The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of nine (9) International Greek letter Sororities and Fraternities: Alpha Kappa Alpha Sorority, Inc. Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc. Phi Beta Sigma Fraternity, Inc. and Omega Psi Phi Fraternity, Inc. NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

The Council of Independent Organizations (CIO) serves a unique purpose on campus by governing those Greek organizations that are not affiliated with the National Pan-Hellenic Council. CIO has had a presence on campus for more than fifty years and the goal is to increase multiculturalism, friendship, unity and representation for each organization in academics, social interaction, and chapter development.

Both Groups Will Now Function As “One Greek Letter Organization” through Policy and Procedure Constructed by the Office of Student Activities.

The Office of Student Activities and the University of Maryland Eastern Shore reserves the right to repeal, change, or amend the rules and regulations contained in this guide at any time without prior notice … although advance notice of change will be given whenever possible.
Active - A student who, after completing a period of intake, has been initiated into a club, is still enrolled in the university, and is still participating in club activities.

Advisor - A faculty, staff and/or member that serves as a resource and educator for the organization and its members.

Alumnus - (plural alumni) a member of a fraternity/sorority who has graduated from college.

Brother - A term used by active members of the same fraternity when referring to one another.

Chapter - the local group (undergraduate or graduate) of the national organization.

CIO - Council of Independent Organizations

Dues - Periodic financial payments in support of a fraternity's operations.

Fraternity - A group of men bound together by ritual ties and common goals.

Good Standing - Candidates are clear through the university in the areas of judicial affairs, student accounts, and the registrar’s office.

Greek - A member of a fraternity or sorority.

Hazing - Mental or Physical degradation of any person which is strictly forbidden by University Policy and the NPHC.

Inactive - A former active member who no longer participates in the organization’s activities.

Initiation - The traditional ritual that brings the candidates into full active membership in the fraternity. The formal ceremony during which a candidate takes their final vows for full membership in an organization.

IFC - The Interfraternity Council, a representative governing body of all men's and Women’s Greek organizations.

Legacy - A prospective member whose father or brother (mother or sister) is an alumni or active member of a particular organization.

NPC - National Pan-Hellenic Conference

NPHC - National Pan-Hellenic Council

Pin - (2 types) the active pin or badge, a distinctive insignia worn on the chest designating an active member of a particular fraternity. The pledge pin, an insignia used to designate a pledge of a particular fraternity.

Ritual - The traditional secret ceremonies of a fraternity or sorority.

Sister - A term used by active members of the same sorority when referring to one another.

Sorority - A group of women bound together by ritual ties and common goals.
**WHAT IS A FRATERNITY?**

"A fraternity is an association of men, selected in their college days by democratic processes, because of their adherence to common ideals and aspirations. Out of their association arises a personal relation which makes them unselfishly seek to advance one another in the areas of life and to add, to the formal instruction of the college curriculum, the culture and character which men acquire by contact with great personalities, or when admitted to partnership in great traditions." (Newton Baker, The Purple Pilgrim, Manual of Phi Gamma Delta)

The first Greek letter organization, Phi Beta Kappa, was founded at the College of William and Mary in 1776. The fraternity was founded as a society with the purpose of openly discussing the ideas and views of the time and without the supervision of the faculty. According to Baird's Manual, the preeminent historical account and "encyclopedia" of Greek life, "Inevitably, what had begun as shared yearning for a livelier life of the mind grew into a broader fellowship. Intellectual pastimes persisted at the center of fraternity life until nearly the end of the nineteenth century: orations, debates, the reading of original poems as well as scientific and scholarly papers" (Baird's Manual, pp. I-II).

Greek organization members ideally espouse to be model student citizens of the campus. Universities long have supported the Greek movement given the direct relationship between the mission of higher education and the purposes and espoused values of the college fraternity. The shared or common mission of higher education institutions and fraternal organizations is to prepare students for responsible citizenship. Inter/national Greek organizations have recognized that to be effective and valued members of the campus community, they must work in partnership with the institution. Both entities prosper when the values and principles for which Greek groups were established are realized.

These same principles are used to describe a “Sorority.”

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**Greek Letter Organizations' Mission**

The Mission of the Greek Letter Organization is to:

- Assist the University Administration in obtaining its educational and cultural objectives.
- Maintain on a high level, fraternity/sorority life and interfraternal relationship.
- Serve as a standard setting and implementing body for the affiliate organizations in the areas of programming, membership, and initiation.
- Serve as a forum for the consideration of mutual interest to the member organizations.
- Encourage program design to help meet the needs of our campus community.
- Make recommendations to organizations for legislation, and to act as the catalyst of member organizations on matters of interest to the University and Greek Community.
- Support all programs and functions of each member organization with unity.
QUALIFICATIONS OF JOINING A GREEK ORGANIZATION

In order to be eligible for intake and initiation:

- A student must have earned a minimum of 28 semester hours of college credit.
- The student must be a full registered with the University.
- Must have spent at least two consecutive academic semesters at the University of Maryland Eastern Shore.

