



Dear National Pan-Hellenic Council (NPHC) Chapter Presidents, Members, and Advisors,

The Office of Greek Life at the University of Michigan recognizes the importance of the membership intake process, and we support your organization's efforts in developing and sustaining your membership. The Office of Greek Life (OGL) wants to better support your organization by establishing a system of communication with organizations wanting to participate in the intake of new members.

Each of the affiliate organizations of NPHC exist on the University of Michigan's campus because of a collaboration/partnership between the University and the national organization. It is important that each chapter understand the relationship and operate within the set policies and procedures of your respective national bodies and the University.

In order to be consistent with policies and procedures from national headquarters, NPHC, and the University, it is necessary that the Office of Greek Life know the timeline for membership intake events/procedures and who is involved. The OGL can then be an effective partner in the process.

This plan is also meant to ensure that chapters are adhering to the hazing policies of the University and Greek Life. It is important that it be understood that if the policy is violated, it may result in actions taken by NPHC, the Hazing Task Force, the Office of Greek Life, and the University of Michigan as well as the respective chapter's graduate advisor and national headquarters.

This packet will assist you in planning your membership intake program for the upcoming academic school year. The completion of these documents is required of all National Pan-Hellenic Council chapters in order to conduct an intake process on the University of Michigan's campus. Please review these forms, and bring any questions or concerns to the Office of Greek Life located at 530 S. State Street, 4115 Michigan Union, Ann Arbor, Michigan 48109 or call the office at (734) 936-3686. We are more than willing to work with individual situations which may require special consideration.

We wish your chapter all the best during the coming year!

Sincerely,

Mary Beth Seiler
Director

Chris Haughee
Assistant Director

Myron Bishop
NPHC/MGC Advisor

Office of Greek Life Privacy Statement

To protect the interests, privacy and confidentiality of the affiliate chapters of the National Pan-Hellenic Council, all documents submitted will be treated as confidential information and kept in a secure location. No one other than the Office of Greek Life staff will have access to any information submitted by a chapter. Anyone inquiring about the status of an organization's intake will be directed to the chapter president. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need-to-know basis. All membership information will be kept on file with the Office of Greek Life for a period of one year from date of submission.

FORMS DUE DATE SCHEDULE

Form	Due
Notice of Intention to Abstain from Conducting Membership Intake	Form should be returned to the Office of Greek Life no later than two weeks after the beginning of the semester
Hazing Policy Agreement & Notice of Membership Intake	Forms should be returned to the Office of Greek Life at least one week before the first scheduled interest meeting or at a time that is established with the NPHC Advisor
Report of Candidates/Potential New Members	Form should be returned to the Office of Greek Life within one week after the selection of candidates/potential new members or no later than 24 hours after the beginning of the scheduled membership intake program, whichever is earlier
Membership Information Card/Grade Release (Located in the Office of Greek Life)	New members should pick up and turn in their card at the Office of Greek Life within one week after their scheduled initiation

If there are changes regarding “Notice of Intention to Abstain from Conducting Membership Intake” or “Notice of Membership Intake”, the Office of Greek Life must be notified immediately in writing.



NOTICE OF INTENTION TO ABSTAIN FROM CONDUCTING MEMBERSHIP INTAKE

The _____ chapter of _____ does not intend to conduct membership intake during the _____ semester of the _____ -- _____ academic year.
Fraternity or Sorority Name

We understand that should that decision change, we must notify the Office of Greek Life in writing and submit the appropriate forms by the set deadlines. We understand that if we engage in pre-pledging activities not a part of the inter/national process, it will be reported to the Office of Greek Life, the chapter’s advisor, and the organization’s national headquarters.

(Submit to the Office of Greek Life no later than two weeks after the beginning of the semester)

President’s Name Printed

President’s Signature

Date

Advisor’s Name Printed

Advisor’s Signature

Date

POLICY REGARDING HAZING FOR THE GREEK COMMUNITY AT THE UNIVERSITY OF MICHIGAN

I. Purpose of the policy

The purpose of this policy, created by the Interfraternity Council, the Panhellenic Association, the National Pan-Hellenic Council, and the Multicultural Greek Council, is to promote a safe environment in which students can feel comfortable with the knowledge that they will not be subject to hazing when joining or affiliating with any Greek organization under the auspices of the Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council, or the Multicultural Greek Council at the University of Michigan.

II. Role of the Hazing Task Force

The Role of the Hazing Task Force is to investigate allegations of hazing and recommend further action. In addition, the HTF aims to educate and alert chapters of behavior that could be damaging not only to an individual chapter, but also to the Greek Community as a whole. The Hazing Task Force will take a firm stance against hazing violations while establishing cooperative and pro-active relationships within the Greek Community.

