The purpose of this document is to provide the fraternities and sororities of the Middle Tennessee State University fraternity and sorority community, their advisors, and prospective members with a source of information regarding membership intake. Chapter advisors and the Office of Fraternity and Sorority Life will work together to ensure a successful and positive experience for all involved.

In an effort to assist the chapters in having a successful intake process and avoid potential problems, chapters must adhere to the following requirements if they are to conduct intake at Middle Tennessee State University.

I. Meetings and Documents:

Prior to any intake activities, at least one chapter member (preferably the chapter president or intake chair) must make an appointment with the Director/Coordinator of Fraternity and Sorority Life. At this meeting, the chapter must submit/provide:

A. Any national or regional paperwork that needs to be signed by the Office of Fraternity and Sorority Life.

B. Notice of Membership Intake (attached). This form must contain original signature of the chapter president and either the original signature or faxed signature of the chapter advisor and on campus advisor.

C. Fraternity and Sorority Hazing Compliance Form (attached). This form must contain original signatures of the chapter president and intake chair.

D. A calendar of events that includes a timetable of any intake activities with dates and times. Activities must be approved one week before they commence. Activities to include on the calendar, if applicable:
   a. Informational and interest meetings
   b. Selection date(s)
   c. Start date of the new member’s official process/education
   d. Initiation date
   e. Presentation of New Members
      i. If the presentation of new members includes a “show,” bring a copy of the signed Use of Facility form required to proceed with the activity to the Office of Fraternity and Sorority Life no less than 30 days prior to the show.
      ii. The “show” shall not fall within two (2) weeks prior to the mid-term or final examination of the semester.
      iii. If the presentation of new members does not include a “show,” the method used to present new members should be discussed and approved at this meeting.
   f. Any additional dates pertinent to a specific organization without the submission of this paperwork, intake will not be approved. In the event that the intake activities begin without the
knowledge and signed approval of the council advisors, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the Director/Coordinator of Fraternity and Sorority Life.

II. Verification of Aspirants:

All chapters conducting intake must submit a Verification of Aspirants Form (attached). The verification forms must be submitted to the Office of Fraternity and Sorority Life immediately after the interest meeting, 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 the chapter that will be submitted to the regional or national representatives (by the chapter) as aspirants for membership. In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the council advisor/s. The verification form contains the following information:

A. List of aspirants for membership that will include each student’s:
   a. Name
   b. Signature
   c. Student ID Number (M number)
   d. Academic Waiver
   e. Cumulative GPA (to be completed by Office of Fraternity and Sorority Life)

B. Total Number of Aspirants

C. Original Signature of Chapter President

D. Signature of Primary Chapter Advisor (chapter may bring in form with the original signature, or the Chapter Advisor may fax signature directly to the Office of Fraternity and Sorority Life at 615-898-5001).

E. A separate line for verification of date received by the Director/Coordinator of the Office of Fraternity and Sorority Life.

III. Chapter Membership Roster Update:

At the conclusion of intake process (after initiation), an updated Membership Roster Addition/Deletion Form must be turned in to the Office of Fraternity and Sorority Life the following semester to reflect any changes in membership since the Verification of Aspirants Form was submitted. This form will be sent to the chapter president and advisor at the beginning of each semester.

All documents supplied to the Office of Fraternity and Sorority Life are kept confidential from students or student leaders, including the council officers. They may be shared with university officials and the chapter’s organization officers or staff as needed. In the event that any dates and times need to be changed on the
REGULATION FOR THE PRESENTATION OF NEW MEMBERS

IV. Requirements for those who present new members using a “show”:

All organizations must adhere to the following requirements when presenting new members to the campus community. Organizations who do not conclude intake with a formal presentation “show” must introduce their members using another method within the same timeline presented in the following requirements. This “method” can vary from chapter to chapter, and must be approved by the Director/Coordinator of Fraternity and Sorority Life.

Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or after the new member/initiation deadline for the semester or whichever comes first.

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. Please check with your council president or Office of Fraternity and Sorority Life for details.

B. A Use of Facility form must be completed at least 14 business days prior to the activity.
   a. Outdoor performances are permitted; however, indoor venues are preferred to help with crowd control, safety of new members, and visibility.
   b. It is recommended that more than ONE venue is requested on this form in order to ensure that you are able to find a space for your group.

C. Prior approval from the Director/Coordinator of Fraternity and Sorority Life must be obtained for any items that are to be used as “markers” during the show. (i.e. firelights, fire, ropes, canes, animals, chalk.)

D. “Shows” must start on time. Director/Coordinator of Fraternity and Sorority Life has the authority to cancel a show completely if it is delayed a substantial amount of time.

E. Props to be used in the show must also be approved (i.e. shields, staffs, masks, etc.). In general, paddles, bricks, and other outright symbols of “pledging” are not allowed.

F. Organizations are NOT permitted to advertise for their events until they have a confirmation approval from event coordination that they officially have that space reserved for that date/time.

G. Excessive vulgarity and profanity will not be tolerated. This includes the music from the DJ.

H. No explicit or revealing attire.

I. No alcoholic beverages will be permitted.

J. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)
K. 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.

L. 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. (This will help with crowd disbursement.) The presenting organization will be responsible ensuring the site used is left in its original state after use.

M. All presentation must be respectful of other organizations. Demeaning, “dissing”, or speaking negatively about other organizations. Failure to adhere to this rule could result in early conclusion of the show or an appearance before judicial affairs.

V. Hazing:

Middle Tennessee State University Rights and Responsibilities Handbook defines disciplinary offenses and hazing that will be subject to disciplinary action as follows:

**Disciplinary Offenses**

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution’s pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following:

1. **Conduct Dangerous to Self or Others.** Any conduct which constitutes a danger to any person’s health, safety, or personal well-being including but not limited to physical and/or verbal abuse; threats and/or intimidation; harassment of any kind; or harm inflicted on self.

