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BETHUNE-COOKMAN UNIVERSITY

Office of Greek Life

POLICY AND PROCEDURES ON

MEMBERSHIP INTAKE

-Plan of Accountability- (POA)

NATIONAL PAN-HELLENIC COUNCIL (NPHC)

-

SERVICE & PROFESSIONAL ORGANIZATIONS
ADVISORY COUNCIL (SPOAC)

"We are what we repeatedly do. Excellence, then, is not an act, but a habit." – Aristotle

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Greetings Fraters and Sorors of NPHC and SPOAC:

The Office of Greek Life cordially welcomes you back as we anticipate another exciting year at the Great Bethune-Cookman University! We are committed to encouraging the development of our Greek organizations while also ensuring the safety and well-being of our students, the community and the University's reputation.

It is our goal to be more knowledgeable about the membership intake processes of the chapter members of the B-CU Greek Community. The preventative measures we are taking will help secure a safe community and create a system of accountability for all key constituents. We are **REQUIRING** that each Greek Letter Organization conducting membership intake or informational events keep the office informed of **ALL** membership recruitment and intake activity.

To that end, the office has created a Plan of Accountability (POA) to help ensure the privacy of each of our member chapters, the candidates for membership, and that all applicable University, inter(national) headquarters, local and state laws are followed. Please read over this packet of information, complete all necessary forms, and return to the Office of Greek Life. To be in compliance and to remain in good standing with the Greek Life Office, all forms will be required before **ANY** membership recruitment or intake activities take place.

As stated in the Student Handbook, both the Office of Greek Life and our great institution have a strict policy on Anti-Hazing.

If you have any questions or need clarification on any of these forms please feel free to contact me in at 386-481-2101. Thank you in advance for your attention and cooperation regarding this matter.

Sincerely,

Emmanuel LaLande
Coordinator of Greek Life

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BETHUNE-COOKMAN UNIVERSITY

OFFICE OF GREEK LIFE

GUIDELINES FOR MEMBERSHIP INTAKE

The purpose of this document is to provide the fraternities and sororities of the B-CU Greek community, their advisors, and prospective members with a source of information regarding Membership Intake. Chapter Advisors, Office of Student Affairs, and Office of Greek Life will work together to ensure a successful and positive experience for all involved.

In order for Greek Life to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following guidelines pertaining to Membership Intake at B-CU.

Meetings and Documentation:

- I. Prior to any intake activities, at least one chapter member, preferably the Chapter President or Intake Chair will submit/provide to the Office of Greek Life the following:
 - A. *Any national or regional paperwork that needs to be signed by Greek Life Coordinator*
 - B. *Notice of Membership Intake (attached)*
 - C. *Anti-Hazing Compliance form (attached)*
 - D. *Any additional dates pertinent to a specific organization*

- II. Verification of Aspirants: All chapters conducting intake must submit a Verification of Aspirants form (attached). The Verification of Aspirants form must be submitted prior to the start date of the official process/education of aspirants listed on the Notice of Membership Intake. This form is the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership. All chapters conducting intake must also submit a Health Screening Permission form, which must be signed by all aspirants wishing to participate in the intake process.

- III. Greek Life Intake Seminar: All candidates preparing to become a part of any NPHC or SPOAC organization must attend the mandatory Intake Seminar before submitting any documents for membership. All chapters are required to announce this event at any informational or interest meeting.

- IV. Chapter Membership Roster Update: At the conclusion of the intake process (after initiation), an updated Membership Roster must be turned in to the Greek Life to reflect any changes in membership since the Verification of Aspirants Form was submitted.

All documents supplied to the Office of Greek Life are kept **confidential** from students or student leaders, including the council officers. They may be shared with university officials and organization staff as needed. In the event that any dates and times need to be changed on the calendars of events, chapter members must notify the Coordinator of Greek Life in writing no less than **three business days prior** to the new event time.

Without the submission of this paperwork intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Coordinator of Greek Life, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and

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the chapter is subject to **finer and/or suspension**. These sanctions will be administered appropriately at the discretion of the Coordinator of Greek Life and Vice President of Student Affairs.

Presentation of New Members:

All New Member presentations shall be scheduled by the Coordinator of Greek Life

Hazing:

See the B-CU Anti-Hazing Zero Tolerance Policy (attached)

Violations:

Refer to the Fraternity & Sorority Code of Conduct

Students found responsible for hazing will be subject to penalties outlined in the General Statutes of the State of Florida, Greek Life Code of Conduct, the B-CU Office of Student Affairs, as well as any sanctions outlined by the national organization.

