Pan-Hellenic Handbook

NPHC & IFC
(National Pan-Hellenic Council & Inter-Fraternity Council)

Revised 1/30/2015
# Table of Contents

**Greek Life Overview**

- Introduction ........................................................................................................... 2
- Greek Life ................................................................................................................ 2
- Institutional Support ............................................................................................. 2
- Advisor Responsibilities & Requirement
  - Responsibilities of an Advisor ........................................................................ 3
  - Advisor Registration .......................................................................................... 3
- Expectations of Fraternal Chapters ..................................................................... 3
- Chapter Probation/Suspension .......................................................................... 4

**Constitution and Bylaws** .................................................................................. 5

**Greek Judicial Board and Hearing Protocol Procedures** ........................................ 10
- Greek Judicial Board ........................................................................................... 10
- Greek Judicial Hearing Protocol Procedures ...................................................... 14

**Membership Intake Policies and Procedures** ..................................................... 16
- ECSU Greek Life Privacy Statement .................................................................... 16
- ECSU Policies ....................................................................................................... 16
- Procedure for Membership Intake Process ......................................................... 16

**Hazing Policies and Procedures** ...................................................................... 19
- State of North Carolina Hazing Policy .................................................................. 19
- Elizabeth City State University Hazing Policy 500.3.3.2 .................................... 20
- Hazing Examples .................................................................................................. 21
- Report Acts of Hazing .......................................................................................... 22

**Greek Life Forms** ............................................................................................. 23
- Membership Intake Plan ...................................................................................... 24
- MIP Verification of Prospective Members Request Form ..................................... 25
- MIP Chapter & Prospective Members Anti-Hazing Compliance Form .................. 26
- MIP New Member(s) List Form ............................................................................ 29
Greek Life Overview

Introduction

Elizabeth City State University acknowledges that national social Greek Letter organizations comprise an integral part of the campus community. The University recognizes that membership in a fraternity or sorority can be of significant educational value. Fraternities and sororities share responsibility with the University for facilitating the learning process for all students and for cultivating an environment that enriches the educational experiences. The purpose of this document is to define the areas of relationship linking the University to the Greek system.

Greek Life

Greek letter organizations at Elizabeth City State University develop and maintain membership programs that complement and strengthen the mission of the University. They assist new students in their orientation to the demands of higher education and encourage their respective memberships to adopt and maintain high academic standards. Greek letter groups promote participation in college programs. They also develop close cooperation between Greeks and university officials, faculty, and other student organizations. They offer training to undergraduates in leadership and democracy. They enhance the University through the work of loyal alumni and strong undergraduate chapters. Greek-sponsored service projects contribute positively to the local community. Greek letter organizations add a diversity of lifestyles that support the achievement of purposeful living in the university community.

Institutional Support

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

1. Receive the assistance from Student Life 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 advising and other support services from the Office of Student Life 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 & Requirement

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.

If the organization cannot provide an Advisor, then the organization will become inactive, until they can provide Advisor. Each semester the office of Student Life 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 shut down.

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
member development.

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 Life 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 Life 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 seen 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 Life 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 Greek 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 signing 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.
Greek Judicial Board

I. Purpose

The Greek Judicial Board at Elizabeth City State University is established to advance the general interests of the Greek community in connection with the welfare of the student body and the University as a whole, and to exercise such government control as might be necessary to accomplish such ends.

II. Composition

The Greek Judicial Board will consist of eight (8) members composed of the following:

a. Assistant Dean of Student Life (Presiding Chair)

b. Two Greek Faculty Advisors

c. One Non-Greek Staff Member

d. Student Government Association Attorney General

e. President of National Pan-Hellenic Council or Inter-Fraternity Council*

f. Two Additional Members from Greek Organizations

No organization can be represented more than once, and no member from the organization under investigation may sit on board.

*Based on circumstances.

Article 1: Criteria for Board Membership

Each Board member must:

a. Be in good standing at Elizabeth City State University

b. Be in good standing with his or her individual fraternity or sorority

c. Minimum cumulative GPA of 2.5

Article 2: Terms of Service

Membership on the Greek Judicial Board will be for one year. Membership is by appointment of the Assistant Dean of Student Life.

III. Jurisdiction

The Greek Judicial Board will hear incidents involving fraternity and/or sorority chapter activities, which may violate Pan-Hellenic and/or Inter-Fraternity Policies and all alleged violations of the Student Code of Conduct (including hazing).