III. Definition of Hazing

Hazing is defined as any action or situation, with or without consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health of a student. This includes, but is not limited to any situation which:

- Creates a risk of injury to any individual or group
- Causes discomfort to any individual or group
- Causes embarrassment to any individual or group
- Involves harassment of any individual or group
- Involves degradation of any individual or group
- Involves humiliation of an individual or group
- Involves ridicule of an individual or group
- Involves or includes the willful destruction or removal of public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a Greek Organization of the Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council, or Multicultural Greek Council at the University of Michigan

Examples include but are not limited to, any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquid, drug, or other substance and any activity which would subject the student to extreme mental stress such as sleep deprivation, forced exclusion from social contact, impairment of physical liberties or interfering with the student's academic endeavors

IV. Accountability

- a) The President of all Greek organizations under the jurisdiction of the Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council, or the Multicultural Greek Council will affirm this policy with their signatures at the beginning of each semester.
- b) Each member will review and sign this policy within 1 month of joining or affiliating with an organization. Each council has the right to enforce stricter guidelines in this matter. The President or New Member Educator(s) is responsible for informing their chapters of the guidelines outlined within this policy. In the event of a hazing violation, the chapter President, New Member Educator(s), and all other relevant individuals involved will be held accountable to the full extent of this policy.
- c) All council officers must affirm this policy by their first meeting.
- d) All members of the Hazing Task Force must affirm this policy at their first meeting.

V. Hazing Task Force

- a) The Hazing Task Force shall be comprised of chair, vice chair and 12-16 Task Force Members.
- b) Members and chairs of HTF must be in good standing with their individual chapters.
- c) Each member of HTF will serve for a full calendar year (January to December)
- d) The Chair and Vice Chair will be appointed by the HTF liaisons of each council's executive board. These positions may be filled by an individual from any council.
- e) Each council will determine one member of its executive board to act as liaison between the councils and HTF. These liaisons are assigned as follows; Interfraternity Council Executive Vice President, Panhellenic Association Executive Vice President, National Pan-Hellenic Council Vice President and Multicultural Greek Council Vice President.
- f) In the event a Chairperson is not meeting his/her responsibilities they may be dismissed by the suggestion of the appointing liaison and after a vote of each of the council executive boards. Replacement would occur in the same fashion of the original appointment.
- g) The Interfraternity Council, Panhellenic Association, Multicultural Greek Council and National Pan-Hellenic Council shall outline in either their constitution or bylaws the procedures for selecting members to the Hazing Task Force.
- h) The 12-16 Task Force Members shall be provided by the four councils as follows – Interfraternity Council – 4; Panhellenic Association – 4, Multicultural Greek Council – 2-4; National Pan-Hellenic Council 2-4.
- i) An investigative member of the Hazing Task Force can be dismissed from office for violation of duties by a majority vote of the HTF chairpersons and the executive council officers overseeing the HTF. In the event a member of the HTF is relieved of their duties, the above mentioned executive officers, and chairpersons may appoint a person, from the same council as the dismissed member, to fulfill this vacancy.
- j) If a council cannot or chooses not to fill its Task Force Member positions either at the beginning of the term of office or due to dismissal with an active participating member, the vacant position will be filled by appointment to any interested Greek Community member.

VI. The Chair of the Hazing Task Force shall

- a) Monitor the hazing hotline (hazinghotline@umich.edu)
- b) Be the liaison the 4 Councils and Office of Greek Life Staff
- c) Coordinate training for Task Force Members with the Councils and Greek Life Staff
- d) Be responsible for notifying chapters of allegation of hazing

- e) Notify Vice Chair of allegation of hazing in order to begin investigative process
- f) Review policy for necessary updates.

VII. The Vice Chair of the Hazing Task Force shall

- a) Assign 4 Task Force members to case
- b) Coordinate interviews of individuals with pertinent information. The Vice Chair may participate in interviews but is not required to participate.
- c) Communicate with Chair regarding status of investigation

VIII. Hazing Task Force Members shall

- a) Attend all functions in association with their office
- b) Protect the confidentiality of all identities and deliberations of the HTF to the fullest extent of the laws of the University of Michigan and the State of Michigan
- c) Participate in all training related to their office
- d) Participate in investigations as assigned
- e) Assist with education of policy and hazing
- f) In the case that a member of the HTF is a member of the individual chapter that is being accused of a violation of the policy, that member may not serve on the investigative team for that case.
- g) Members of HTF have the option to reclude from an investigation if they feel unable to make fair assessments because of biases toward or relationships with an accused chapter or the individuals involved.

IX. Procedure For Investigating Hazing Complaints

- a) Allegations of Hazing should be sent to hazinghotline@umich.edu or directly in writing to the chair of the Hazing Task Force
- b) The following steps are taken once an allegation of hazing is received
 1. Chair of HTF will notify the President of the Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council, and the Multicultural Greek Council that there is complaint under investigation
 2. The president of the chapter against whom an allegation of hazing is made will be notified in writing within 5 school days of the allegation being received. The president must sign an acknowledgement that he or she received notification of the allegation. Notification consists of a statement that an allegation has been filed with HTF and will be undergoing an investigation.
 3. The Vice Chair will assign up to 4 HTF Members to the case and schedule times and locations for interviews.
 4. All Greek members must cooperate with the investigation of the HTF. Non-compliance with the HTF investigation may be used as evidence reflecting guilt in a complaint.
 5. Once interviews are complete, all members of the HTF will convene to hear a report on the investigation and vote on whether there is sufficient credible evidence to refer the complaint to GARP. A majority of the members of the HTF in attendance must agree that enough evidence exists for the complaint to proceed to GARP. The chapter involved will be notified of this decision as soon as possible not to exceed 4 days after the investigation has ended. The complaint must be made in writing to GARP as soon as possible within 4 school days of the decision.
 6. If HTF deems it appropriate, the individuals involved in the alleged hazing incident will be reported to the University of Michigan Office of Conflict Resolution.

