



Membership Intake Guidelines

In order for Fraternity and Sorority Life staff to support chapters through the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting intake at the University of North Alabama.

All documents supplied to Fraternity and Sorority Life staff are kept confidential from students, student workers and student leaders, including the respective Council Officers. They may be shared with university officials and national organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the President and/or Advisor must notify Fraternity and Sorority Life staff in writing no less than five (5) business days prior to the new event time.

Step 1: Submit a Notice of Membership Intake Form

This online form is available at www.una.edu/fsl. Once submitted, you will receive an email noting if you've been approved. If approved, you must bring any paperwork needed signed to the Fraternity and Sorority Life Office.

Step 2: Register Advertised Informational/Interest Meetings

Please use the event registration form to register your informational/interest meetings. If these are not advertised, please select "secret event" on the registration form.

Step 3: Submit List of Aspirant(s) approved

The Chapter President or Advisor must send an **e-mail** validating which member(s) have been voted on by the chapter to move forward with the formal intake process.

Step 4: Review Anti-Hazing Policies and Laws

Advisor must explain the University's definition of hazing and the State of Alabama's law on Hazing to all candidates (Advisors can request definitions from Fraternity and Sorority Life staff by emailing greeklife@una.edu). Advisor may choose to have Fraternity and Sorority Life staff come to a meeting to explain this (please email greeklife@una.edu to request this).

Step 5: Register New Member Presentation

Should the chapter choose to hold a new member presentation, the chapter is expected to follow the guidelines outlined in UNA's NPHC New Member Presentation Guidelines. **New member presentation must take place within 30 days of new members being initiated into the organization. All new member presentations must take place prior to study day in the semester in which initiation occurs.** The chapter must register the new member presentation using the event registration form.

Note: a letter from the Advisor must be submitted stating the close of intake activities if no formal process is to continue after receiving an approval from the FSL office. Please submit this letter to the Fraternity and Sorority Life staff at greeklife@una.edu.