GEORGIA SOUTHERN UNIVERSITY MEMBERSHIP
INTAKE PLAN OF ACCOUNTABILITY

The Office of Fraternity and Sorority Life at the Georgia Southern University recognizes the importance of the membership intake process and we support your efforts in the development of new members as well as your chapter. As students continue to seek membership in Greek letter organizations on our campus, it is important that the Office of Fraternity and Sorority Life establish a system of communication with organizations wanting to participate in the intake of new members.

It is important that each chapter understands this relationship and operates within the set policies and procedures of your respective national bodies and the University. In addition, it is equally important that potential new members also understand that they must also adhere to these same policies and procedures during the membership intake period.

In order to be in accordance with policies and procedures from national headquarters and the University, it is necessary that the Office of Fraternity and Sorority Life establish a timeline for the membership intake procedures. This is only to bring structure to the process, not to take ownership of each individual chapter’s membership process. This plan is also meant to ensure that chapters are adhering to the zero-tolerance hazing policy. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the Student Conduct Office and/or the Office of Fraternity and Sorority Life as well as contacting the respective chapter’s advisor and national headquarters.

In order for a chapter to participate in membership intake, the chapter must be in good standing with its own national headquarters, the University, and must adhere to these guidelines.

It is important to remember that membership intake is a privilege granted to the organization as a means of establishing membership and ensuring longevity on the Georgia Southern campus. For this reason, it is imperative that each chapter meets these expectations and follows the membership intake guidelines so that the membership intake process is operated with integrity, civility, and respect.

Office of Fraternity and Sorority Life Privacy Statement

To protect the interest, privacy and confidentiality of affiliate chapters all documents submitted will be kept confidential. No one other than the Office of Fraternity and Sorority Life will have direct access to any information submitted by a chapter.

All membership intake forms will be stored for a minimum period of twenty-four (24) months. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need to know basis.

Code of Student Conduct Hazing Policy

Participation in hazing, defined as an act which endangers the emotional, mental, or physical health or safety of a student, with or without their expressed permission, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes acts that are intended to or actually cause physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above or are violations of the Student Conduct Code.

State of Georgia Hazing Law

§16-5-61. Hazing
(a) As used in this section, the term:
   “Haze” means to subject a student to an activity, which endangers or is likely to endanger the physical health of a student, regardless of a student’s willingness to participate in an activity.
"School" means any school, college, or university in this state.
"School organization" means any club, society, fraternity, sorority, or a group living together which has students and its principal members.
"Student" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance membership, office, or other status in a school organization
(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Expectations of Organizations Conducting Intake

1. The academic mission of the institution will be upheld and promoted to aspirants.
2. Membership intake activities will not interfere with academic endeavors or class schedules, will not occur between the hours of 12 a.m. and 8 a.m., and will not include the presence or consumption of alcohol.
3. The selection of aspirants will be free of any form of mental and/or physical abuse and hazing.
4. Members will be selected on the criteria set forth by the (inter) national organization.
5. Chapters will not engage in pre or post hazing activities. Hazing is not tolerated in any form—as part of the new member program or as acts of individual members of the chapter.
6. Chapters will be in good standing with their (inter) national organization, their respective council, and the university.
7. Chapters will complete all required paperwork thoroughly, in a timely fashion, and will not knowingly omit any information.
8. Aspirants will be thoroughly educated on Georgia Southern University Hazing Policy by the chapter.
9. Chapters are not to engage in any Membership Intake activities outside of the parameters outlined by their (inter) national headquarters/organizations.
10. All membership intake activities (including New Member Presentations and any alternatives) are to conclude prior to finals week.
11. All new members will attend the Office of Fraternity and Sorority Life new member institute after completing the Membership Intake process.
12. The position of Georgia Southern University concerning a chapter’s Membership Intake process is that it will be a positive, educational experience for all involved. Names such as “Hell Week” should not be used at any point during the membership intake process.
13. The practice of surprising aspirants with the date/and or time of initiation is not acceptable. All initiation activities and new member presentations must be completed one week prior to the University’s designated finals week.
14. Aspirants should never be subject to sleep deprivation, servitude and/or moral degradation or humiliation.
15. Aspirants should never be forced to stay or live anywhere against their will.