7. If at the conclusion of an HTF interview HTF finds other Greek policies have been violated, HTF may choose to file a written complaint under the violated policy.
8. If HTF finds insufficient evidence or support for the alleged hazing complaint, the chapter will be notified within 2 school days of this decision.
9. All reported incidents and relevant case material will be kept on file in the Office of Greek Life. In the event that new evidence becomes available after the conclusion of an investigation or GARP hearing, HTF reserves the right to reopen the case for further investigation and assessment.

XI. Hazing Education Requirements

BACKGROUND: Hazing is a destructive approach to assimilation into and membership in an organization. Possible results of hazing include but are not limited to mental and physical harm, injuries and/or deaths. Nearly 90% of states have enacted laws outlawing hazing, many including criminal penalties. Michigan law criminalizes hazing when there is a physical injury. Hazing stems from a power differential between members, often based on a hierarchical membership structure. Activities associated with membership in a student organization should contribute to the positive development of the person. Activities intended to assimilate a student into the organization should focus on the purposes, values and goals of the organization. Membership activities should be positive, educational, challenging, and fun, and should conscientiously avoid placing the student in danger. As a guideline, in addition to activities of physical abuse, if you see “RHED” (ridicule, harassment, humiliation, embarrassment, degrading, discomforting, demeaning), the activity is probably hazing and should be abandoned.

The University of Michigan Greek Community understands that hazing education is necessary on an annual basis. The Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council and the Multicultural Greek Council must outline educational requirements in their constitution or bylaws.

XII. Amendments to this Policy

As this policy has been drafted within the best interest of the Greek community, the occasion could arise when chapters or members of the Hazing Task Force feel that the policy needs to be amended to include more specific procedural guidelines. In such a case, the policy may be amended by a vote of the Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council, and the Multicultural Greek Council; each council must have a two-thirds (2/3) vote to pass the amendment(s).

I have reviewed and understand the terms of the “Policy Regarding Hazing for the Greek Community at the University of Michigan” and agree to abide by its terms.

(Submit a signed copy of The Greek Community Policy Regarding Hazing to the Office of Greek Life at least one week before the first scheduled interest meeting)



The Greek Community Policy Regarding Hazing at the University of Michigan

Each President and New Member Educator must review and sign this Greek Community Statement Regarding Hazing in order for their chapter to be considered a member in good standing by the respective council.

Definition of Hazing:

Hazing is defined as any action taken or situation created, intentionally or unintentionally, with or without the consent of the participants, which endangers the mental, emotional, physical, or academic health or safety of a student and/or results in discomfort, embarrassment, harassment, or ridicule. Activities that could be considered hazing include, but are not limited to line-ups, food or sleep deprivation, forced consumption of alcohol or other substances, and games or activities that are designed to cause humiliation or degradation.

Reporting a Possible Hazing Incident:

An e-mail address (hazinghotline@umich.edu) has been established and all reports and concerns will be monitored by the Chairperson of the Hazing Task Force. To report a possible hazing incident, you can also call the Office of Greek Life, 734-936-3686. These will serve as the primary ways for which to report instances of hazing.

Hazing Policy

A complete copy of the Greek Community Policy Regarding Hazing at the University of Michigan can be found on the policies section of the Office of Greek Life website (www.umich.edu/~greeks)

I have reviewed and understand the terms of the Greek Community Policy Regarding Hazing at the University of Michigan and agree to abide by it during my membership and leadership in the Greek Community.

President

Name _____

Signed _____

Date _____

Individual responsible for new member education or intake

Name _____

Signed _____

Date _____

Any questions, comments, or concerns regarding the policy or this form should be directed to a council president, IFC Executive Vice President, Panhel Executive Vice President, MGC Vice President, NPHC Vice President or a staff member in the Office of Greek Life.



NOTICE OF MEMBERSHIP INTAKE
(Please type or print neatly)

The members of _____ are proud to announce
Fraternity or Sorority Name

the intake of new members for the _____ semester of the _____-_____ academic year.

The following schedule outlines the significant dates`:

Interest meeting(s) will be held on: _____
Candidate selection will conclude on: _____
Candidate education/intake program will begin on: _____
Candidates will be initiated on: _____
New members will be presented on: _____

The person in charge of intake for the chapter
will be:

Name

Title

Phone Number

Email Address

The chapter advisor supervising intake for the
chapter will be:

Name

Title

Phone Number

Email Address

The above information is accurate and correct to the best of my knowledge. I understand that it is my responsibility to inform the Office of Greek Life of any changes made to the above information immediately following modifications.

(Submit to the Office of Greek Life at least one week before the first scheduled interest meeting)

President's Name Printed

President's Signature

Date

Advisor's Name Printed

Advisor's Signature

Date