Article 1: Investigative Committee

The Assistant Dean of Student Life will investigate all complaints. All activities of the organization accused will be suspended for five to seven working days pending the results of the investigation. The Assistant Dean of Student Life will submit a detailed report of the investigation along with possible recommendations for further action to the Associate Vice Chancellor for Student Affairs.
When reports are received, the Director of Student Life investigates them to determine whether what is alleged to have happened is a stated offense and whether or not there is sufficient evidence to warrant a charge. To make these decisions, the Director of Student Life discusses the report with witnesses, reviews any written materials, and discusses the matter with accused students. The Director of Student Life does not discuss the case with anyone not directly involved in the case in order to protect the defendant’s privacy. Accused students do not have to answer any questions that may be self-incriminating. Anything the accused student says to the Director of Student Life or staff during investigation can be used in a Board hearing if the students are charged.

If the Director of Student Life’s investigation does not lead to charges, the entire matter is dropped and no sanctions can be imposed. If the Director of Student Life’ investigation does result in a formal charge, the matter will go before the Board. Charges do not mean the accused is guilty, but rather that there is enough evidence to support the allegations and warrant a hearing.

**Article 2: Judicial Board**

- a. Judicial Board members, like Investigation Committee members, do not have the authority to stop events in the process.
- b. Judicial Board members cannot initiate the investigative process. They are unable to file complaints; however, they must not participate in behavior that is in violation of the standing rules.

**Article 3: Hearing Board**

The Hearing Board (see IV. 4.A) is to hear cases brought before them and make appropriate recommendations to the Assistant Vice Chancellor for Student Affairs who will make the final decision regarding sanctions as circumstances warrant.

**Article 4: Associate Vice Chancellor of Student Affairs**

The Associate Vice Chancellor of Student Affairs issues informal discipline in the form of a letter to the chapter president and advisor.

**IV. Enlightenments Process**

The ultimate function of the Greek Judicial Board is to promote compliance with the standing rules of the Greek Community. To do this, the Board must function in the following manner:

**Article 1: Complaints**

- a. Complaints must be submitted to the Division of Student Affairs and an investigation begun within three (3) days of the alleged infraction. (Convened by the Director of Student Life.)
- b. The investigative process can be stated in an anonymous manner, but must be strongly supported by evidence as uncovered in the process. Examples of evidence include, but are not limited to, eyewitness accounts, paper trails, medical documentation, police reports, etc.
- c. If the investigation warrants further action, a hearing must be conducted.

**Article 2: Individual vs. Organizational Actions**

- a. The first item to be determined by the Board is whether an infraction was committed by an organization. The criteria for determining whether an action is an individual or organizational activity is as follows (ONE or BOTH of the following conditions must be met for an organization to be in fault otherwise it is deemed an individual act):
  1. Presence of violation at officially sponsored activities of the chapter. *(For the sake of intake, once*
the process begins, all gatherings by intake members and/or active members of three or more are considered an official meeting.)
2. Use of chapter funds for the event.

Article 3: Level of Evidence
a. The Director of Student Life will preside over the hearing.
b. The Board will hear the evidence. No organization can be represented more than once, and no member from the organization under investigation may sit.
c. Also from the Board must be chosen a nonvoting secretary. Again, no organization may be represented more than once nor may the organization under investigation be represented.
d. All Hearing Boards will be co-ed.
e. The organization under investigation must be represented by its president and advisor or someone acting on behalf of the president.

Article 4: Hearing Procedures
When a student or organization is charged, she or he meets with the Director of Student Life who conducts a preliminary conference. In this conference, the Director of Student Life gives the accused student a copy of the Instrument and reads to the accused their rights as guaranteed by the Instrument. Among the rights afforded to the student are the right to know the evidence against them, the right to face accusers, the right to know possible sanctions, the right to have a student defense counsel, the right to be considered innocent until proven guilty, and the right to not answer questions that might be self-incriminating.

The defendant and his or her counsel work to gather information that supports the position of the defendant. Likewise, an investigative counsel of the Director of Student Life’s staff simultaneously compiles information that supports the charge. Information collected by both parties is shared with the other party except that the defense has no obligation to share potentially incriminating information with the investigation. This sharing of evidence to ensure that the defendant knows all of the evidence in a case so that there are no surprises at the hearing.

When both sides are prepared and at least 96 hours subsequent to the preliminary conference have passed, the hearing is held on the date that appears on the summons. Hearings are held in private, meaning they are not open to the public, unless the accused requests an open hearing in writing and the Board Chair grants the request. All hearings are tape recorded in the event that the Boards decisions are appealed. In addition to the Board members, the defendant, the defense counsel, and the investigator are present throughout all phases or presentation of evidence.

Witnesses are present only during the time they are testifying.

Hearings begin with introductions of all participants involved and review of whether Board members can objectively sit in judgment in the case. After the defendant states whether he is pleading guilty or not guilty, an overview of the case is presented in the investigation and witnesses called. Witnesses may read into the record a general statement of what she or he knows regarding the case being heard. The investigation, defense counsel, defendant, and Board members may then ask questions of the witness. Defense is then given the opportunity to present its evidence and witnesses in the same manner. When all of the witnesses and evidence for both the defense and investigation have been presented, the two sides present summations. The Board then begins a private, unrecorded deliberation of the case.