Process/Rules and Regulations:

In order to ascertain the eligibility for initiation of its candidates, the advisor of each fraternity or sorority is expected to send to the Coordinator of Greek Life, a list of names of those persons it desires to initiate, for certification with respect to academic average, financial standing with the University, attendance of the Intake Seminar, and certification that the student is not on Disciplinary Probation. Upon receipt of written replies from these officers certifying the eligibility of the candidates, the fraternity or sorority is free to proceed with its initiation under regulations listed below:

Initiations shall be held in the fall and spring and in such a manner as not to interfere with any exercises of the University.

All fraternities and sororities shall complete requirements connected with their initiation within the designated intake period.

During the period of initiation specified above, no fraternity or sorority shall conduct any part of its membership intake procedures without the presence of the official advisors.

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The University medical staff will, at random, examine candidates before, during and after the intake period for the purpose of safeguarding the health of the students being initiated.

Any evidence of physical or mental brutality will be reported to the Coordinator of Greek Life, Public Safety and Vice President for Student Affairs by the medical staff or any person having knowledge thereof.

Organizations are to adhere to non-discriminatory policies and affirm in writing that they will not discriminate in their membership on the basis of race, color, ethnicity, national origin, age or disability.

For violation of any regulations, the organization will forfeit its social privileges and may have its recognition by the University withdrawn for a period of time as determined by the Vice President for Student Affairs or the President of the University.

Appeals:

Appeals of sanctions given by the Office of Greek Life are given in writing to the Vice President for Student Affairs.



BETHUNE-COOKMAN UNIVERSITY
OFFICE OF GREEK LIFE
NOTICE OF MEMBERSHIP INTAKE

The officers and members of the _____ chapter of _____
Will _____ Will not conduct membership intake during the _____ (fall or spring) semester of _____ (year).

*****ALL INFORMATIONAL AND INTEREST MEETINGS MUST BE LISTED BELOW*****

Interest Meeting(s) will be held on _____
Location(s) and Time _____

(PLEASE SUBMIT A HARD COPY OF THE INTEREST MEETING FLYER)

Education of aspirants/Intake process begins on _____ and will be held

Candidates will be initiated on _____

Membership Intake/Education Coordinator: _____
Email Address: _____ Telephone: _____
Local Address: _____

Chapter President: _____
Email Address: _____ Telephone: _____
Local Address: _____

Chapter Advisor(s) in Overseeing Intake: _____
Email Address: _____ Telephone: _____
Local Address: _____

Regional/National Representative: _____
Email Address: _____ Telephone: _____

We, the undersigned, attest that the above information is accurate and correct to the best of our knowledge. Furthermore, we agree to the following conditions of Membership Intake:

- a. We will comply with all the policies and procedures regarding Membership Intake put in place by Bethune-Cookman University and our inter/national organization.
- b. We will comply with local and federal laws, and university and inter/national organization rules, standards, and codes during the Membership Intake process.
- c. We will inform the Coordinator of Greek Life of any changes to our Membership Intake schedule by the required deadline.

President _____ Signature _____ Date _____

Membership Intake/Education Coordinator _____ Signature _____ Date _____

Advisor _____ Signature _____ Date _____

*****MEMBERSHIP INTAKE PROCESS OUTLINE** (Please attach an outline to include all dates, times and locations for all education of candidates/membership intake process activities along with a summary of what each educational session/activity will entail. **THIS FORM WILL BE CONSIDERED INCOMPLETE WITHOUT THIS OUTLINE*****

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Membership Intake Coordinator Agreement

Semester:	Fall / Spring
Year:	
Chapter/Organization:	
Membership Intake Coordinator Name:	
_____ (Initials)	I certify that I have read in full ALL of the Bethune-Cookman Univeristy Membership Intake Policies and Procedures, pertinent university policies, and other relevant information from my inter/national organization regarding Membership Intake.
_____ (Initials)	I will educate my Organization on all of the regulations of Membership Intake and will keep the Coordinator of Greek Life informed on all Membership Intake activities conducted by my Organization.
_____ (Initials)	I agree to provide the names of the prospective members to the Coordinator of Greek Life within two (2) business days of the start of the Membership Intake process.
_____ (Initials)	I understand that if the Membership Intake forms are not fully completed and signed by all parties by the outlined deadlines, intake of new members will NOT be allowed.
_____ (Initials)	I declare that I will thoroughly review all information submitted to the Coordinator of Greek Life, will only allow information that is true to be turned in and hereby give permission to the University to verify the validity of all information submitted.
_____ (Initials)	I understand that if any of the information submitted to the University is found to be false or misleading, the Coordinator of Greek Life reserves the right to suspend the Membership Intake process pending full investigation of all statements.
_____ (Initials)	I understand that the Coordinator of Greek Life reserves the right to deny Membership Intake processes if evidence is present that indicates the Organization is unfit for initiating new members.
_____ (Initials)	I have read and signed the Bethune-Cookman University Anti-Hazing Policy and agree to abide by the statement. I further understand that the Coordinator of Greek Life reserves the right to suspend the Membership Intake process if my Organization is found or suspected of being in violation of this policy.
_____ (Initials)	I understand that all Membership Intake activities will coincide with the policies set forth by my national organization. Any deviation from the policies of my national organization must be supported in writing by the Organization Advisor, the Regional Director and/or my national headquarters.

