**Guidelines for Conducting Membership Intake**  
**Illinois State University Fraternity and Sorority Life**

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

In order for Fraternity and Sorority Life 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 Senior Specialist of Fraternity and Sorority Life. To schedule an appointment, call the Senior Specialist 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 Senior Specialist of Fraternity and Sorority Life.
   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 Senior Specialist of Fraternity and Sorority Life.
         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 5 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 Senior Specialist of Fraternity and Sorority Life.

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 Fraternity and Sorority Life 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 Senior Specialist of Fraternity and Sorority Life (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 Senior Specialist of Fraternity and Sorority Life.

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/alumni 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.
j. All guests in attendance are responsible for knowing the rules of the university, the location of the show. Responsibility for guest is on the hosting chapter.
k. If alcohol will be present the proper ISU Event with Alcohol Registration forms must be completed.

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 Fraternity and Sorority 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 against hazing
   b. Understand that these practices are not only harmful but also have no place in Fraternal 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 Senior Specialist of Fraternity and Sorority Life 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 Senior Specialist to the Senior Specialist of Fraternity and Sorority Life.
Fraternity and Sorority Hazing Compliance Form  
Illinois State University Fraternity and Sorority Life

We certify that all activities sponsored or required by our national fraternity/sorority of members or aspiring members comply with the Illinois State University Hazing Policy, and with the Illinois state law.

We have informed all chapter member(s) of our fraternity/sorority of the contents of the ISU Hazing Policy. This policy will be read to and discussed with all aspirants at the interest meeting as well as the first fraternity/sorority educational meeting.

We understand that failure to comply with the Illinois State University Hazing Policy as stated in the Illinois State University Code of Student Conduct could result in referral to Community Rights and Responsibilities for disciplinary action both individually and as an organization.

We understand that participation in any hazing activities or knowledge of it and taking no action to stop the hazing is in effect giving our approval to haze. We understand our responsibility to ensure the safety of our aspiring members and to not allow members of our organization, whether undergraduate status, graduate status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause individual referral to Community Rights and Responsibilities for disciplinary action.

Our signatures below certify that we have read, understand, and agree to abide by the Illinois State University Hazing Policy.

____________________________________  ______________________________________
Fraternity/Sorority Name  Chapter name

____________________________________  ______________________________________
Printed Name of Chapter President  Printed Name of Intake Coordinator

____________________________________  ______________________________________
Signature of Chapter President  Signature of Intake Coordinator

___ / ___ / ____  ___ / ___ / ____
Date  Date
Notice of Intention to Conduct Membership Intake
Illinois State University Fraternity and Sorority Life

The officers and members of ____________________________ are proud to announce the intent to take in new members for the Fall  Spring  (circle one) semester of _______________(year).

Interest Meeting(s) will be held on _________________________________

Selection will conclude on _________________________________

Education of aspirants/intake process beings on _________________________________

Aspirants will be initiated on _________________________________

New Members will be presented on _________________________________

The person responsible for intake for the chapter will be: The chapter advisor supervising intake for the chapter will be:

_________________________________________________________  ___________________________________________________________
Name                                                 Name

_________________________________________________________  ___________________________________________________________
Title in the chapter                                  Title in the chapter/organization

_________________________________________________________  ___________________________________________________________
Phone number                                           Phone number

_________________________________________________________  Email address
University email address

The above information is accurate and complete to the best of my knowledge. I further understand that it is my responsibility to inform the Fraternity and Sorority Life unit of the Dean of Students Office of any changes to the above information immediately, if any changes are made.

_________________________________________________________  ___________________________________________________________
President’s printed name                            Alumni/Grad Chapter Advisor’s printed name

_________________________________________________________  ___________________________________________________________
President’s signature                                  Alumni/Grad Chapter Advisor’s signature

_________________________________________________________  ___________________________________________________________
President’s phone number                                   Alumni/Grad Chapter Advisor’s phone number
Verification of Aspirants Form
Illinois State University Greek Affairs

Organization and Chapter Name:

Is your chapter a city-wide or Core chapter? ___ Yes ___ No
If yes, list the institutions other than ISU were which members can be students:

________________________________________

________________________________________

Students who wish to participate in membership intake for a National Pan-Hellenic Council, Inc. fraternity or sorority must meet the minimum academic qualifications of the chapter and national organization for which they are seeking membership.

____________________ requires that interested students have completed a minimum of _______ hours of university course work and have attained a minimum grade point average of a ______ on a 4.0 scale. Please note that students who do meet the minimum qualifications are not guaranteed membership in the organization.

By completing and signing this form, you, the student interested in membership in an NPHC or culturally based fraternity or sorority, consent to have the Fraternity and Sorority Life unit of the Dean of Students Office at Illinois State University check your hour completed and grade point average to verify your eligibility and share this information with the chapter in which you are seeking membership.

To Be Completed by Aspirants who ARE ISU students.

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To Be Completed by Aspirants who **ARE NOT** ISU students.

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**GPA verification for non-ISU students is not guaranteed. Following the presentation of new members the appropriate staff at the surrounding campuses will be notified of any students who have joined a city-wide/CORE chapter at ISU.**

We hereby declare that on______________ (date of interest meeting), the above individuals are aspirants for membership into our organization and will be considered for membership pending verification of eligibility and the decision of our regional/national representative(s).

I confirm that this interest meeting was held in compliance with our national organization’s procedures and guidelines.

________________________________________  ____________________________________
Signature of Chapter President              Signature of Alumni/Grad Chapter Advisor

**For Office Use ONLY**

Received on: ___________________________  By: ________________________________
Completed properly: YES: ______  No, return to chapter: ____________________