If a student or organizations accused pleaded not guilty, the Board must maintain a presumption of innocence
until the evidence and facts considered for deliberations indicate guilt by reasonable doubt. If the Board finds insufficient evidence of guilt, the hearing ends and no sanction is imposed. If the Board finds evidence of guilt beyond reasonable doubt, the Board announces a verdict of guilty and then hears arguments regarding sanctions. Defendants may present evidence and character witnesses to the Board so that an appropriate sanction may be rendered.

Defendants who are found guilty and want to appeal the verdict and/or sanctions rendered by the Board may do so by writing a statement to the Associate Vice Chancellor for Student Affairs within 5 working days of the conclusion of the hearing. This statement of appeal must include the ground upon which the case is to be appealed. Defendants may appeal the verdict on the basis of insufficient evidence, the severity of the imposed sanction, or prejudicial error by the hearing body. The appeal is made before the Associate Vice Chancellor of Student Affairs, and only one level of administrative appeal is permitted.

V. Sanctions

Article 1: Previous Record
In levying sanctions, the Board may consider the organization’s previous record of offenses on this campus for the preceding three (3) years.

Article 2: Assignment of Sanctions
For the sake of fairness, sanctions will be levied on a per-incidence basis to provide appropriate sanctions for violations that will reflect the concerns of all organizations equally.

Article 3: Possible Sanctions
   a. Educational seminars/Reprimand
   b. Restitution
   c. Minimum fine of $10 per active member at time of violation
   d. Probation for a specified period of time
   e. Loss of social privileges for specified time, and no wearing or displaying of Greek rituals or symbols
   f. Suspension for any length of time
   g. Indefinite expulsion
   h. Combination of above

Article 4: Failure to Comply
Failure to comply with the sanctions set forth by the Greek Judicial Board will automatically fall under the jurisdiction and discretion of the Associate Vice Chancellor of Student Affairs, and may result in additional sanctions including suspension and expulsion.

VI. Appeals

Article 1: Suspension
Cases involving suspension will automatically be placed before the Committee for review. This Committee will consist of two Judicial Board Members, the Associate Vice Chancellor for Student Affairs, the President of the ECSU National Pan-Hellenic Council or Inter-Fraternity Council, and the Director of Student Life.

Article 2: All Other Appeals
   a. All other appeals must be rendered within five days of notification of outcome hearing.
   b. Appeals will be granted based on the emergence of new evidence of the rendering of a biased decision
by the Board at the discretion of the Associate Vice Chancellor for Student Affairs, the Judicial Board Members, and the President of the National Pan-Hellenic Council or Inter-Fraternity Council.

c. If an appeal is granted, the same procedure will be followed as above.

VII. Removal of Board Members

Board members found in violation of the University’s Code of Student Conduct will be removed from the board by the Associate Vice Chancellor of Student Affairs. The member will replaced by another member of the representative organization.

VIII. Vacancies

Vacancies created by dismissal or withdrawal will be filled by appointment of the Associate Vice Chancellor of Student Affairs. Every effort will be made to select a replacement from the same organization as the vacating member.

IX. Privacy

All information revealed in cases before the Board or discovered in the investigative process must remain within the confines of the Board, as determined by the Associate Vice Chancellor of Student Affairs and State law.

X. Amendments

This policy can be amended by three-fourths vote of the member chapter of the National Pan-Hellenic Council and/or Inter-Fraternity Council.

**Greek Judicial Hearing Protocol Procedures**

At the preliminary conference, the Associate Vice Chancellor of Student Affairs shall inform the accused of the:

1. Charge against them, explaining the charges in all particulars
2. Character of the evidence against them
3. Alternatives open to them in responding to the formal charge
4. Possible penalties involved

5. Your rights granted include:
   A. Right to be presumed innocent until proven guilty
   B. Right to refuse to respond to questions that would tend to be self-incriminating
   C. Right to an assigned counsel or a counsel of their own choosing
   D. Right to know the evidence and to face witnesses testifying against them
   E. Right to question any material witnesses or challenge and rebut any evidence (If defendants choose to call their own witnesses, the list must be submitted to the Student Affairs Office at least forty-eight (48) hours prior to the hearing)
   F. Right to plead innocent without fear of being tried for lying in relation to that plea if proven guilty.
(This does not disallow being tried for lying if the defendant lies in order to support a plea.)

