

SIUE Fraternity and Sorority Life

Guidelines for Conducting Membership Intake: NPHC

Acknowledgement: *These guidelines have been adopted/adapted from the University of North Carolina at Charlotte's Office of Fraternity and Sorority Life's Guidelines for Conducting Membership Intake.*

The purpose of this document is to provide the fraternities and sororities of the SIUE Fraternity and Sorority Community, their advisors, and prospective members with a source of information regarding Membership Intake for chapters governed by the **National Pan-Hellenic Council**. Chapter members, chapter advisors and the Kimmel Belonging and Engagement Hub will work together to ensure a successful and positive experience for all involved.

In order for the Kimmel Belonging and Engagement Hub to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct membership intake at Southern Illinois University Edwardsville. In the event of a discrepancy between the Kimmel Belonging and Engagement Hub's Membership Intake Guidelines and an (inter)national organization's policies, the organization will follow whichever guidelines are stricter.

SIUE is supportive of virtual membership intake processes as well as virtual ways to present neophytes/new initiates.

Meeting and Documentation:

1. All chapters hosting interest meetings/informational meetings must submit their flyer to the Associate Director or their designee **at least one week before** the meeting is to be held.
 - a. The flyer must include time, date, location, dress code, and any additional expectations of aspirants.
 - b. The flyer must be posted for a period of **no less than 3 days** prior to the meeting.
2. **Prior to the start date for education of aspirants/candidates**, the chapter president and chapter member responsible for membership intake will meet with the Associate Director or their designee. At this meeting the chapter will submit/provide:
 - a. Any national or regional paperwork that needs to be signed by the Kimmel Belonging and Engagement Hub and/or campus fraternity/sorority advisor
 - b. Notice of Membership Intake
 - c. A calendar of events, which should include a timeline of any intake activities with dates, times, and locations. Activities must be approved **one week before** they commence. Activities to include on the calendar, if applicable:
 - i. Selection date(s)
 - ii. Start date of the new member's official process and education
 - iii. Initiation date
 - iv. Presentation of neophytes/new initiates
 1. Bring a copy of the space reservation confirmation (from Event Services) required to proceed with the activity of SIUE's campus.
 2. The date of the Neophyte/New Initiate Presentation must be approved by the Associate Director or their designee. This is to avoid an organization scheduling their presentation the same day as another organization (double programming).
 - v. Any additional dates pertinent to a specific organization

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3. Verification of Aspirants

- a. All chapters conducting membership intake must submit a Membership Reporting Form for each aspirant/candidate. The compliance forms must be submitted **prior to the start date for education of aspirants/candidates**. These forms list the individuals approved by your chapter, graduate chapter advisor, your regional representatives, and/or national representatives as aspirants/candidates for membership. In cases where the national membership intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Associate Director or their designee. The verification form contains the following information:
 - i. List of candidates for membership that will include each new member's:
 1. Full Legal Name
 2. Signature
 - ii. Original Signature of Chapter President

All documents supplied to the Kimmel Belonging and Engagement Hub are kept confidential from students, student workers, student leaders (including the respective governing council officers). They may be shared, at times, with university officials and national/regional staff as needed. In the event any dates and times need to be changed on the intake calendar of events, the chapter president or chapter member in charge of intake must notify the Associate Director or their designee (in writing).

Neophyte/New Initiate Presentation Guidelines:

All organizations must adhere to the following guidelines when presenting neophytes to the campus community.

1. Presentation of neophytes/new initiates must take place **no more than 30 calendar days** after the members have initiated into the organization.
2. Guidelines for Presenting Neophytes/New Initiates Using a "Show":
 - a. A copy of the space reservation confirmation (from Event Services) must be submitted to the Associate Director or their designee.
 - b. Show must uphold the values of the organization, the Kimmel Belonging and Engagement Hub, and Southern Illinois University Edwardsville.
 - c. The duration of the presentation should be **no longer than 2 hours**. Following the show, members of the presenting organization must vacate the area **by the end of their scheduled reservation time from Event Services**. *This will help with crowd dispersement*. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
 - d. The Associate Director or their designee from the Kimmel Belonging and Engagement Hub **must attend** all Neophyte/New Initiate Presentations.
 - e. It is the chapter's responsibility to notify visiting and alumni members of all SIUE Neophyte/New Initiate Presentation guidelines and expectations.
 - f. If a Neophyte/New Initiate Presentation does not occur, neophytes must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.) acknowledging all neophytes.

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SIUE Anti-Hazing Policy

From Southern Illinois University Edwardsville's Student Code of Conduct and the University Anti-Hazing Policy:

- A. Knowingly requiring the performance of any act by a student for the purpose of induction or admission into any group organization or society associated or connected with the University. The act must be one that is not sanctioned or authorized by the University.
- B. Engaging in any pastime or amusement by students whereby such pastime or amusement is conducted for the purpose of holding up any student or other individual to produce mental or physical discomfort, embarrassment, harassment, or ridicule that poses a hazard to the health and safety of the person.

From the State of Illinois' Hazing Act:

1. The **Illinois Hazing Act** defines hazing as follows: A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:
 - a. the act is not sanctioned or authorized by that educational institution; and
 - b. the act results in bodily harm to any person

Violations of SIUE Membership Intake Guidelines

Violations of the membership intake process may result in probation or suspension. Whether the chapter will be placed on probation or suspension is based upon the infractions and is at the discretion of the Office of Student Conduct in partnership with Fraternity and Sorority Life staff.

Probation is noted by a period of scrutiny wherein if the chapter commits any violations of the intake process or any other rules set forth by the Office of Student Conduct in partnership with Fraternity and Sorority Life staff, the chapter will be placed on suspension.

Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) are prohibited. The suspension period will be determined by the Office of Student Conduct in partnership with Fraternity and Sorority Life staff.

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding membership intake without adhering to the SIUE Membership Intake Guidelines.
3. Hazing: Any violations of the SIUE Student Code of Conduct and the University Anti-Hazing Policy will result in a referral to the Office of Student Conduct.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warning by the Office of Student Conduct in partnership with Fraternity and Sorority Life staff.
5. Failure to adhere to Neophyte/New Initiate Presentation Guidelines.

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Students found responsible for hazing will be subject to penalties outlined by the SIUE Code of Student Conduct, as well as any sanctions outlined by the (inter)national organization.

Guidelines for Review of Chapter Status for Suspension

A meeting will occur that must consist of the following individuals:

1. Chapter president and/or one executive board member representative.
2. Graduate chapter advisor.
3. Fraternity and Sorority Life staff member.
4. Office of Student Conduct staff member.

All questions and concerns must be expressed by the chapter president to the Fraternity and Sorority Life staff member. If any questions regarding the guidelines arise, they may be discussed between the members of the chapter and the Fraternity and Sorority Life staff member. Final jurisdiction and decision-making authority rests in the hands of Office of Student Conduct.

Things to Remember for Membership Intake

1. This packet **must be submitted prior to the start date for education of aspirants/candidates**.
2. Each chapter must submit a calendar of events for intake activities, and a Notice of Membership Intake form at the initial meeting with the Coordinator for Fraternity and Sorority Life. The calendar of events **must be approved at least one week before** any intake related activities commence.
3. The Notice of Membership Intake form must contain the original signature (no copies will be accepted) of the chapter president and the graduate chapter advisor.
4. Submit the date of the neophyte/new initiate presentation and bring a copy of the reservation confirmation required to proceed with the "show".
 - a. If this cannot be submitted at the initial meeting with the Associate Director or their designee, then notification must be sent to the Associate Director or their designee, no less than one week prior to the event. At this time, chapters must submit the necessary paperwork to proceed with the activity to the Kimmel Belonging and Engagement Hub.

Without the submission of the required paperwork, membership intake will not be approved by the University. In the event that membership intake activities begin without the knowledge and approval of the Associate Director or their designee, and/or the chapter has not adhered to these written Membership Intake Guidelines, membership intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the Office of Student Conduct in partnership with Fraternity and Sorority Life staff.

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<u>NPHC Intake Checklist</u>		
Completion- FSA Signature	Task	Date
<u>At Least Two (2) Weeks Prior to Informational (Intake) meeting</u>		
	Inform NPHC advisor or designee of intention for intake. Due: Notice of Membership Intake	
	Email all dates and location for informational meetings. Email MUST INCLUDE FLYERS FOR EVENTS	
<u>At Least Three (3) days Prior to Informational (Intake) meeting</u>		
	Informational (Intake) Flyer has been posted	
<u>At Least One (1) Week Prior to New Member Education</u>		
	President and member in charge of membership will meet with NPHC advisor or designee	
	All paperwork requiring signatures from Kimmel Belonging and Engagement Hub and/or campus fraternity/sorority advisor will be submitted	
	Submit Notice of Membership Intake	
	Provide NPHC advisor or designee with calendar of events timelining all intake activities	
<u>At Least One (1) Month Prior to Neophyte/ New Initiate Presentation</u>		
	Receive date approval by NPHC advisor or designee to not conflict with other organizations	
	Provide NPHC advisor or designee with space reservation confirmation	
	Provide any additional dates pertinent to a specific organization	

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Notice of Membership Intake

The officers and members of _____ are proud to announce the membership intake of new candidates for the Fall Spring (circle one) of _____.

Interest Meeting(s) will be/were held on _____

Selection will conclude on _____

Education of aspirants/intake process begins on _____

Aspirants will be initiated on _____

Neophytes/new initiates will be presented on _____

The person in charge of intake for the chapter is:

The chapter advisor supervising intake for the chapter is:

Name

Name

Title in Chapter

Title in Chapter

SIUE Email Address

Email Address

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

President's Printed Name

President's Signature

President's SIUE Email Address

Member Responsible for Intake's Printed Name

Member Responsible for Intake's Signature

Grad Chapter Advisor Printed Name

Grad Chapter Advisor's Signature

Grad Chapter Advisor's Email Address

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Chapter Anti-Hazing Compliance Form

The University prohibits any form of hazing of its students, at any time, or at any location on or off campus, including private residences, or public property. The University will respond swiftly to investigate reports of hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. University students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action. **One Chapter Anti-Hazing Compliance Form must be on file for every chapter for each semester they are seeking to bring in new members.**

Illinois State Law

The Illinois Hazing Act defines hazing as follows: A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and
- (b) the act results in bodily harm to any person

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- B. Engaging in any pastime or amusement by students whereby such pastime or amusement is conducted for the purpose of holding up any student or other individual to produce mental or physical discomfort, embarrassment, harassment, or ridicule that poses a hazard to the health and safety of the person.

Agreement on Hazing

We, the undersigned, certify the following:

1. We have read AND understand SIUE's Anti-Hazing Policy
2. We have read AND understand Illinois State Law
3. We have read AND understand our (inter)national organization's Anti-Hazing Policy
4. We verify that this policy will be read to our chapter
5. We verify that all new members will receive a copy of this policy
6. We verify all activities sponsored or required by our chapter, in whole or part, comply with this policy
7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline.
8. Furthermore, if I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.

By signing this form, we agree to abide by the above.

Term Joining: Fall/Spring (circle one) _____(year)

Organization: _____

Member in Charge of MI/NME's Printed Name: _____ **Date:** _____

Chapter President's Signature: _____ **Date:** _____