Membership Intake/Education Coordinator _____ Signature _____ Date _____

Asst. Membership Intake/Education Coordinator _____ Signature _____ Date _____

Advisor _____ Signature _____ Date _____

Coordinator of Greek Life _____ Signature _____ Date _____

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BETHUNE-COOKMAN UNIVERSITY
OFFICE OF GREEK LIFE
ANTI-HAZING COMPLIANCE AGREEMENT

A. Compliance Statement

We certify that all activities sponsored or required by our organization members or candidates comply with Bethune-Cookman University Hazing Policy and the Chad Meredith Act.

We have informed the candidates of our organization of the contents of the Bethune-Cookman University Anti-Hazing Policy. This policy will be read to candidates at the beginning of each semester of an organization's Membership Intake process.

Hazing will not be tolerated in the Bethune-Cookman University community. No student or organization has the right to inflict physical or mental harm on a person or to demean, disgrace, or degrade a person. Hazing is prohibited and defined in section 240.262 of the Florida Statutes, in the Bethune-Cookman University Student Code of Conduct, and in the University Anti-Hazing Policy. All forms of hazing by any university student, student organization, or employee, are expressly prohibited and serious penalties, such as separation from the university or loss of recognition by Bethune-Cookman University, may be imposed on individuals or groups found in violation of these rules.

We understand that failure to uphold the University's Anti-Hazing Policy as stated in the Bethune-Cookman University Student Code of Conduct may result in organizational and/or individual charges.

We understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to not allow members of our organization, whether graduate/alumni status or affiliated at another institution of higher education, to haze our candidates. Failure to report any such activity of which we become aware of may result in individual charges.

B. Expectations

1. The position of the Bethune-Cookman University concerning an organization's initiation is that it will be a positive, educational experience for all involved. Names such as "PLEDGING" should not be used in reference to membership intake activities.
2. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the Organization.
3. The Membership Intake process (including any presentation of members) should end by the specified timeline given at the beginning of membership intake.
4. The practice of surprising new members with the date/and or time of initiation is not acceptable. Candidates should be informed as to the date of initiation no later than two weeks after the Membership Intake process begins.
5. New members should never be subject to sleep deprivation and should never be forced to stay or live anywhere against their will.
6. Activities such as scavenger hunts and "house clean-ups" are NOT allowed.
7. All new member activities must be alcohol free. Initiation is no exception.

Our signatures below certify that we have read, understand, and agree to abide by the Bethune-Cookman University Hazing Policy. We understand that the Office of Public Safety, the national headquarters, and the Organization advisors(s) will be notified of cases of alleged and/or confirmed violations of the Anti-Hazing Policy.

_____ President	_____ Signature	_____ Date
_____ Membership Intake/Education Coordinator	_____ Signature	_____ Date
_____ Advisor	_____ Signature	_____ Date

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BETHUNE-COOKMAN UNIVERSITY
OFFICE OF GREEK LIFE

INFORMATIONAL SESSION SIGN-IN SHEET

Semester:	Fall / Spring
Year:	
Chapter/Organization:	
Meeting Date/Time/Location:	

Students wishing to participate in Membership Intake at Bethune-Cookman University must have a cumulative GPA of 2.7 (NPHC) / 2.65 (SPOAC), attended the Intake Seminar and complete the *Permission To Release Non-Public Information & Non-Hazing Compliance Form* and return it to the Office of Greek Life. ***This form must be submitted to the Office of Greek Life the next business day (morning) of the Informational/Interest Meeting.***

(Attach an additional sheet if more space is needed)

Name (PRINT LEGIBLY)	ID#	Phone	Email

I certify that no names were left off of this attendance sheet.

Membership Intake/Education Coordinator Signature	Date
Advisor Signature	Date

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BETHUNE-COOKMAN UNIVERSITY
OFFICE OF GREEK LIFE

HEALTH SCREENING PERMISSION FORM

Please read the following Policy and sign your name, which states you agree to adhere to this policy regarding the Membership Intake Process. If you do not sign this form, you will not participate in Membership Intake.

