 7-8 p.m. | Applications due, Interviews, Chapter Voting |
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President's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

Greek Affairs Coordinator: _____

Date: _____

Organization: _____



Intake Plan: Attendance Rosters

A new form must be submitted for each different informational/awareness/rush meeting.

DUE: 24 hours after informational/awareness/rush meeting to Alex Kennedy, Greek Affairs Coordinator

Event Title: _____ Location: _____ Time: _____

ALL ATTENDEES MUST SIGN

My signature below affirms that I have read and agree to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake. I further affirm that as a WKU Student, I understand it is my duty to report any violations of the WKU Student Code of Conduct I have participated in or witnessed and that my failure to do so could result in University Sanction.

PLEASE PRINT

| Last Name | First Name | Signature | WKU I.D. Number | Mobile Phone |
|-----------|------------|------------|-----------------|--------------|
| Smith | Jane | Jane Smith | 800123456 | 123-456-7890 |
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President's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Greek Affairs Coordinator: _____ Date: _____

Organization: _____



Intake Plan: Form C

Must be turned in with Form D

DUE: 48 hours after MIP schedule/roster is finalized to Alex Kennedy, Greek Affairs Coordinator

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, and location of any post initiation exhibition show practices and date ("New Member Step Exhibitions" etc.).

| Date | Function | Activity | Location | Time: From - To |
|-----------|--|---|---------------------------------|-----------------|
| 3/15/2016 | Education Session #1 | Organization History | ALIVE Center | 6pm-10pm |
| 3/17/2016 | Education Session #2 | Chapter History, Officers and Duties | DSU 3025 | 6pm-10pm |
| 3/26/2016 | Ritual #2 | Final Initiation | Knically Center | 1pm-6pm |
| 3/30/2016 | Presentation Meeting with Greek Affairs Coordinator, President, MIP Chair, and New Members | Meeting with GAC | Student Activities Office | 8 am-8:30 a.m. |
| 4/7/2016 | Presentation Practice | POM Practice | DSU Aud. | 5pm-8pm |
| 4/11/2016 | New Membership Show | New Membership Show | DSU Aud. | 6:08pm-8:08pm |
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President’s Signature: _____

Advisor’s Signature: _____

Greek Affairs Coordinator: _____

Date: _____

Date: _____

Date: _____

Organization: _____



Intake Plan: Form D

Must be turned in with Form C

DUE: 48 hours after MIP schedule/roster is finalized to Alex Kennedy, Greek Affairs Coordinator

ALL CANDIDATES FOR INITIATION IN MUST SIGN

My signature below affirms that I have read and agree to adhere to the spirit and letter of all Western Kentucky University policies on hazing and intake. I further affirm that as a WKU Student, I understand it is my duty to report any violations of the WKU Student Code of Conduct I have participated in or witnessed and that my failure to do so could result in University Sanction.

PLEASE PRINT

| Last Name | First Name | Signature | WKU I.D. Number | Mobile Phone |
|-----------|------------|------------|-----------------|--------------|
| Smith | Jane | Jane Smith | 800123456 | 123-456-7890 |
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President’s Signature: _____Date: _____

Advisor’s Signature: _____Date: _____

Greek Affairs Coordinator: _____Date: _____

Organization: _____



Intake Plan: Form E

DUE: To be turned in no later than 24 hours post initiation to Alex Kennedy, Greek Affairs Coordinator

**New Initiates Form
PLEASE PROVIDE ALL NEW INITIATE INFORMATION**

PLEASE PRINT

| Last Name | First Name | New Initiates Signature | WKU I.D. Number | Mobile Phone |
|-----------|------------|-------------------------|-----------------|--------------|
| Smith | Jane | Jane Smith | 800123456 | 123-456-7890 |
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President’s Signature:

Date:

Advisor’s Signature:

Date:

Greek Affairs Coordinator:

Date:

Organization: _____



Intake Plan: Form F

DUE: 10 Business Days Prior to Post Initiation Exhibition/ Show or at the latest, April 15, 2016 to Alex Kennedy, Greek Affairs Coordinator