Rights of the Aspirants

No aspirant shall be required by any person or persons to perform any act which:
• Interferes with the academic process – causes the aspirant to miss or be ill prepared for classes, labs, study sessions, or tests
• Causes the aspirant to violate Georgia Southern University policies
• Requires or pressures the aspirant to consume any substance
• Prevents the aspirant from securing normal amounts of sleep
• Requires the aspirant to perform personal services for collegiate or alumni/ae members
• Is sadistic and treats the aspirant in a —sub-human manner
• Is illegal
• Is immoral
• Places the aspirant in physical danger or in jeopardy of losing his or her life
• Places severe emotional stress upon the aspirant
• Requires the aspirant to be present at activities for unreasonable periods of time
• Requires the aspirant to participate in individual questioning activities or line-ups
• Prescribes the wearing of anything to identify aspirant status
• Requires the aspirant to carry items that they would not normally bear
• Requires the aspirant to answer the telephone in a manner unlike a member would answer it
• Prevents the aspirant from speaking for a period of time
• Involves the abandonment of an aspirant or active member thereby requiring them to find their own way back to campus
• Requires the blindfolding of the aspirant (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for inter/national Ritual)
• Requires the aspirant to intentionally deface property or requires the aspirant to clean others’ property
• Requires aspirants to enter locations only from a specific entry point
• Requires aspirants to eat meals together, attend unscheduled —call-down— meetings, work out together or sleep somewhere together for any length of time without written permission from Georgia Southern University and inter/national office
• Requires aspirants to address or refer to members in a manner different from how they are addressed by the general membership
• Requires aspirants to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.
• THIS LIST IS IN NO WAY INCLUSIVE

Organizational Qualifications for Membership Intake

All organizations participating in Membership Intake must be in good standing with the university, their respective council, and (inter) national organization. To be considered in good standing, organizations must be fiscally and judicially sound with their respective council, the Office of Fraternity and Sorority Life, the University and the (inter) national organization. If an organization has a question regarding their status, they are to contact the Council Advisor and/or their (inter) national organization.

Aspirants’ Qualifications for Membership Intake

All aspirants must meet the (inter)national Organization and Office of Fraternity and Sorority Life minimum academic (grades and credit hour) requirements in order to take part in Membership Intake. Any additional criteria designated by the (inter)national organization must also be met by aspirants’.

Initiation

Initiation is defined as the ceremony in which aspirants become members of the organization (in some organizations, it may be defined as “cross-over”). Under no circumstances is the date of the initiation ceremony to remain a secret from the aspirants. Aspirants must be made aware of this date at least two weeks after the beginning of the educational process.

New Member Presentations

A copy of the organization’s (inter) national policy on New Member Presentations must be on file with the Office of Fraternity and Sorority Life before planning for this type of event takes place.

a. Space must be reserved through the reservations office for any type of presentation.

b. Prior approval from the Office of Fraternity & Sorority Life must be obtained for any type of new member presentation activities (and the proper paperwork must be submitted by the appropriate deadlines).

c. Presentation of aspirants must take place no more than 30 business days after the members have been initiated into the organization and prior Finals week.

Intake Coordinator Initials: __________ Date: __________ Organization: ____________________________ Updated January 2014
Office of Fraternity and Sorority Life | Georgia Southern University
d. Presentations should not take place during University holidays/closure.

**After Parties**

If the organization intends to host a party following the New Member Presentation, the organization must have the event approved based on the Office of Fraternity & Sorority Life Social Event Policy. Please refer to that policy for paperwork that needs to be completed as well as deadlines that need to be adhered to.

**Violations**

A judicial process to determine violations of the Membership Intake policy and/or the anti-hazing policy by organizations and its members will be handled through the Student Conduct Office. Violations of the intake policy may include (but are not limited to): intentional submission of improper paperwork (falsifying signatures, changing dates without approval, incomplete forms), holding Membership Intake without adherence to the policies and procedures set forth by the Office of Fraternity and Sorority Life, and not adhering to the policies of the (inter) national organization, Georgia Southern University, as well as municipal, state, and federal laws. Penalties for violations may include (but are not limited to): fines in specified amounts; probation for specified academic terms, with or without specified restrictions; loss of privilege of using University space and facilities; and revocation of the privilege of being a registered student organization. The (inter) national office of any student organization violating the anti-hazing rules and Membership Intake policies will be notified of any violations and all penalties.

**Aspirant Anti-Hazing Policy Orientation**

Once aspirants have been chosen to start the membership intake process, all aspirants will be required to meet as a group with an Office of Fraternity and Sorority Life staff person to be educated about the Georgia Southern University Anti-Hazing Policy and reporting procedures.