In addition, the student must be certified by the Business/Registrars Office to be in good standings with the University and must be certified as to their health by a physician recognized by the University. Certificates shall be presented and filed with the Advisor of the Pan-Hellenic Council.

MEMBERSHIP INTAKE

The Membership Intake process may take place in the Fall and/or Spring semester. It should take no longer than six weeks (National Organization) or the requirements set by the University of Maryland Eastern Shore. A Letter of Intake must be given to the Office of Student Activities and approved before any meeting or activities may take place.

The Membership intake is the period in which each organization submits all necessary information of prospective candidates to the Advisor and UMES. This information includes:

- Names of individual candidates
- A written letter of purpose for intake
- Social Security Numbers or UMES Identification Numbers

The Advisor will assign a time line that will incorporate all organizations to participate in the membership intake process all at the same time. All organizations must stay within the dates/period of time. Failure to stay within the time period will result in notification to the Campus Advisor, Pan-Hellenic Advisor, and National Headquarters. All activities will be suspended by the Office of Student Activities.

All activities required of the candidates during the intake process must be carried on in such a manner that it will not interfere with the operations of the University or University decorum. No intake activities may interfere with academic performance during the hours of 8:00 am to 9:00 PM Monday thru Sunday during the entire intake process.

University Policy Governing Fraternities, Sororities and Social Fellowships

To be eligible for initiation into a Pan-Hellenic or independent fraternity, sorority, or social fellowship, the following requirements must be met:

1. A student must have obtained at least sophomore standing (28 semester hours).
2. The minimum cumulative GPA required for initiation is set by each fraternity, sorority or social fellowship and must be not be below university standards of a 2.5.
3. A student must exemplify good citizenship. There must not be any disciplinary action taken against him or her by Judicial Affairs or official of the University.
4. Transfer students must have earned at least 28 semester hours with a 2.5 GAP or better to be eligible to pledge and must spend at least two consecutive academic semesters at the University of Maryland Eastern Shore.
A. An initiation may be held during the Fall and semester and must be supervised by the faculty/staff advisor of the organization. Spring semester must be approved by the Director of Student Activities.

B. The dates for initiation for the Fall semester will be determined by the Office of Student Activities in accordance with the University calendar.

C. Initiation activities must not interfere with class activities, work assignments or other student obligations.

Examples of activities which interfere with a candidate’s responsibilities are as follows:

1. Requiring prospective students to carry objects which prevent them from carrying their books or other necessary materials to and from class or the library.
2. Requiring prospective students to refrain from speaking or talking with professors, staff persons or other students with whom they must communicate in the performance of their duties and/or class responsibilities.
3. Requiring prospective students to march, step or perform various tasks in classroom hallways or doorways, in classrooms, in the dining hall, the library, or anywhere on campus.
4. Requiring prospective students to stay up late at night performing tasks related to the organization that they are unable to stay awake the next day or to function effectively.
5. Requiring prospective students to perform tasks which prevent them from reporting to work/study, class, choir rehearsal or other class-related or extracurricular activity.
6. Requiring prospective students to make loud, disturbing speeches or salutes to members of the fraternity, sorority or social fellowship.

C. Within five days before or after the initiation, the fraternity or sorority must submit to the Office of Student Activities a copy, properly endorsed, showing the date of initiation and the names of the students initiated.

D. During the initiation, there must be no brutality or any form of hazing.

E. Each fraternity, sorority or social fellowship is required to file a complete alphabetical list consisting of the full names and student numbers of all members of the organization two weeks before the end of the semester. These lists will be used to determine the scholarship and academic standing of the group for the upcoming semester.

F. A fraternity, sorority or social fellowship failing to maintain a group semester average of 2.5, as indicated by the Office of Student Activities, shall be placed on probation until the minimum scholarship average is attained. Probation is defined as withdrawal of the privilege to sponsor functions or to initiate any students of the University.

G. No activity of any kind, on or off campus, shall be engaged in by any fraternity, sorority or social fellowship that is not in keeping with these rules and regulations or in the best interests of the University. Any infringement of these regulations by a fraternity, sorority or social fellowship will result in suspension as determined by the Vice President of Student Life and Enrollment Management, and/or The Office of Student Activities. The maximum penalty for violations of rules and regulations governing fraternities, sororities or social fellowships shall be indefinite suspension.

H. Each fraternity, sorority or social fellowship shall have responsibility for its own activities. The advisor shall be a member of the respective organization and shall be a member of the University faculty or staff. See
HAZING
Hazing is any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person as a condition of membership in an organization, regardless of the person’s consent to the activity. Hazing is not permitted by any national fraternity or sorority, is illegal in most states, and is against the student code of conduct on most campuses.

