

Lehigh University
Office of Fraternity & Sorority Affairs
New Member Presentation Policy

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 are defined as:

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

New Member Presentations must be approved by the Office of Fraternity & Sorority Affairs through the following procedure:

1. Approval from the organization's inter/national headquarters and/or alumni advisor through a direct email to the organization's designated Greek Life Coordinator
2. Location must occur on the Lehigh University campus and must be reserved through the Lehigh University Campus Reservation System. A copy of the reservation must be approved by the Lehigh University Police Department and the organization's Greek Life Coordinator. Once approved, any changes to the event, including content, location, and date, must be communicated to the organization's Greek Life Coordinator and the Lehigh University Police Department.
 - o New Member Presentations must be reserved at least 48 hours in advance of the event.
 - o New Member Presentations must occur within the designated time constraints per the inter/national organization or within seven days of initiation or by the last day of classes, whichever occurs first.
 - o New Member Presentations must occur between the hours of 4:10 PM and 11:00 PM and can last no longer than two hours.
 - o Following the New Member Presentation, members of the presenting organization must vacate the area within 30 minutes and assist with crowd disbursement. The presenting organization is responsible for ensuring the site used is left in its original state.
3. 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.
4. New Member Presentations are not to be scheduled 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).
5. The organization's Greek Life Coordinator must approve the use of any props, including, but not limited to: shields, staffs, masks, canes, paddles, etc.
6. No physical abuse, excessive vulgarity, and/or profanity nor disparaging comments about other organizations/chapters will be tolerated during the New Member Presentation.
7. No explicit attire is to be worn by any participants in the New Member Presentation.
8. Any organization or individual found to be disrupting the New Member Presentation is subject to the University's Code of Conduct.