G. Right to a subsequent appeal

6. Responsibility of the defendant to be available according to the schedule established by the Court chair for judicial hearing. The hearing will begin promptly at the scheduled time and location, and shall proceed pursuant to the Hearing Body Procedures in the Greek Life section of the Student Handbook.** If the defendant, without justification, does not appear for or remain at the hearing, the Court may proceed in the defendant’s absence.
Membership Intake Policies and Procedures

Greek-Lettered Fraternities and Sororities Membership Intake Procedure Policy 500.3.3.3

ECSU Greek Life Privacy Statement

To protect the interests, privacy, and confidentiality of the member chapters of the NPHC and IFC, the Office of Student Life GUARANTEES all documents submitted will be kept confidential. No one other than the Director of Student Life, officers of the University, the respective National Headquarters, Chapter President, and chapter advisor will have access to these forms. All membership intake forms will be stored for a minimum of period of twenty-four (24) months. Access to these documents will be denied to all parties with the exception to those identified above.

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
e. Minimal Academic Policy
f. Non-Discrimination Policy
g. Quiet Week Policy
h. Sexual Harassment Policy
i. Title IX

Procedure for Membership Intake Process

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. Below is a checklist of the documents and requirements related to the membership intake process.

Before ANY Membership Intake Activities can be planned...

1. Each organization and advisor must be registered with Student Life (i.e. Club/Organization Registration Form and Advisors Form).

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 Pan-Hellenic Director, Director of Student Life.
Life, Chapter President, and Chapter Advisor(s) in regards to ALL Intake activities the organization is holding (i.e. Informational/Interest Meetings, Meeting Dates, Probates, 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 Pan-Hellenic Director/Director of Student Life. This form must cover all proposed Informational Nights and other recruitment based activities. No NPHC/IFC member organization will be allowed to host recruitment events without completing this form.

   - **Complete an Activity Request form** for each intake meetings and/or functions and return to the Pan-Hellenic Director/Director of Student Life. Throughout the process, no meeting or function is allowed to take place without the presence of the official advisor.

   - After each recruitment event, the Membership Intake Coordinator must return copies of the **Sign-In sheets**. 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 Life.

   - All **chapter members and advisors must attend the Greek Life MIP Seminar** prior to the beginning of the membership intake.

   - 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 Pan-Hellenic Director/Director of Student Life with the Membership Intake Packet.

7. Each organization must **submit the Membership Intake Packet** to the Pan-Hellenic Director/Director of Student Life which includes the **MIP Verification of Prospective Members Request Form, MIP Chapter & Prospective Members Anti-Hazing Compliance Form**, and Sign-In sheets for all recruitment events. Before proceeding to the next step...

   - Remember at after each recruitment event, the Membership Intake Coordinator must have copies of Sign-In sheets for the Membership Intake Packet.

   - Each organization will receive an official approval letter from the Office of Student Life 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.**

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

   - All potential members must report to the Student Health Center on a weekly basis for a
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 Pan-Hellenic Director/Director of Student Life 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 NPHC/IFC Judicial Council and Director of Student Life.
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 Life 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 Life and will be a period of no less than one semester. Any "suspended" group automatically loses recognition from the Department of Student Life 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 Greek 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 Life 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
30. AFTER ALL CHAPTER MEETINGS, THE ASSISTANT ADVISOR CAN ASK ANYONE (INITIATE) TO GO TO THE INFIRMARY (WILL BE GIVEN A TWO HOUR NOTICE).

******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 Life and/or Campus Police.
Greek Life Forms

Membership Intake Plan ...................................................................................................................................... 24
MIP Verification of Prospective Members Request Form ...................................................................................... 25
MIP Chapter & Prospective Members Anti-Hazing Compliance Form .................................................................. 26
MIP New Member(s) List Form .................................................................................................................................. 29
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 Greek 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).
  - Advisor: __________________________
  - 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)*:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Time</th>
<th>Location*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informational Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest/Formal Meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education of Aspirants will begin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aspirants will be initiated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New members will be presented</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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 Greek 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 Life to continue the Membership Intake Process. We will immediately notify the Office of Student Life 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 Life 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.

<table>
<thead>
<tr>
<th>#</th>
<th>Name (Firstname Lastname)</th>
<th>Banner ID#</th>
<th>Phone #</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>97</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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 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: ___________________________ Signature: ___________________________ Date: __________

Intake Coordinator: ___________________________ Signature: ___________________________ Date: __________

Campus Advisor: ___________________________ Signature: ___________________________ Date: __________
## Members of the Chapter

<table>
<thead>
<tr>
<th>#</th>
<th>Name (Firstname Lastname)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>#</th>
<th>Name (Firstname Lastname)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Make additional copies as needed.*
This form must be completed electronically except for signatures by the Advisor. Forms with handwritten 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.

<table>
<thead>
<tr>
<th>#</th>
<th>Name (Firstname Lastname)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Name (Firstname Lastname)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
</tr>
</tbody>
</table>

Make additional copies as needed.

Intake Coordinator:
Print Name __________________________ Signature __________________________ Date

Campus Advisor:
Print Name __________________________ Signature __________________________ Date