

# NEW MEMBER PRESENTATION POLICY

## **New Member Presentations are defined as:**

- The public presentation of new members into an organization; and
- Presentations typically involve stepping, greeting of other organization members, and/or an introduction/reception featuring new members.

## **New Member Presentations MUST be approved through the following procedure:**

1) Approval from the organization inter/national headquarters and/or alumni advisor through a direct email to the Program Manager, Greek Life at [Alex.Zernechel@utoledo.edu](mailto:Alex.Zernechel@utoledo.edu).

2) Submission of National Guidelines for New Member Presentation through the InvoNet form

3) The location must occur on The University of Toledo campus and must be reserved via InvoNet at least 28 days in advance. Once approved, any changes to the event, including content, location, and date, must be communicated and approved by the Program Manager, Greek Life.

4) New Member Presentation content must be approved at least 2 days before the event. Organizations are required to schedule a meeting with the Program Manager, Greek Life to review content with at least one week notice for the desired date/time.

# NEW MEMBER PRESENTATION RULES

- New Member Presentations must occur within the designated time constraints per the inter/national organization or within seven days of initiation or by the final date before the last week of classes, whichever occurs first.
- New Member Presentations MUST follow inter/national organization policies, a copy of which must be provided to the Program Manager, Greek Life prior to content approval.
- New Member Presentations may not be scheduled to begin after 9:00 pm and must start within 15 minutes of scheduled time advertised and can last no longer than two hours.
- Following the New Member Presentation, members of the presenting organization must vacate the area within 30 minutes and assist with crowd disbursement. The hosting organization is responsible for ensuring the site used is left in its original state (i.e. clean-up, put the furniture back, etc.).
- A representative of Greek Life Staff and an Alumni Advisor for the organization must be in attendance for the entire duration of the New Member Presentation.
- Organizations are required to have a minimum of 3 University of Toledo staff members present at the New Member Presentation (not including the Program Manager, Greek Life, and the Alumni Advisor). It is the responsibility of the organization to ask staff members to be present at the New Member Presentation for the duration of the show (30 minutes prior and after until every individual has left the site).
- New Member Presentations are not to be scheduled on the same day/time of a previously registered event of another organization in the NPHC or MGC governing councils nor be held in conjunction with any other program or event (i.e.: not during a step show, educational program, social event, etc).
- The Program Manager, Greek Life must approve the use of any props including but not limited to masks, canes, bricks, paddles, and shields.
- No bricks, canes, bats and/or paddles, etc. will be allowed at any New Member Presentations unless included on the list of approved props.
- No alcoholic beverages and/or drugs will be permitted on site. Public intoxication is also a violation of this rule. This applies to visiting chapters, alumni and/or graduate members.
- Inappropriate language, vulgar content, sexual innuendos, or dissing will not be permitted.
- It is the chapter responsibility to notify visiting and alumni members of all University of Toledo New Member Presentation rules.
- All attendees will be held to The University of Toledo Student Code of Conduct as well as state and federal law.
- Any violation of this policy or the Student Code of Conduct will result in disciplinary action against the hosting organization.