

## GUIDELINES FOR CONDUCTING MEMBERSHIP INTAKE AT THE UNIVERSITY OF VIRGINIA

In alignment with the Fraternal Organization Agreement (FOA), chapters that conduct membership intake agree to provide timely information to the Office of the Dean of Students/Fraternity & Sorority Life (ODOS/FSL) about their intake plans and process. The information that must be submitted to Fraternity and Sorority Life is listed below, and is intended to help facilitate a consistent and efficient intake process for chapters and members.

### INTAKE TIMELINE & FORM SUBMISSION

#### **Every semester:**

- Chapter officers complete the “**Intake Intent**” form
  - This form should be filled out regardless of a chapter's intention to conduct intake.
  - No intake activities may take place until this form has been approved by FSL.
  - Dates may be revised with prior notification and approval.

#### **Prior to Intake Activities**

- Complete any national or regional paperwork that needs to be signed by a FSL staff member.
- Complete “**Membership Intake Timeline**” form

#### **ONE WEEK PRIOR to the Informational/Interest/Rush Meeting:**

- It is recommended that a copy of the Interest Meeting Flyer be shared with FSL and posted in visible locations around the University to ensure all interested students are made aware.
- To ensure that aspirants are fully aware of the expectations for the chapter's Interest Meeting, we suggest that fliers include the following information:
  - Date, time, location, dress code, and any additional expectations for aspirants (copy of resume, transcript, etc.).

#### **Once membership selection concludes:**

- Complete “**Acknowledgement of Aspirants/Candidates**” form
  - Chapters must provide an overall list of aspirants/candidates as confirmation of their participation in the organization's educational process
  - If a candidate chooses not to continue with the process, chapter officials must notify ODOS/FSL staff immediately.

**All forms are available and must be submitted via**  
<https://atuva.student.virginia.edu/organization/fraternityandsororitylife>

## Important Considerations for Conducting Membership Intake

### Hazing Prevention at the University of Virginia

Hazing is a crime in Virginia and is prohibited by University policy and the University Standards of Conduct. State and/or local law enforcement agencies investigate allegations of hazing under Virginia law. The Office of the Dean of Students investigates allegations of hazing under University policy. The University has created a website (<http://www.virginia.edu/hazing>) that provides information and resources aimed at hazing prevention and education including an anonymous reporting form. Your national organization also has anti-hazing policies that you should fully understand, discuss with your chapter advisor, and communicate to candidates for membership.

In addition, fraternal organizations are subject the University's Standards of Conduct and other policies applicable to all students and student organizations.

### New Member Presentations

The new member presentation is an important aspect of membership in NPHC and MGC chapters, which celebrates new members and the unique history and traditions of each organization. New member presentations should be conducted in a way that honors the core values and legacy of your organization. Your national organization may have specific new member presentation performance guidelines that you should be aware of.

- Presentations of new members must take place by the deadline given by Fraternity and Sorority Life (usually no later than two weeks before the last day of classes).
- Any changes to the time and location should be communicated to ODOS/FSL in advance.
- We encourage you not to schedule your new member presentation on the same day / time as other chapters within your council.
- Per University policy and Standards of Conduct, no alcoholic beverages should be consumed by those who are not of legal age to drink and no physical abuse will be tolerated.

### Academic Record Release

Students who accept membership in a fraternal organization inherently give authorization for The Office of the Dean of Students / Fraternity & Sorority Life to provide individual semester grade point and cumulative grade point averages to the president and/or scholarship chair of their organization. This information is used to determine the chapter academic trends, student eligibility within the chapter, and calculate chapter, council, and all Greek averages. Chapter Statistics will be released to the inter/national headquarters and chapter advisors. Students have the right not to consent to this release of educational records, and should notify the appropriate chapter contact (President, advisor, etc.) as well as Fraternity and Sorority Life if they do not want this information shared with their organization.