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**SHSU Greek Life Guidelines for New Member Presentations**

New member presentations are envisioned as an important portion of cultural fraternity and sorority membership. Historically, these experiences have served as a celebration of an individual becoming a member of the Greek community. While each organization’s new member presentation may have a unique format, these means of welcoming new members into the Sam Houston State University Greek community not only emphasize shared values of brotherhood and sisterhood but, also serve as a “rite of passage” into the fraternal experience for many new members.

In order for the SHSU Greek Life staff to help promote unity amongst all new member experiences and to ensure the safety of members of the Greek community, all National Pan-Hellenic Council (NPHC) and Multicultural Greek Council (MGC) organizations must adhere to the following guidelines when presenting new members to the campus community:

**Fall 2015 Intake Window: Wednesday, August 26th - Tuesday, November 24th, 2015.**

**Spring 2016 Intake Window: Wednesday, January 13th - Friday, April 22th, 2016.**

1. Presentation of new members must take place no more than two weeks after the members have been initiated into your organization.

2. New member presentations will not to be scheduled on the same evening/time of a previously planned event of another chapter of the same council.

3. If the presentation of new members includes a “show,” a copy of the venue reservation confirmation form must be submitted to the Dean of Students’ office no later than two weeks prior to the event.

a. It is preferred that the reservation is completed prior to the start of intake and that a rain location is also reserved if the preferred site is outdoors.

4. No explicit or revealing attire is to be worn by new members.

5. Current active members of the hosting undergraduate chapter may participate in the presentation show; however, only the New Member Educator, chapter officers, and/or Chapter Advisor may be present on the stage or on the platform. All alumni and/or visiting chapters must remain in the audience.

6. Vulgarity and profanity will not be tolerated. The event will be immediately terminated by the Greek Life staff and University Police Department if new members or chapter members use profanity during the presentation. This includes the host organization being held responsible for their guests choice of language for chants.

7. No drugs or alcoholic beverages will be permitted.

8. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, and poking. Canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon or to harm another individual.

9. In the event of a fight or physical altercation during the presentation, those involved will be removed immediately by UPD. If a member of the presenting organization is involved, the presentation will be terminated.

10. Face coverings, e.g. masks, are permitted; however, the mouth of the member must be visible at all times.

11. The duration of the presentation should be no longer than 45 minutes total. The show must start within 15 minutes of the registered/scheduled time. For any shows that don’t start within 15 minutes, chapters will pay a fine of $100 to their council for every 15 minutes the shows does not start and any show that does not start an hour after the scheduled time will be cancelled with fines still being imposed. The hosting organization will need to meet with the Greek Life office as to why this occurred before any future new member presentations are allowed for the organization. The fine check must be turned in to the Assistant Dean of Students for Greek Life or the Greek Life Coordinator.

***Example of fine: Show start time advertised as 7pm start and doesn’t start until 7:16pm means chapter will receive a $100 fine, if the show starts at 7:33pm means chapter will receive a $200 fine, if the show starts at 7:50pm means chapter will receive a $300 fine, and if the show doesn’t start by 8pm, it will be cancelled and the organization will still pay a $300 fine.***

13. Following the show, members of the presenting organization must vacate the area within thirty minutes. The presenting organization will be responsible for ensuring the site used is left in its original condition after use.

14. A representative from the Greek Life staff must be in attendance for all new member presentations.

15. Members, new members, alumni and members of the Graduate Chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may cause repercussions on the undergraduate chapter. Undergraduate chapters are responsible for communicating the governing council and Sam Houston State University Anti-Hazing Policy to all members, new members, alumni and members of their Graduate Chapters.

VIOLATIONS

Violations of the new member presentation guidelines may result in disciplinary action that is at the discretion of the Dean of Students’ Office, on a case-by-case basis, dependent upon the severity of the violation. Proper notification of the violation will be communicated to the chapter president, chapter advisor, regional leadership and the national headquarters.

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.).

2. Failure to adhere to the presentation of new member guidelines.

3. Hazing: Any violations of the Sam Houston State University Hazing Policy will result in a referral to the Dean of Students’ Office.

THINGS TO REMEMBER

The Greek Life staff will present the intake guidelines at the beginning of each academic semester in preparation for intake the following semester.

1. Each chapter must submit a calendar of events for intake and a New Member Intake or Recruitment form to the Dean of Students’ Office. Potential new members must also complete the grade release form and sign an anti-hazing form which is handed out at NPHC’s Greek Assembly and MGC’s Showcase recruitment programs. Those who miss those events will have to meet with the Greek Life staff to sign the document.

2. In order to proceed with your new member presentation, please submit the date and a copy of the reservation confirmation the Dean of Students’ Office. If any changes need to be made, the Greek Life staff must be notified and approve such changes.

3. To reserve a room, please contact the following:

a. LSC Theater, Ballroom or Farrington Pit – Lowman Student Center – **936-294-1759**

b. Old Main Pit – Office of the President – 936.294.4758

4. Amplification in or around academic buildings is permitted during the following hours:

Monday- Friday, 8:00pm to midnight; Non-class days, 8:00am to midnight.

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Chapter Name Date of New Member Initiation

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Signature of Chapter President Date

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Signature of Chapter Advisor Date

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Greek Life Staff Date