**Outline of New Member Activities**

An outline of all activities conducted by the organization for Membership Intake purposes and those that include any aspirant involvement must be turned in to the Office of Fraternity and Sorority Life as part of the Membership Intake Registration Form during the one-on-one meeting with the Council Advisor and/or Director of Fraternity and Sorority Life. This outline must include (but is not limited to):

- All educational sessions
- Ritual or ceremony dates
- Study dates
- Initiation date
- Neophyte Presentation practices
- Community service projects
- Overnight activities
- Leadership development programs
- Big brother/sister activities
- Activities in which members will have an opportunity to meet and be involved with alumni/ae

It is important for organizations to understand that the Office of Fraternity and Sorority Life considers that if an activity is not listed in the outline then it will not to occur. If any activities occur outside of those listed on the outline submitted, the organization will be subject to judicial action by the University.
Large-Scale Event Programming Guidelines

For the upcoming year, the Office of Fraternity and Sorority Life will impose the following guidelines for large scale events (probate/neophyte shows, step shows, yard shows, pageants, etc.) hosted on campus.

- Events must be registered with the Office of Fraternity and Sorority Life at least 30 days in advance of the anticipated date of the event.
- A staff member from the Office of Fraternity and Sorority Life as well as a grad chapter and/or faculty advisor from the organization must be present in order for any event to be approved.
- Once an event has been approved by the Office of Fraternity and Sorority Life, the chapter has 48 business hours to file the required paperwork with the Russell Union to reserve space. Failure to do so will result in the cancellation of the event.
- Upon receiving final approval for the event to take place on campus, the chapter has 48 business hours to report the location and time confirmation to the Office of Fraternity and Sorority Life. Failure to do so will result in the cancellation of the event.
- Chapter must comply with Russell Union requirements regarding hiring and payment of any additional staffing or security personnel required for their event.
- Approved events must start no later than 15 minutes after the scheduled start time and end no later than 15 minutes after the scheduled end time. Events that do not start or end on time will be immediately cancelled by the Office of Fraternity and Sorority Life staff present at the event. Events will only last 2 hours.
- Event attendance that grows more than 10% of the anticipated attendance reported on the reservation paperwork will be immediately cancelled.
- Throughout the event, chapters are to fully comply with request of Russell Union staff, Office of Fraternity and Sorority Life staff, and safety officers present. Failure to do will result in cancellation of the event by the Office of Fraternity and Sorority Life staff present.
- No profane language (in any language)/gestures in chants, music or speech will be used before, during, or after the show.
- A “no dissing” policy will be put into place. Groups that violate this during their events will be subject to immediate cancellation of the event by the Office of Fraternity and Sorority Life staff present.
Membership Intake Paperwork Checklist

As your chapter proceeds through its Membership Intake process, please make sure that you complete the items on the Membership Intake Paperwork Checklist below. The checklist should be completed in its entirety and by all deadlines. Failure to submit paperwork and conduct meetings on time may result in the suspension of Membership Intake activities.

Prior to any Interest Meetings/Sessions

☐ Select an Intake Coordinator
☐ Complete and submit the membership intake coordinator agreement
☐ If you need a letter from the office of your standing with the university, this can be done through the Office of Fraternity and Sorority Life and you must allow THREE (3) business days for processing

Once a date has been chosen for an interest session/meeting

☐ Complete the Notice of Potential New Member Interest Meeting form
☐ Submit a copy of the sign-in sheet from the interest meeting

If the chapter decides to move forward with Intake

☐ Submit the Notice of Membership Intake
☐ Submit the Hazing Compliance and Agreement form
☐ Schedule a meeting with the Office of Fraternity and Sorority Life
☐ Submit Outline of New Member Activities
☐ Provide the Office with written proof from HQ that you have been approved for Intake
☐ Schedule the Office of Fraternity and Sorority Relation to speak with prospects about hazing, this can be done before or during intake, BUT NOT after Intake
☐ Submit a list of all members going through intake, NO LATER THAN ONE (1) week after the process begins
☐ Submit a Scholastic Information Release Form (Grade Release Cards) for all members going through Intake, NO LATER THAN ONE (1) week after the process begins
☐ After Intake you must submit Membership Cards, NO LATER THAN ONE (1) week after Intake concludes
☐ Send New Members to the New Member Institute as soon as one is hosted by the Office of Fraternity and Sorority Life

If planning a New Member Presentation

☐ Social registration form must be completed 30 days prior to the scheduled event date
☐ Provide National Guidelines for New Member Presentations
☐ Shows, which take the form of dancing, singing, and/or skits should not be performed using lewd, indecent, or obscene behavior
☐ Must adhere to the Large Scale Event Programming Guidelines

