



Fraternity and Sorority New Member Presentation Guidelines

All Greek-lettered organizations at the University at Albany must adhere to the following requirements when presenting new members (hereafter “presentation(s)”) to the UAlbany campus community. The university recognizes the historic and cultural traditions inherent in such presentations, and supports their adherence to university policy in ways that are safe, respectful, and educational. The university also recognizes national organizations policies and guidelines and expect all chapters to be in accordance with their national new member presentation policy.

1. Submit probate/surfacing/turnabout request form found on MyInvolvement.org at least **two weeks** (14 business days) before the first date option.
2. Any organization looking to host a new member presentations must have it secluded two weeks before the final day of the membership intake process window of that semester.
3. A meeting with the Graduate Assistant(s) must take place once date, time, and location have been approved. Considering that a graduate assistant of fraternity and sorority life must be present at all new member presentations, it is necessary to schedule these new member presentations with adequate notice.
4. The use of some new member presentation spaces will require all attendees to obtain tickets through the University Ticket web portal.
5. Presentations are **not** to be scheduled to take place on the same date as a previously planned presentation or event of another chapter or another major university event. Please check with the FSL graduate assistant responsible for membership intake for details.
6. Presentations are **not** to be scheduled on the same day as Fraternity and Sorority Life event unless otherwise approved by the office.
7. The organization graduate/alumni/ae advisor must confirm the chapter’s ability to host the new member presentation on the proposed date. This approval should be in the form of an email to the Assistant Director of the Office of Fraternity and Sorority Life one week prior to the event.
8. Because of its public nature, all presentations should be considered family shows and should be done tastefully. Therefore, excessive vulgarity, profanity, and “dissing” of other organizations will not be tolerated.
9. All attire should be appropriate. Considering the weather of Upstate New York all new members should have appropriate weather attire.
10. No alcoholic beverages will be permitted by any person in the presentation or in attendance.
11. The presentation must begin no later than 30 minutes after the scheduled time. Failure to adhere to this rule will result in the presentation being canceled.
12. The duration of the presentation shall be no longer than 90 minutes and shall end before 12:00am. The clock starts with the advertised time and the event. If the organization starts late, they must still end on time. The presenting organization will be responsible for ensuring the site used is left in its original state after use.



Failure to comply with the stated guidelines may result in the loss of future presentations and university privileges, disciplinary review from the Office of Student Involvement and possible referral to the corresponding Sub-Governing Council.

This policy shall be reviewed and revised as necessary by FSL to remain current with new standards of practice as recommended by the University, inter/national organizations and FIPG. Questions related to this policy should be directed to the Office of Student Involvement, (518) 442-4923.

Revised

8/21/2018