2. **Hazing.** Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student’s mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

3. **Who to contact:** If you become aware of a hazing incident, or suspect potential hazing activity, you should contact the Office of Fraternity and Sorority Life and/or Public Safety.

   Fraternity and Sorority Life: 615-898-5812
   Public Safety: 615-898-2424

In recent years, criminal courts, the majority of national organizations and campuses alike have utilized the risk management policies of FIPG as the “industry standard” for all fraternities and sororities. As such, chapters
should be aware of how FIPG defines hazing activities, as the Statement of Relationship for the Office of Fraternity and Sorority Life follows FIPG policy.

FIPG, INC. POLICY on HAZING
July 2007, pgs. 31- 37 of FIPG Manual

The Risk Management Policy of the FIPG, Inc. shall apply to all member men's and women's fraternity entities and all levels of fraternity membership. The policy specifically addresses the issue of hazing as follows:

FIPG Policy on Hazing

No chapter, colony, student, pledge, associate/new member or member or alumna/us shall conduct nor condone hazing activities. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce or that causes mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; kidnappings, whether by pledges, associate/new members or active members; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law.

VI. Violations:

Violations of the intake regulations may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Office of Judicial Affairs.

Violations include:

1) Intentional submission of improper paperwork (i.e., changing dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2) Holding membership intake without conforming to the Membership Regulations set by the Office of Fraternity and Sorority Life.
3) Hazing: Any violations of the Rights and Responsibilities handbook will be referred to the Office of Judicial Affairs and Mediation Services.
4) Overt activities related to intake defined as any activity conducted in defiance of previous sanctions and warnings by Director/Coordinator of Fraternity and Sorority Life.
5) Failure to adhere to Presentation of New Member Regulations

VII. Intake – Things to Remember:

A. Each chapter must submit a calendar of events of intake activities, and Intent Form, and a Fraternity and Sorority Hazing Compliance Form at the initial meeting with the Office of Fraternity and Sorority Life. The Calendar of events must be approved at least one week before any intake related activities commence.

B. The Intent Form (also known as the Notice of Membership Intake) must contain the original signature of Chapter President and the primary Chapter Advisor.

C. The Greek Affairs Fraternity and Sorority Hazing Compliance Form must contain the original signature of the Chapter President.

D. Submit the date of the presentation of new members and bring a copy of the signed paperwork required to proceed with the “show” if applicable. If this cannot be submitted at the initial meeting with the Director/Coordinator of Fraternity and Sorority Life, then notify one of the previously listed individuals no less than 48 hours prior to the event. At this time, chapters must submit the signed paperwork required to proceed with the activity to the Office of Fraternity and Sorority Life.
MTSU Notice of Membership Intake

The officers and members of ______________________________ are proud to announce the intake of new members for the ____________ semester of __________.

Interest Meeting(s) will be held on: _____________________________________________________________

Selection will conclude on: ___________________________________________________________________

Education of aspirants/Intake process begins on: ________________________________________________

Length of the education process and presentation show prep (number of weeks): ________________________

Aspirants will be initiated on: ___________ New Members will be presented on: _____________

The person in Charge of intake for the chapter will be:

Name: ___________________________________ Title in Chapter: ________________________________

Phone Number: ___________________________ Email Address: _________________________________

The Chapter advisor supervising intake for the Chapter will be:

Name: ___________________________________ Title in Chapter: ________________________________

Phone Number: ___________________________ Email Address: _________________________________

The above information is accurate and correct to the best of my knowledge.

_________________________                _________________________              _________________________
President’s Name Printed                President’s Signature              President’s Phone Number

_________________________                _________________________              _________________________
Chapter Adv’s Name Printed              Chapter Adv’s Signature              Chapter Adv’s Phone Number

Office Use Only: Date of Meeting I: ____________________
Verification of Aspirants Form

Organization________________________________________________________________________

We hereby declare that on _______________________ (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional/national representative(s).

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<td>I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit MTSU to release academic information about me to my sorority/fraternity. I understand that this waiver will be in effect until I notify the Office of Fraternity and Sorority Life that I no longer wish to allow such information to be released.</td>
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MTSU Fraternity and Sorority Anti-Hazing Compliance Form

We certify that all activities sponsored or required by our fraternity/sorority of initiate members or aspirant members comply with the Students Rights and Responsibilities Handbook.

We have informed/will duly inform the aspirant members of our fraternity/sorority of the definitions of hazing provided in this regulation. The hazing section of this document has been/will be read to aspirants at the beginning of each semester’s intake process.

We understand that failure to comply with the Rights and Responsibilities Handbook will result in referral to the Office of Judicial Affairs and Mediation Services for an organizational violation for hazing (meaning the fraternity/sorority will face charges), and/or referral to the Office of Judicial Affairs and Mediation Services for an individual violation of hazing (meaning that individuals within the fraternity/sorority who haze will face charges).

We understand that participation in any hazing activity 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 not allow members of our organizations, whether alumni, graduate status, or affiliated at another institution of higher education to haze our aspirants. Failure to report any such activity of which members become aware may cause said persons to be referred to the Office of Judicial Affairs and Mediation Services.

Our signatures below certify that we have read, understand, and agree to abide by the Membership Regulation and will not haze, nor tolerate another hazing the aspirant members.

____________________________________  ______________________________________
Fraternity/Sorority Name          Individual Chapter Designation

____________________________________
Chapter President Name

____________________________________
Intake Chair Name

____________________________________
Chapter Advisor Name

____________________________________
Chapter President Signature

____________________________________
Intake Chair Signature

____________________________________
Chapter Advisor Signature

____________________________________
Date