Hazing continues to be a serious concern both inter/nationally and locally. Some inter/national organizations have eliminated pledging programs while others have advocated shortened pledge periods. Hazing activities persist even with significant educational efforts around hazing, condemnation of the activities, and state laws banning hazing. Given all these interventions, one might assume that hazing would be a concern of the past. On the contrary, hazing continues to linger today. Many pledges somehow expect to be hazed and are disappointed if they are not subject to such activities. Chapter leaders profess to be non-hazers yet promulgate a culture of subservience and second-class citizenship for their new members. Once initiated, however, there are no subsequent standards for membership. Educational workshops and programs on hazing, and strict policies have seemingly had an insufficient impact on the negative activities of pledging programs. While courageous chapter leaders have occasionally made a difference, there appear to be few with the ability to affect a lasting change.

Unfortunately, hazing is a tradition that has become a routine part of college organizations, not just fraternities and sororities. Hazing has spread out into the office, high schools, military, and sports/clubs. What began decades ago as “harmless” student pranks has become much more serious and can even be deadly. Don’t accept hazing as part of your fraternity experience, and don’t be tempted to haze other people (even if you were hazed yourself).

THE NEED FOR CHANGE
Despite the tremendous potential of the Greek system and the positive benefits provided to the campus, problems have become urgent. Behavior that ranges from disruptive and antisocial to, at times, violent and destructive, inhibits the positive aspects of chapter membership. Societal and institutional tolerances for Greek organizations have waned in recent years. Incidents of hazing, alcohol and drug abuse, date rape, and scholastic indifference have taken their collective toll on the patience and support of parents, faculty, administrators, community leaders, and alumni.

Hazing, in any form, is a violation of both the National Pan-Hellenic Council (NPHC) and the University of Maryland Eastern Shore Hazing Policy. See UMES Hazing Policy, in the Student Handbook.

UNIVERSITY POLICY ON HAZING
The purpose of this policy is to define hazing and to provide guidelines with regard to hazing which student organizations and their members must follow.

DEFINITION
HAZING is doing any act or knowingly participating in or causing any situation that subjects a student to the risk of serious injury, including physical injury and mental or emotional stress, for the purpose of initiation into a student organization of a school, college or university.
**PROHIBITION AND SANCTIONS**

*Hazing, as defined in this policy, is prohibited.*

Organizations found to be in violation of this policy may lose their status as recognized student organizations of the University.

Individual members who are found to be in violation of this policy are in violation of the Student Judicial Code and may be disciplined in accordance with the University’s disciplinary procedures.

The negligence or consent of a student member of an organization or any assumption of risk by a student member of an organization is not a defense to an action brought pursuant to this policy.

The negligence or consent of individuals joining an organization or any assumption of risk by an individual joining an organization is not a defense to an action brought pursuant to this policy.

The penalty for hazing as defined by this policy shall be determined through the Student Judicial process and may include expulsion.

The following are examples of actions which might constitute hazing:

- paddling
- requiring or compelling excessive exercise and calisthenics
- involuntary excursions
- requiring or compelling excessive exposure to elements
- verbal harassment
- requiring the forced consumption of any liquid, solid substance (food) or drugs, or the forced inhalation of any substance.

**RESPONSIBILITY**

The Vice President of Student Life and Enrollment Management, or designated representative, is the University official who has primary responsibility for administering this policy.

It is the responsibility of every member of the University Community who has first hand or reliable knowledge of a hazing incident to report it immediately.

Fraternities and Sororities must provide the Vice President of Student Life and Enrollment Management a copy of a signed statement from each candidate for membership indicating that they have read and understand this policy. The form for this statement is attached to the policy and additional copies may be obtained from the Vice President for Student Life and Enrollment Management.

When a Greek Letter organization has been suspended either by the University or their National Body, they must:

A. Remove all symbols, Shields, and other paraphernalia from campus for the length of their suspension.
B. Refrain from wearing all fraternity/sorority clothing for the length of their suspension.
GREEK LIFE PERSONAL DEVELOPMENT

CHARACTER DEVELOPMENT
"High ideals and high moral and ethical teachings are central to the theme of most rituals...The new member is instructed as to the high purposes of the group and of the responsibility which membership requires" (Baird's Manual, pp. I-13). Fraternity rituals are filled with words such as honor, trust, respect, humility, courage, and tolerance. Central to the mission of the fraternity is the creation of individuals who learn about responsibility, to others and to self.

Unanimous agreement could be obtained from its leaders that the Greek experience has as one of its fundamental purposes the development of men and women of the highest and most noble character. The campus community along with inter/national fraternity officers and alumni expects students to not only espouse these values but to practice them in their daily lives.

College fraternities and sororities place high value on educating student members on the rights and responsibilities associated with being a citizen of their local and global communities. From helping those in need to respecting the rights and dignity of others, Greek organizations foster the character development of individual members.

INDIVIDUAL MEMBER INVOLVEMENT
There are great benefits to the campus community and to Greek organizations when members are active participants in outside activities. Members are able to learn additional leadership skills which can be applied to their chapter and are able to promote the best ideals of Greek life to non-Greek members of the campus community. Both entities benefit when Greek members are involved as leaders and members of the larger campus community.

