



Fraternity and Sorority Governing Councils of Virginia Commonwealth University Policy and Procedure on New Member Show Management

The following is an addition to the Fraternity and Sorority Governing Councils of Virginia Commonwealth University Risk Management Policies and Procedures document as approved on March 29, 2011

New Member Show Management Policy and Procedure

VCU | USC&A Advising and Approving New Member Shows Guideline and Procedure

1.0 Purpose

To establish a consistent and standard procedure and clearly communicate needs and expectations for New Member Shows of member organizations in the National Pan-Hellenic Council and the Multicultural Greek Council of Virginia Commonwealth University.

2.0 Procedure

- 2.1 New Member Shows will be advised through a modified version of the Event Advising Process.
- 2.2 The NPHC on-campus advisor and/or the MGC advisor will reserve the space for the new member shows. These reservations will be made as “general events” in order to protect the organizations anonymity prior to the show.
- 2.3 No new member show will take place on top of the VCU bricks in the Commons Plaza. This means that chapters will not enter, step, or present their new members on top of this space of yellow bricks. The shows can take place in the middle of the commons plaza.
- 2.4 All New Member Shows must be reviewed and advised by the NPHC on-campus advisor and/or the MGC advisor.
- 2.5 Requests for space will be made upon receipt of the VCU Office of Fraternity & Sorority Life Intent for Intake paperwork, which includes the date, time and location of the new member show.
- 2.6 New member shows will not be a part of any other program or event ie: not during a step show, educational program or social event.

- 2.7 The NPHC on-campus advisor and/or the MGC advisor will meet with the student organization representative(s) to discuss the following:
- Inter/National, Regional and/or chapter guidelines regarding New Member Shows
 - Definition of Hazing and perceptions of Hazing
 - Risk Management
 - Content and Presentation
 - Logistics, Time and Date
 - Crowd Control
 - Previous history with new members shows and program planning
- 2.8 To be approved, the student organization sponsor must meet the following minimum requirements:
- Submit the VCU Office of Fraternity and Sorority Life Intent for Intake paperwork.
 - Meet all deadlines for the Event Approval Process.
 - Guarantee the active presence of the Chapter Advisor or non-student representative of the organization serving in an advisory capacity.
 - Be at a time that a member of the Fraternity & Sorority Life staff can be present.
 - Demonstration of adequate plan for crowd control and safety. The plan for crowd control must include the use of physical barriers, identifiable crowd control staff and a “Pre-show” presentation to advise the audience of the crowd control, safety and access procedures for the event.
- 2.9 Any changes to the event, including content, location, date, *must* be communicated to the NPHC on-campus advisor and/or MGC advisor at least 5 business days in advance of the event date.
- 2.10 The NPHC on-campus advisor/MCG Advisor may require changes to the event date, location and/or time due to potential problems with crowd control, safety and access to surrounding facilities
- 2.11 If the event is approved, the Student Events Coordinator will communicate the details of the event to the Commons and Activities staff and VCU Police.

3.0 **Definitions**

- 3.1 New Member Show: The presentation of new initiates into an organization. Considered a tradition for National Pan-Hellenic organizations and the Multicultural Greek Council organization on VCU’s campus. Shows typically involve stepping, greeting of other organization members and introduction of new members. Historically referred to as “probate” shows.
- 3.2 Hazing: (As defined by the FIPG, Inc. Risk Management Policy) Hazing activities are defined as: “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule...”

4.0 References

- 4.1 VCU Office of Fraternity and Sorority Life Intent for Intake procedures
- 4.2 FIPG, Inc. Risk Management Policy
- 4.3 VCU Policy Statement on Hazing
- 4.4 Event Services Manual: Student Organizations
<http://www.students.vcu.edu/commons/es/studenteventmanual.htm>

NPHC and MGC Governing Council New Member Show Procedures

To establish a consistent and standard procedure and clearly communicate needs and expectations for New Member Shows of member organizations in the National Pan-Hellenic Council and the Multicultural Greek Council of Virginia Commonwealth University, all new member shows will be conducted accordingly:

1. Restricted Area Management:
 - a. The Commons Plaza will be the location for all new member shows.
 - b. The area where the new member show takes place will be blocked off with barricades provided by the University Student Commons.
 - c. The internal area will provide space for families and members of the organizations in which the show associates. There will be chairs for the family members and space reserved in front of the chairs, on the ground, for the members of the organization hosting the new member show.
 - d. There will be space inside the area in front of the families and members of the organization for the new members to complete their presentation.
 - e. No more than three current members, active and on the VCU roster, are allowed to be facilitating and/or interacting with the new members during the show.
 - f. No one is permitted inside the restricted area unless they are new members, chapter members, members of the organization being represented, family of the new members, or University officials.
 - g. No one inside of the restricted area may stand on the chairs or other objects to be able to see.
 - h. If the chapter is concerned about rain, and is not willing or able to move the date to an alternative rain date, a 30x30 tent can be provided (at a cost of approx. \$1,000) to cover the area for the families, the members and the new members. This cost would be an expense to the chapter. A 72 hour advance notification would need to be received in writing to have the tent in place for the new member show.
2. Outside restricted area:
 - a. People attending the show will be permitted to stand outside the restricted area. No one will be permitted to stand behind the new members. The only exception to that rule is if the people viewing the show are watching from the staging area.
 - b. No one outside of the restricted area will be permitted to stand on tables, chairs, or other property in the Commons Plaza. This will be managed by the USC&A Student Manager and/or the VCU Police.

3. Expectations of the sponsoring chapter:
 - a. The management of the organization members inside of the restricted area is the responsibility of the chapter. This includes alumni, members from other campuses, families, and current members.
 - b. The chapter is to ensure that all members of the organization are sitting on the ground at all times during the show.
 - i. Special arrangements can be made with the NPHC/MGC Advisor if there are members of the chapter and/or family members who will participate in the revealing of new members.
 - ii. If the chapter is not able to manage their guests inside of the restricted area then all future new member show privileges will be revoked and the chapter will be referred to the NPHC/MGC Judicial Board.
 - c. The chapter will notify the NPHC/MGC Advisor of the estimated time of arrival of the new members in order to prepare appropriately.
 - d. The chapter, in combination with the NPHC/MGC Advisor, makes the rain call. In the case of any lightning the new member show will be cancelled.

4. Expectations of the Governing Council:
 - a. Two police officers will be provided for each show. The costs associated with the Police will be paid by the governing councils.
 - b. The University Student Commons Common Ground will be reserved for the post-New Member Show Reception for the chapter. There is a limit of 95 people that can be in attendance at the post-event reception.