The Bethune-Cookman University Policy on Health Screening States...

The University Medical staff will, at random, examine candidates before, during and after the intake period (remainder of the semester) for the purpose of safeguarding the health of the students participating in the intake process (seeking membership).

Any evidence of physical or mental brutality will be reported to the Office of Public Safety, the Greek Life Coordinator and the Vice President for Student Affairs by the medical staff or any person having knowledge thereof.

For violation of any regulations, the organization will forfeit its social privileges and may have its recognition by the University withdrawn for a period of time as determined by the Vice President for Student Affairs and/or the President of the University.

I _____ acknowledge the aforementioned Health Screening Policy and I agree to participate in the Health Screening process which will be administered by the University Medical Staff. I understand the Health Screenings are sporadic and can occur at any point before, during, after the Membership Intake Process (MIP), including the administrative portion prior to the official start date of MIP. I also understand, if I am requested to participate in a Health Screening and fail to show up, I will immediately be removed from the Membership Intake Process and will not be duly initiated into a Fraternity or Sorority chartered at Bethune- Cookman University.

Student

Membership Intake Coordinator

President

Advisor



BETHUNE-COOKMAN UNIVERSITY

OFFICE OF GREEK LIFE

CANDIDATE – STATEMENT ON HAZING AGREEMENT

Name: _____ Student ID Number: _____
First/Middle/Last

On/Off Campus Address: _____

Permanent Address: _____

Phone: _____ (C) Permanent Number: _____

STATEMENT ON HAZING

The Chad Meredith Act

The Chad Meredith Act became law in Florida effective July 1, 2005. The law resulted from the drowning of University of Miami student Chad Meredith on November 5, 2001. Persons convicted of felony or misdemeanor hazing are subject to imprisonment. Bethune-Cookman University has always renounced acts of brutality and hazing during the intake process, and this statement serves to reaffirm that long-standing commitment.

HAZING IS STRICTLY FORBIDDEN!

For the guidance of all campus chapters authorized to conduct intake periods, the definition of hazing is as follows: “Hazing” is any action taken or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the University.

“HAZING” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion for social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. In addition, late work sessions which interfere with scholastic activities, and any other activities which are not consistent with policies of Bethune-Cookman University or which violate local, state or federal laws, are expressly forbidden.

Anyone violating this policy will be subject to disciplinary action, and may also face criminal prosecution. Cognizance and understanding of the above definition and the use of common sense in the carrying out of intake activities should be sufficient to guide campus chapters to avoid hazing violations.

I _____, have read the Bethune-Cookman University Statement on Hazing and the State of Florida Law on Hazing, and agree not to participate or subject myself to such behavior or acts. I understand that if a hazing incident should occur, it is to be reported to the Membership Intake Coordinator and/or Office of Public Safety.

Student Signature

Date

Florida Hazing Law

¹1006.63 hazing prohibited.--

(1) As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(2) A person commits hazing, a third degree felony, punishable as provided in s. [775.082](#) or s. [775.083](#), when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

(3) A person commits hazing, a first degree misdemeanor, punishable as provided in s. [775.082](#) or s. [775.083](#), when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

(4) As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

(5) It is not a defense to a charge of hazing that:

(a) The consent of the victim had been obtained;

(b) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or

(c) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

(6) This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.

(7) Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

(8) Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.

(a) Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.

(b) In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

Florida Hazing Law (cont'd)

(c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

(9) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

(10) Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules, and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

History.--s. 333, ch. 2002-387; s. 3, ch. 2005-146.

¹Note.--

A. Section 6, ch. 2005-146, provides that "[t]his act shall take effect July 1, 2005, and shall apply to offenses committed on or after that date."

B. Section 5, ch. 2005-146, provides that "[n]othing in this act shall be construed to constitute grounds for any civil cause of action that is not otherwise provided in law."



BETHUNE-COOKMAN UNIVERSITY
 OFFICE OF GREEK LIFE
NEW MEMBER PRESENTATION AGREEMENT

Organization	
Date of Show	TO BE DETERMINED BY OFFICE OF GREEK LIFE
Description of Show (provide a brief description of what will happen during the show)	

My signature below indicates that:

- I have read, understand and agree to **New Member Presentation Guidelines**.
- The information provided on this form is accurate and true.
- The show will not stray from the spirit and written description of the show.
- I have disclosed everything regarding the format of the show in writing and to my Advisor and the Greek Life Coordinator.
- I understand that my organization, in addition to the President, and individuals within the show will be held accountable should any of the guidelines be violated.

 President

 Signature

 Date

 Membership Intake/Education Coordinator

 Signature

 Date

 Advisor

 Signature

 Date

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