To encourage involvement in the campus community, it is hoped that each member of a fraternity or sorority would be involved in at least one other activity at the University or in the local community. Members can participate in other student groups, be a member of an intercollegiate sports team, or volunteer for significant participation in community or service organizations.

Chapters are required to include a list of members and their involvement in their Annual Report. If it appears that a chapter is not sufficiently encouraging involvement of their members, they may be required to develop initiatives to increase member involvement. Accomplishment of this objective will be considered for a "Campus Involvement" award at a Greek Awards Reception or Student Activities Awards Ceremony.

COMMUNITY SERVICE
The Office of Student Activities serves as a consultant and liaison with individual student, student organizations, and staff/faculty currently involved in community service projects, as well as initiating projects to encourage student involvement. Students are welcome to visit and/or volunteer with community service projects at any time.

Given the commitment to service of others in most Greek organization missions and the educational value that such service promulgates, all chapters will be expected to initiate and implement a minimum of one community service learning project each year, in addition to those events that might be sponsored as a part of Greek Week and Homecoming. Chapters must contact the Office of Student Activities prior to the event and must complete an evaluation form at the end of the activity. The University will assist the chapter in promoting the activity and will assist in publicity efforts.
Community service learning projects must involve at least 65% of the chapter over the course of the year. (Each Organization will have to provide 25 hours per semester totaling 50 hours per year.) While raising money for charitable organizations clearly provides a valuable service for the community, for the purposes of this standard, chapters are expected to seek more direct means of community service (such as volunteering at a local soup kitchen or tutoring local school children). It is anticipated that Greek organizations will fully appreciate the value for each member as well as the group in serving others less fortunate in our society, and will be involved in more activities than the minimum. The Office of Student Activities can provide assistance in identifying service learning projects in the local area. Community service endeavors will be reported in the Annual Report.

A Good Leader Must:
- Set Examples
- Set Expectations
- Give Credit When it is Due
- Have Good Communication
- Train A Successor
- Have a Strategy
- Coach - Motivate – Inspirer
- “Catch People Doing It Right”
- Provide Resources
- Make Hard Decisions
- Delegate Work
- Have A Vision

Know Their Job WELL!!!!

**FIND A BALANCE IN LIFE**
Make sure you are making time for sleep, exercise, eating right, and at least one activity per day that keeps up your spirits. Too much of a good thing isn’t always good! Find an outlet like another club, hobby, or service project that adds variety to your college experience. *A Healthy Student Is A Successful Student!*

### Activities and Involvement

**BEGINNING OF SCHOOL CHECKLIST**

I. **Current Chapter Leadership**
- Elect new Pan-Hellenic officers
- A listing of all membership in each organization
- Receive all new school manuals, and brochures
- Treasury report

II. **Events Schedules**
- Setting dates for seminars, activities and events
- First Look Fair
- Fall and Spring Leadership Retreat
- Homecoming Events
- Spring Festival Events

III. **Sports Schedules**
- Members involved in varsity/club sports on campus
- Intramural standing and/or activities
- Starting a team or different pan members

IV. **Membership Intake**
- Dates and procedures

**NON-GREEK ACTIVITIES**
Chapters must have a minimum of one program each year that is co-sponsored with a non-Greek campus organization. Programs can be educational, cultural, philanthropic, or social in nature and can be combined with other programming or service requirements in this document. This requirement is designed to provide meaningful integration as good citizens within the student community and to encourage partnerships between Greek organizations and other campus organizations. Such interaction should serve the chapters as well as the campus regarding the enhancement of knowledge and appreciation of Greek life on campus. *Activities can not be preformed with the Office of Residence Life- Residence Hall Assistants or Student Directors.*
**Organizations**

**Alpha Kappa Alpha Sorority, Inc.**
Founded: 1908 - Howard University
Number of Founders: 20 Noble Founders
Colors: Salmon Pink and Apple Green
Mascot: Rabbit / Frogs
School Chapter: Alpha Omicron Chapter
Year of Charter: 1951
Purpose: Alpha Kappa Alpha is a sisterhood composed of women who have consciously chosen this affiliation as a means of self-fulfillment through volunteer service. Alpha Kappa Alpha cultivates and encourages high scholastic and ethical standards; promotes unity and friendship among college women; alleviates problems concerning girls and women; maintains a progressive interest in college life; and serves all mankind through a nucleus of more than 170,000 women in the United States, the Caribbean, Europe, and Africa.