Post Initiation Exhibition Form

PLEASE PRINT

| | Location | Event Coordinator/s | Date | Time: From - To |
|---------------|--|-----------------------------------|---------|-----------------------|
| SAMPLE | Indoor: DSU Auditorium (back-up location) | MIP: Sally Sisterhood | 4/20/15 | 6:08 p.m. – 8:08 p.m. |
| | | Fac./Staff Advisor: Annie Advisor | | |
| | | President: Polly President | | |
| | | GAC: Jane Doe | | |
| | Outdoor: The Colonnades | MIP: Sally Sisterhood | 4/20/15 | 6:08 p.m. – 8:08 p.m. |
| | | Fac./Staff Advisor: Annie Advisor | | |
| | | President: Polly President | | |
| | | GAC: Jane Doe | | |
| ACTUAL | Indoor: | MIP: | | |
| | | Fac./Staff Advisor: | | |
| | | President: | | |
| | | GAC: | | |
| | Outdoor: | MIP: | | |
| | | Fac./Staff Advisor: | | |
| | | President: | | |
| | | GAC: | | |

Attach Room Reservation

We, the _____ chapter of _____ have read and agree to follow the guidelines and policies for Probates and Presentation of Members provided to us.

President's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

Greek Affairs Coordinator: _____

Date: _____

Organization: _____



Probates and Presentation of Members Policies and Guidelines

Updated November 2015

General:

The presentation of members (POM) is an important aspect to Greek-lettered organizations. This policy is not at all intended to detract from probates and presentations. 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 during POMs. It is the responsibility of the organization hosting the POM to ensure that all of their members—including Western Kentucky University students, alumni, and members from other campuses—role model the behavior that is expected of all attendees.

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

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

Presentation of new members must take place no more than 30 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 Greek Affairs Coordinator.

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

Before:

- Greek Affairs must be notified of the anticipated date at the time Intake Packet Form C and D is submitted
- Intake Packet Form F and proof of room confirmation must be submitted ten (10) business days prior to the POM
- Changes to the date must be submitted no less than 10 days in advance of the final date
- Posters/marketing/etc. for POMs must be submitted to the Greek Affairs Coordinator for distribution
- An alternative rain location must be scheduled if the POM is to be held outside
- Organizations will be required to have an in person meeting or conference call with the Greek Affairs Coordinator (or their designee), chapter members responsible for the event (i.e. President or Membership Intake chair), and the chapter advisor one week prior to the event. This meeting will provide everyone an opportunity to review the plans for the event and the responsibilities of each group prior to, during, and immediately after the POM.
- WKU Police Department must be made aware of the POM one week in advance (this will be done by the Greek Affairs Coordinator)

During:

- POMs must be held on campus
- The 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.
- POMs must start within 15 minutes of the advertised start time

Organization: _____



- POMs may not be scheduled to begin after 10:00 p.m.
- Organizations may ask for an exception of time limit and start time if there are extenuating circumstances (i.e. a large number of new members, unforeseeable delays). This extension is granted at the discretion of the Greek Affairs Coordinator (or their designee)
- Faculty/Staff advisor for the organization or their designee must be in attendance for the entirety of the event
- All attempts should be made to ensure one alumni member/graduate member in good standing for the presenting organization will be in attendance for the entirety of the event
- The Greek Affairs Coordinator or their designee must be in attendance for the entirety of the event
- The Faculty or Staff Advisor, Greek Affairs Coordinator (or designee), and the alumni/graduate member will assist in crowd control and general event management
- No explicit or revealing attire is to be worn by any of the new members or show participants
- There will be no alcoholic beverages 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, homophobic, or otherwise offensive comments in both spoken word, gestures, and music
- No dissing or negative language regarding other organizations or attendees
- Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the show, talking over the presenting organization, etc.
- Canes, staffs, sticks, paddles, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual
- No fire or pyrotechnics
- No bricks or bats will be allowed at any new member presentation
- In the event of a fight during the presentation, the presentation show will be stopped immediately

After:

- Following the conclusion of the show, all members and attendees must vacate the area within 30 minutes
- The hosting organization is responsible for ensuring that the site used is left in its original state after use
- Damages to the facility or the furnishings of the site will be the responsibility of the hosting organization

Approved Locations:

Organizations are responsible for securing reservations in advance of the POM. Reservation confirmation is required for Intake Packet Form F, so organizations should reserve a location at least two weeks prior to the POM. Below are some suggested locations on campus for POMs, but this list is not exhaustive – POMs must take place on campus.

- Downing Student Union
- The Colonnades
- Guthrie Tower
- Centennial Mall
- South Lawn

For clarification or questions contact Greek Affairs Coordinator, Alex Kennedy at alexandria.kennedy@wku.edu or 270-745-2495

Organization: _____