

4.2 New Member Presentation Outline, *if applicable due one (1) week prior to the New Member Presentation*

The Lehigh University Office of Fraternity & Sorority Affairs has created a New Member Presentation policy in order to be consistent and clearly communicate the standard of needs and expectations for New Member Presentations. New Member Presentations must be approved by the Office of Fraternity & Sorority Affairs through the following procedure:

New Member Presentations are defined as the public presentation of new initiates into an organization, typically involving stepping, greeting of other organization members, and/or an introduction/reception featuring new members.

New Member Presentation Guidelines

- A. The New Member Presentation must be approved by the organization's inter/national headquarters and/or graduate alumni advisor.
- B. The location must occur on the Lehigh University campus and must be reserved through the Lehigh University Campus Reservation System (25Live). The reservation must be approved by the organization's OFSA advisor. Once approved, any changes to the event, including content, location, and date, must be communicated at least two (2) business days in advance.
- C. New Member Presentations must be reserved at least ten (10) business days in advance of the event.
- D. New Member Presentations must occur within the designated time constraints per the inter/national organization or within five (5) days of initiation or by the last day of classes, whichever occurs first.
- E. New Member Presentations must occur between the hours of 4:30 PM and 11:00 PM and can last no longer than two (2) hours.
- F. Following the New Member Presentation, members of the presenting organization must vacate the area within thirty (30) minutes and assist with crowd disbursement. The presenting organization is responsible for ensuring the site used is left in original state.
- G. A representative from the Office of Fraternity & Sorority Affairs (or approved designee) must be in attendance for the entire duration of the New Member Presentation.
- H. New Member Presentations are not to be schedule on the same day/time of a previously registered event of another organization in the same governing council nor be held in conjunction with any other program or event (i.e.: not during a step show, educational program, social event, etc.).
- I. The organization's OFSA advisor must approve the use of any props, including, but not limited to: shields, staffs, masks, canes, paddles, etc.
- J. No physical abuse, excessive vulgarity, and/or profanity nor disparaging comments about other organizations/chapters/individuals will be tolerated during the New Member Presentation.
- K. No explicit attire is to be worn by any participants in the New Member Presentation.
- L. Any organization or individual found to be disrupting the New Member Presentation is subject to violation of Lehigh University's Code of Conduct.
- M. No alcoholic beverages are to be consumed prior to or during the New Member Presentation.
- N. References to hazing and/or other illegal activities will not be tolerated.
- O. No excessive profane language (in any language) or gestures in chants, music or speech before, during, or after the New Member Presentation.
- P. New Member Presentations must occur in the same semester as the new member education. There can be no delay in the presentation or show.
- Q. All actions of organization members/aspirants must adhere to Lehigh University's Code of Conduct. Any violations will result in a referral to Student Conduct & Community Expectations and could result in sanctions.

Chapter President Name (*printed*)

Signature

Date

New Member Educator/Intake Coordinator Name (*printed*)

Signature

Date

Alumni Advisor Name (*printed*)

Signature

Date