**Alpha Phi Alpha Fraternity, Inc.**
Founded: 1906 - Cornell University
Number of Founders: 7 Noble Founders
Colors: Black and Old Gold
Mascot: Ape
School Chapter: Delta Nu Chapter
Year of Charter: 1950
Purpose: Alpha Phi Alpha, the first intercollegiate Greek-letter fraternity established for African-Americans, was founded at Cornell University in Ithaca, New York by seven college men who recognized the need for a strong bond of Brotherhood among African descendants in this country. The Fraternity has dedicated itself to fostering the spirit of Brotherhood, training a new generation of leaders, building the technological capacity of members, bringing consistency to the implementation of the Fraternity's national programs and ensuring that chapters have the necessary preparation to implement fraternal initiatives and day-to-day operations. The objectives of Alpha Phi Alpha Fraternity, Inc. are to stimulate the ambition of its members; to prepare them for the greatest usefulness in the cause of humanity, freedom, and dignity of the individual; to encourage the highest and noblest form of manhood; and to aid downtrodden humanity in its efforts to achieve higher social, economic, and intellectual status.

**Delta Sigma Theta Sorority, Inc.**
Founded: 1913 - Howard University
Number of Founders: 22 Noble Founders
Colors: Crimson Red and Pure White
Mascot: Elephant
School Chapter: Nu Rho City Wide Chapter
Year of Charter: 1977
Purpose: Delta Sigma Theta Sorority was founded on January 13, 1913 by twenty-two collegiate women at Howard University. These students wanted to use their collective strength to promote academic excellence and to provide assistance to persons in need. Since its establishment, Delta Sigma Theta has clearly established itself as a public service organization that strives to confront the problems of African Americans and, hence, all Americans. A wide range of programs addressing education, health, international development, and strengthening of the African American family have emerged and evolved over the years. In realizing its mission, Delta Sigma Theta provides an extensive array of public service through its Five-Point Program Thrust of Physical and Mental Health, Educational Development, Economic Development, International Awareness and Involvement, and Political Awareness and Involvement.
Zeta Phi Beta Sorority, Inc.

Founded: 1920 - Howard University
Number of Founders: 5 Noble Founders
Colors: Royal Blue and Pure White
Mascot: Cat/Kitten
School Chapter: Eta Beta Chapter
Year of Charter: 1944
Purpose: Zeta Phi Beta Sorority, Inc. has established a tradition of service that was launched on January 16, 1920 on the campus of Howard University in Washington, DC by our Five Pearls - founders and chartered members: Miss Arizona Cleaver Stemons, Miss Pearl Anna Neal, Miss Myrtle Tyler Faithful, Miss Viola Tyler Goings, and Miss Fannie Pettie Watts. The Five Founders chose not to embrace the tenets of established sororities and chartered Zeta Phi Beta Sorority to encourage the highest standards of scholarship through scientific, literary, cultural and educational programs; promote service projects on college campuses and in the community; foster sisterhood; and exemplify the ideal of Finer Womanhood.

Iota Phi Theta Fraternity, Inc.

Founded: 1963 - Morgan State University
Number of Founders: 12 Founders
Colors: Brown and Gold
Mascot: Centaur
School Chapter: Zeta Nu Chapter
Year of Charter: 2006
Purpose: These men were what are now referred to as "Non-Traditional Students" and were 3-5 years older than the average college student. Based upon their ages, heightened responsibilities, and increased level of maturity, the group had a slightly different perspective than the norm for college students. It was this perspective from which they established the Fraternity's purpose, "The development and perpetuation of Scholarship, Leadership, Citizenship, Fidelity, and Brotherhood among Men." Throughout America, Iota Phi Theta has come to represent excellence in all areas. The Fraternity is, and shall forever remain dedicated to its founders' vision of "Building a Tradition, Not Resting Upon One!"

Kappa Alpha Psi Fraternity, Inc.

Founded: 1911 - Indiana State University
Number of Founders: 10 Founders
Colors: Cream White and Crimson Red
Mascot: Rabbit
School Chapter: Pi Nu Chapter
Year of Charter: 2008
Purpose: Kappa Alpha Psi Fraternity, Incorporated was founded on the campus of Indiana University on January 5, 1911. The Fraternity is predominantly African-American whose fundamental purpose is achievement. Kappa Alpha Psi seeks to train its membership, particularly undergraduates, for leadership roles in their perspective communities & the attainment of a high degree of excellence in their academic pursuits.

Early in this century, African-American students were actively dissuaded from attending college. Formidable obstacles were erected to prevent the few who were enrolled from assimilating into co-curricular campus life. This ostracism characterized Indiana University in 1911, thus causing Elder Watson Diggs, Ezra Dee Alexander, Bryon K. Armstrong, Henry T. Asher, Marcus P. Blakemore, Paul W. Caine, George W. Edmonds, Guy L. Grant, Edwin G. Irvin & John Milton Lee to form Kappa Alpha Psi, which remains the only Greek letter organization with its Alpha Chapter on the University's campus. The founders sought a formula that would immediately raise the sights of black collegians stimulating them to reach accomplishments higher than they imagined. With achievement as its purpose, Kappa Alpha Psi began uniting college me of culture patriotism & honor in a bond of fraternity.