Intake Coordinator Initials: _______ Date: ________
Organization: ________________________________

Updated January 2013
Office of Fraternity and Sorority Life | Georgia Southern University
Membership Intake Coordinator Selection and Agreement

The chapter has selected a Membership Intake Coordinator who has read and fully understands the Georgia Southern University and his/her own respective organization’s policies regarding hazing and membership intake. The Membership Intake Coordinator will be responsible for ensuring that the Office of Fraternity and Sorority Life has received the necessary forms for membership intake and that the chapter follows the necessary steps for membership intake.

In addition, the Membership Intake Coordinator will educate his/her chapter on all of the regulations of membership intake and ensure that the Office of Fraternity and Sorority Life is informed on all membership intake activities.

Semester ___________________________ Date form was complete _______________________

__________________________________________

Signature of Membership Intake Coordinator  Print Name

__________________________________________

Signature of Chapter President  Print Name

__________________________________________

Signature of Chapter Advisor  Print Name

__________________________________________

Signature of Director of Fraternity and Sorority Life  Print Name

Intake Coordinator Initials: _______ Date: __________  Updated January 2013
Organization: ____________________________  Office of Fraternity and Sorority Life | Georgia Southern University
NOTICE OF POTENTIAL NEW MEMBER INTEREST MEETING

The officers and members of the ___________________________ chapter of ___________________________ will be hosting a potential new member interest meeting on __________(day) __________________________(month, date, year).

The meeting will be held at the __________________________(place)
at __________(time).

We acknowledge that this form must be turned in directly to the Office of Fraternity and Sorority Life at least two weeks prior to the interest meeting.

____________________________________  __________________________
Chapter President                      Date

____________________________________  __________________________
Chapter Advisor                        Date

Intake Coordinator Initials: _______  Date: __________
Organization: __________________________

Updated January 2013
Office of Fraternity and Sorority Life | Georgia Southern University
Notice of Membership Intake

The officers and members of the ______________ chapter of ______________
are proud to announce the intake of new members for the ______________ semester.

The membership intake process for our chapter will begin with the first meeting/activity on
_______________ (month/day/year) and will conclude with the final meeting/activity on
_______________ (month/day/year). Our new members will be introduce to campus on
_______________ (month/day/year).

The membership intake coordinator for our chapter will be:

____________________________________
Name

____________________________________
Telephone

The advisor in charge of supervising all intake meetings/activities will be:

____________________________________
Name

____________________________________
Daytime Telephone

____________________________________
Evening Telephone

We, the undersigned, attest that the above information is accurate and correct to the best of our knowledge.

____________________________________
Chapter President (print) Chapter President (sign) Telephone

____________________________________
Chapter Advisor (print) Chapter Advisor (sign) Telephone
HAZING COMPLIANCE AND AGREEMENT FORM

We, ______________________ (president) and ______________________ (membership intake coordinator), of the ______________________ chapter of ______________________

do hereby affirm to Georgia Southern University that the organization represented by our signatures does comply with the university policy on hazing as stated in the Georgia Southern University Student Guide (Code of Conduct) book.

In order to insure that all chapter members are aware of the hazing policy, we affirm that:

1. All chapter members have been informed of the statements outlined in this policy
2. This policy is reviewed annually by all chapter members
3. The membership intake coordinator has obtained copies of this policy for each potential new member and has reviewed this policy with each of them
4. This form must be turned in directly to the Office of Fraternity and Sorority Life within 48 hours of the first intake activity

____________________________  ______________________
Chapter President  Date

____________________________  ______________________
Membership Intake Coordinator  Date

____________________________
Chapter Advisor  Date
Informational Meeting Attendance Sheet  
_Due 5 business days following the Informational Meeting_

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<th>Semester:</th>
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<td>Year:</td>
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<td>Organization:</td>
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<td>Meeting Date/ Time/ Location:</td>
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This organization requires that interested students must have 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._

**Interested Students in Attendance**  
_(attach an additional sheet if more space is needed)_

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_I hereby certify that no names were left off of this attendance sheet and that this Informational Meeting was held in compliance with our (inter) national organization’s procedures and guidelines._

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<th>Membership Intake Coordinator Name</th>
<th>Signature</th>
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<th>Advisor Supervising Intake Name</th>
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Intake Coordinator Initials: ________ Date: ____________
Organization: ____________________________

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