

# Guidelines for Conducting Membership Intake

## Illinois State University Greek Affairs

The purpose of this document is to provide Illinois State University NPHC fraternities and sororities, their advisors, and prospective members with information regarding the membership intake process. Chapter members, chapter advisors, and Greek Affairs will work together to ensure a successful and positive experience for all involved.

In order for Greek Affairs staff to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting intake at Illinois State University.

### Meetings and Documentation:

- I. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake director must meet with the Coordinator of Greek Affairs. To schedule an appointment, call the Coordinator at 309-438-2151. At this meeting the chapter must submit:
  - a. Any inter/national or regional paperwork that needs to be signed by the Coordinator of Greek Affairs.
  - b. Notice of Intention to Conduct Membership Intake Form (attached)
  - c. Fraternity and Sorority Hazing Compliance Form (attached)
  - d. A calendar of events, including a timetable of any intake activities, with dates and times. Activities to include on the calendar, if applicable:
    - i. Informational and/or interest meetings
    - ii. Selection date(s)
    - iii. Start date of the new members' official process/education
    - iv. Initiation date
    - v. Date of presentation of new members (i.e. "new member presentation", "probate", "neophyte show", "roll out"), if applicable:
      1. Bring a copy of the space reservation confirmation notice (from Scheduling and Event Services, Conference Services, etc.) required to proceed with the activity on Illinois State University's campus.
      2. The date of the presentation of new members must be approved by the Coordinator of Greek Affairs.
      3. Any additional pertinent dates.
- II. Verification of Aspirants: All chapters conducting a membership intake process must submit a Verification of Aspirants Forms (attached). The verification form must be submitted within 2 business days after the interest meeting or rush event, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. This form is the list of the individuals approved by your chapter whose names will be submitted to your regional or national representative as aspirants for membership. In cases where an inter/national intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Coordinator of Greek Affairs.
- III. Anti-Hazing Agreement and Grade Release Card: All chapters conducting a membership intake process must submit an Anti-Hazing Agreement and Grade Release Card (forms are available in the Dean of Students Office, SSB 387) for each selected candidate. These signed cards must be submitted within 5 business days after the selection date, as listed on the submitted chapter's intake calendar.
- IV. All forms must contain the original signatures (no faxes will be accepted).
- V. Privacy Statement: To protect the interests, traditions, and privacy of our fraternities and sororities, all documents supplied to Greek Affairs are kept confidential from students, student employees, or student leaders, including council officers. They may be shared with university officials and inter/national

organization staff as needed. In the event that any dates and times need to be changed on the intake calendar of events, the chapter president or chapter member responsible for intake must notify the Coordinator of Greek Affairs (via email) no less than 2 business days prior to the new event time.

### **Presentation of New Members (if applicable):**

All organizations must adhere to the following guidelines when presenting new members to the campus community (using a “new member presentation”, “probate”, “neophyte show”, or “roll out”)

- I. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or prior to the last day of classes in the semester of initiation, whichever comes first.
- II. A copy of the Non-Academic Facilities Request form must be submitted to the Coordinator of Greek Affairs.
- III. Guidelines for those who present new members using a “show” (“new member presentation”, “probate”, “neophyte show”, or “roll out”) include:
  - a. Presentation shows are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
  - b. No explicit or revealing attire is to be worn by the new members or other “show” participants.
  - c. There shall be no disparaging or disrespectful comments about other organizations or foul language used in the “show”.
  - d. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as part of the performance but may not be used as a weapon to harm another individual.)
  - e. In the event of a fight during the presentation, those fighting will be referred to Community Rights and Responsibilities for discipline. If a member of the presenting organization is involved, the presentation show will be stopped immediately (see Violations section for further details).
  - f. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc.
  - g. The duration of the presentation show should be no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
  - h. A graduate or faculty/staff advisor for the organization must be present for the entire duration of the show.
  - i. A Dean of Students staff member (professional, or graduate) **MUST** be in attendance at the show. The presenting organization must coordinate the schedule with the staff member who will be present.

### **Illinois State University Hazing Policy (as defined by the Code of Student Conduct):**

- I. **Hazing.** Including but not limited to:  
Students shall not:
  - a. engage in any act which endangers the mental, emotional, or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of Illinois State University.
  - b. engage in any action where an individual is encouraged to engage in conduct of an unbecoming or humiliating nature, or which in any way detracts from an individual’s academic pursuits for the purpose of initiation, admission into, affiliation with, or continued membership in any organization or team whose members are or include students of Illinois State University.
  - c. engage in any acts such as paddling, creating excessive fatigue, work sessions, physical or psychological shock, wearing apparel which is conspicuous and not in good taste, public stunts,

morally degrading or humiliating games or events, or that encourage the illegal or abusive use of alcohol and/or other drugs.

For the purpose of this policy, hazing includes any activity that is inconsistent with regulations or policies of Illinois State University or the laws of the State of Illinois. Acts of this nature are considered hazing whether or not a person willingly participates in such activities.

- II. As a member of the Greek Community at Illinois State University it is expected that you:
  - a. Be informed of both the University's and your own inter/national organization's policies again hazing
  - b. Understand that these practices are not only harmful but also have no place in Greek-letter organizations
  - c. Not allow yourself to be hazed nor tolerate the hazing or harassment of any fellow member/potential member
  - d. Notify the proper authorities of any hazing activities of which you are aware

### **Violations of Membership Intake Policies:**

- I. Violations of the membership intake process may result in referral to Community Rights and Responsibilities for disciplinary action.
- II. Violations include:
  - a. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
  - b. Holding membership intake without adhering to the Guidelines for Conducting Membership Intake set by the University or the inter/national organization.
  - c. Hazing: Any violation of the Illinois Statute and or Illinois State University Code of Student Conduct related to Hazing will result in a referral to Community Rights and Responsibilities
  - d. Overt activity defined as any activity related to membership intake conducted in defiance of established guidelines or warnings by the Coordinator of Greek Affairs or a chapter advisors.
  - e. Failure to adhere to the Presentation of New Member Guidelines (as included in this packet).
- III. All questions and concerns regarding the Guidelines for Conducting Membership Intake should be posed by the chapter president or membership intake coordinator to the Coordinator of Greek Affairs.