Sigma Gamma Rho Sorority, Inc.

Founded: 1922 - Butler University
Number of Founders: 7 Founders
Colors: Royal Blue and Old Gold
Mascot: Toy Poodle
School Chapter: Nu Delta Chapter
Year of Charter: 1992
Purpose: Sigma Gamma Rho Sorority's aim is to enhance the quality of life within the community. Public service, leadership development and education of youth are the hallmark of the organization's programs and activities. Sigma Gamma Rho addresses concerns that impact society educationally, civicly, and economically.
MEMBERSHIP INTAKE PROCEDURE CHECKLIST

Purpose
The purpose of this policy is to provide the fraternities, sororities, and social fellowships of the University of Maryland Eastern Shore Greek-letter Community, their advisors and prospective members with an official document regarding and coordinating membership intake. In order for University Officials, Chapter Advisors, Advisor to the National Pan-Hellenic Council, and Council of Independent Organizations to ensure a successful and positive experience for all involved, each organization must adhere to the following guidelines.

Timeline
- A time period of ten (10) weeks. (This period includes interest meeting through initiation).
- Fall Semester—beginning the second week in September and ending near the second week of November before the Thanksgiving break. (no exceptions)
- NO SPRING INTAKE unless approved by the Director of Student Activities and the Vice President of Enrollment Management and Campus Life. Spring Semester timeline will be determined by the Director of Student Activities.

Please note: All membership intake processes shall take place only during the time allotted within the fall or Spring semester.

Step 1: Letter of Intent and Membership Intake Intent Form
Chapter Advisor, on behalf of chapter, should submit a “Letter of Intent” and a “Membership Intake Intent” form to the Director of Office of Student Activities three weeks prior to the beginning of any intake process (including Interest Meeting) to the Office of Student Activities indicating a desire to conduct intake. Student Activities will provide the Chapter President and the Advisor a “Receipt of Intake” for approval or disapproval for the semester.

Step 2: Meeting with Student Activities (Advisor and Chapter Only)
Upon the “Receipt of Intake,” the chapter president, intake chair, and chapter advisor(s) will meet with the Director of Student Activities to discuss details of policies and procedures on intake. To schedule an appointment, call the Office of Student Activities at (410) 651-6434.

Step 3: Formal Interest Meetings/Rules
The campus advisor(s) and the undergraduate chapter members along with local alumni chapter may facilitate any formal interest meetings. Each interest meeting should be complete with a sign-in sheet to document students who attended the meeting. Every formal interest meeting should have the University hazing policy read to attendees.

Step 4: Eligibility Verification
Directly after the Formal Interest Meeting, the Chapter Advisor must supply the Office of Student Activities with the “Membership Intake Certification of Eligibility” Form. Please fill out the first two columns only. (Names and Identification Numbers) Student Activities will certify his/her eligibility with the Registrar and Judicial Administrator. Also, please complete the “Membership Intake Wavier” form so that the candidate(s) will give permission to view their grade point average. (GPA) The forms must be submitted no later then 7 business days following the interest meeting, and prior to the start of the official process/education of candidates (INTAKE MAY NOT BEGIN UNTIL SUCH TIMES AS THE CANDIDATES HAVE BEEN
QUALIFIED THROUGH THE OFFICE OF STUDENT ACTIVITIES). Remember the candidate(s) must have a cumulative average of 2.5/4.0 to be eligible, along with full time status - twelve (12) credits.

**Step 5: Student Activities Hazing Policy Meeting**
Within two weeks from the start of the intake process, the chapter and advisor must schedule a meeting with the Office of Student Activities which will include the following entities:
- Student Activities Director and/or Assistant Director
- Chapter Advisor
- Chapter President
- Candidate(s) for Initiation
This meeting will consist of candidate receiving a “Greek Letter Organization Guide,” Student Activities paperwork/forms, and the signing of forms #1 and #2 of the UMES Hazing Policy. After the completion of this meeting, copies of the signs forms will be returned to the advisor for distribution and you are cleared for the duration of the Intake period. Please Note: Physicals by the University Infirmary maybe required before, during and after intake period.

**Step 6: Intake Ceremonies**
Upon meeting afore mentioned criteria, the organization may host intake ceremonies, by a specific date set by Office of Student Activities. At the conclusion of the membership intake process (after initiation), an updated Organization Officer Membership Form must be submitted to the Office of Student Activities prior to any Probate/Coming Out Show.

*Guiding Principles*
- All documents supplied to the Office of Student Activities are kept confidential. They may be shared with the Organizations National Office, University officials and staff persons as needed or provided by law.
- After approval has been received, the organization’s advisor must notify the Office of Student Activities of any desired changes (dates and times) to their approved schedule (in writing) no less than two (2) business days prior to the event.
- Any evidence of intake activities occurring outside of the approved membership intake time period could result in the suspension and/or expulsion of individuals or organizations determined to be in violation of the policies.
- All organizations must adhere to the University’s “Student Handbook” and any other applicable University guidelines, policies, and procedures.
- It is essential that each fraternity, sorority, and social fellowship accurately and truthfully provide all information requested by the University.

*Probate/Coming Out Shows*
Probate Shows, also known as “Coming Out” shows are public displays of new members to the campus. There will be only one (1) show shared by all organizations that have participated in the Fall Intake period. This show will be approved and given a time, place and location by the Office of Student Activities. All expenses that are incurred as it related to the show are the sole responsibility of the UMES National Pan Hellenic Council. Absolutely no other forms of a probate/coming out shows are permitted on or off campus without the written consent of the Office of Student Activities. **Please refer to the Student Code of Conduct when planning shows!!!**
The Office of Student Activities must grant permission to any student organization wishing to conduct membership intake. This form is to verify that the requesting organization is registered, active, and in good standing with the University.

This form must be submitted to the Office of Student Activities three (3) weeks prior to beginning a membership intake process.

Each organization must comply with the rules and regulations of the University of Maryland Eastern Shore and its perspective organization’s national guidelines as it pertains to the membership intake process.

Please note the following:

All membership intake processes shall take place only during the allotted time frame in the fall semester.

A time period of ten (10) weeks, will be allowed to conduct any and all intake activity. Membership intake activities include interest meetings, as well as final initiation ceremonies.

Any evidence of membership intake activities occurring outside of the specified times could result in the suspension or expulsion of those individuals and/or organizations who are determined to be violators.

A complete intake schedule must be attached to this form. (Including dates, times, and locations of all intake activities)

Candidates may be required to take University physicals before, during and after intake period.

Organization

Date of interest meeting

Date of final initiation ceremony

Chapter President

Date

Contact Number

Chapter Advisor

Date

Contact Number

Office of Student Activities

Date

Approve Disapprove

“The Greek Odyssey”
University of Maryland Eastern Shore
Membership Intake Certification of Eligibility Form

Name of Organization ________________________________ Date: _________________

This is to certify that the Individuals listed below are eligible candidates and may participate in the membership intake program of the above named organization.

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<th>Name</th>
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Signed: ____________________________
Chapter President

Signed: ____________________________
Chapter Advisor

Signed: ____________________________
Office of Student Activities
University of Maryland Eastern Shore
Membership Intake Waiver Form
(Authorization to Release GPA)

My signature and Student Identification Number is provided as evidence that I authorize the registrar to release my Grade Point Average to the Director and/or Assistant Director of Student Activities and/or the Advisor of the Pan-Hellenic Council.

Name of Greek Organization__________________________________________________________

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The undersigned in consideration of good academic standing as a student at UMES, and for other good and valuable consideration, does hereby acknowledge his/her willing and voluntary compliance with UMES hazing and similar policies of the (organization) ___________________________ Chapter of ________________, in which membership is sought.

I, _____________________________, acknowledge that the University of Maryland Eastern Shore and (organization) ____________________________, Inc. have established policies against hazing in any and all forms, whether it be physical, or mental maltreatment of an individual. I understand hazing is also against state law and could result in punishment up to and including incarceration.

I understand and agree that UMES policy and fraternity/sorority documents prohibit hazing at all times and appropriate sanctions and penalties, up to and including expulsion from the university and expulsion from the fraternity/sorority apply to those who plan, administer and or consent to acts of hazing. I further understand that I have a duty and responsibility to promptly report hazing activities to the Vice President for Student Affairs, and that UMES will investigate and discipline those individuals who engage in hazing.

I certify that I have read, understand fully, and have received a copy of this form bearing my signature.

Chapter President ___________________________ Signature ___________________________ Date ____________

Chapter Advisor ___________________________ Signature ___________________________ Date ____________

Print Name (University Representative) ___________________________ Signature ___________________________ Date ____________
University of Maryland Eastern Shore

Hazing Policy For All Candidates

Personal Liability, Responsibility and Compliance Form

The undersigned in consideration of good academic standing as a student at UMES, and for other good and valuable consideration, does hereby acknowledge his/her willing and voluntary compliance with UMES hazing policies.

I, __________________________________________, acknowledge that the University of Maryland Eastern Shore has established policies against hazing in any and all forms, whether it be physical or mental maltreatment of an individual. I understand hazing is also against state law and could result in punishment up to and including incarceration.

I understand and agree that UMES policy prohibits hazing at all times and appropriate sanctions and penalties, up to and including expulsion from the university apply to those who plan, administer and or consent to acts of hazing. I further understand that I have a duty and responsibility to promptly report hazing activities to the Vice President for Student Affairs, and that UMES will investigate and discipline those individuals who engage in hazing.

I certify that I have read, understand fully, and have received a copy of this form bearing my signature.

________________________
Print Student Name

________________________
HAWK Card

________________________
Date

________________________
Signature
Phi Beta Sigma Fraternity, Inc.
Founded: 1914 - Howard University
Number of Founders: 3 Founders
Colors: Pure White and Royal Blue
Mascot: Blue Devil
School Chapter: Alpha Mu Chapter
Year of Charter: 1935
Purpose: Phi Beta Sigma Fraternity, Inc. was founded at Howard University in Washington D.C., January 9, 1914, by three young African American male students. The organization’s Founders wanted a fraternity that would exemplify the high ideals of Brotherhood, Scholarship and Service. The Founders deeply wished to create an organization that viewed itself as “inclusion we” rather than “exclusion we.” They believed that each potential member should be judged by his own merits rather than his family background or affluence without regard of race, nationality, skin tone or texture of hair. The Fraternity has now established the Phi Beta Sigma Educational Foundation, The Phi Beta Sigma Housing Foundation, The Phi Beta Sigma Credit

Omega Psi Phi Fraternity, Inc.
Founded: 1911 - Howard University
Number of Founders: 4 Noble Founders
Colors: Royal Purple and Old Gold
Mascot: Bulldog
School Chapter: Pi Epsilon Chapter
Year of Charter: 1946
Purpose: On Friday evening, November 17, 1911, three Howard University undergraduate students, with the assistance of their faculty adviser, gave birth to the Omega Psi Phi Fraternity, Inc. Manhood, scholarship, perseverance and uplift were adopted as cardinal principles. Omega continued to flourish, largely because Founders Love, Cooper, Coleman and Just were men of the very highest ideals and intellect. The Founders selected and attracted men of similar ideals and characteristics. It is not by accident that many of America’s great black men are/were Omega Men. "Friendship Is Essential To The Soul!"

Alpha Nu Omega Fraternity and Sorority, Inc.
Founded: 1988
Number of Founders: 29 Noble Founders
Colors: Royal Blue and Old Gold
School Chapter: Epsilon Chapter
Purpose: Alpha Nu Omega’s stated purpose is "to present a Christian Alternative to the students and/or faculty on college/university campuses, to minister to the needs of the whole person (spirit, soul and body), and to promote an attitude of academic excellence among its members."

Groove Phi Groove Social Fellowship, Inc.
Founded: 1962
Number of Founders:
Colors: Black and White
School Chapter: Screaming Hawk Chapter
Year of Charter:
Purpose: Groove Phi Groove Social Fellowship Incorporated is a national organization consisting of over 45,000 dedicated and committed brothers whose goal is to better the communities of America, especially those in which we, as a Black people, live. Groove Phi Groove is the largest non-greek organization founded October 12, 1962 by fourteen determined brothers at Morgan State University, which was then a college, in Baltimore, Maryland. The fellowship asks all to remember: "Knowledge of self is the key to unlocking the door to the future."
The Greek Alphabet

A= Alpha (Al-fah)  N= Nu (new)
B= Beta (bay-tah)  Ξ= Xi (zee)
Γ= gamma (Gam-ah)  Ω= Omicron (Ohm-e-cron)
Δ= Delta (del-tah)  Π= Pi (pie)
Ε= Epsilon (ep-si-lon)  Ρ= Rho (row)
Ζ= Zeta (zay-tah)  Ζ= Sigma (sig-mah)
Η= Eta (ay-tah)  Τ= Tau (taw)
Θ= Theta ((thay-tah)  Υ= Upsilon (yoop-si-lon)
Ι= Iota (eye-o-tah)  Φ= Phi (Fie)
Κ= Kappa ((cap-ah)  Χ= Chi (Ki)
Λ= Lambda (lam-duh)  Ψ= Psi (sigh)
Μ= Mu (mew)  Ω= Omega (o-mega)

Swing Phi Swing Social Fellowship, Inc.
Founded: 1969
Number of Founders: 12  Noble Founders
Colors: Black and White
School Chapter: Maisha New Birth Chapter
Purpose: In the year of 1969, at the peak of the Black Power Movement, African Americans were fighting for their rights, claiming their culture and displaying their afro centricity. On April 4, the somber first anniversary of the murder of civil rights activist Dr. Martin Luther King, Jr., twelve dynamic women displayed their commitment to the cause. Recruited by the Fellowman of Groove Phi Groove Social Fellowship, Inc. to serve as their sister organization, our beloved Founding Sisters, proud, innovative and determined, stepped out on faith at Winston Salem State University to establish Swing Phi Swing, Social Fellowship, Inc®.

Contact Information
Vice President, Student Life and Enrollment Management
Location: Student Services Center, 2169  Number: 410-651-6687
Associate Vice-President for Student Life
Location: Student Services Center, 2159  Number: 410-651-8440
Director of Student Activities
Location: Student Services Center 2104  Number: 410-651-6434
Assistant Director of Student Activities
Location: Student Services Center 2104  Number: 410-651-6434

If you have any questions or concerns related to the Greek Life Policy and Guidelines, or if you would like to report any incidents of hazing, please contact the Office of Student Activities.

REFERENCES