



## **Membership Intake Policy**

### **Purpose**

Auburn Greek Life recognizes the importance of the membership intake process and how the process supports the development of new members. The purpose of the Membership Intake Policy is to support Greek organizations conducting membership intake and create a process for students seeking membership in Greek letter organizations.

Organizations wishing to conduct membership intake must follow this policy. Organizations must receive official approval from the Greek Life Office before membership intake activities commence. Failure to comply with this policy may result in disciplinary actions.

### **Expectations for Chapters Conducting Intake**

- Membership activities will not interfere with academic endeavors or class schedules.
- All membership intake activities must comply with the organization's headquarters intake policy and process.
- Members will be selected on the criteria set forth by the organization's headquarters.
- Chapters will not engage in pre-hazing or post-hazing activities.
- Chapter advisors will be present at all membership-related activities.
- Chapters must be in good standing with their headquarters and Auburn University, and the Council before membership intake activities.
- Chapters complete all required paperwork in a timely fashion.
- Prospective members will be made aware of Auburn University's Hazing Policy.
- All prospective members attend Meet the Greeks event before being considered for membership.
- Chapters will comply with the Greek Life Membership Standards.
- All membership intake activities must be completed two (2) weeks before the last day of classes.

### **Privacy Statement**

To protect the interests, privacy, and confidentiality of the chapters participating in membership intake, all documents submitted will be treated as confidential information. No one other than Student Affairs and the Greek Life staff will have access to any information submitted by a chapter. While access to these documents will be restricted, university administrators, chapter advisors, and representatives from headquarters will have access on a need-to-know basis.



# GREEK LIFE

## Membership Intake

Chapters must complete the steps listed below, in addition to the national organization's new member policies and procedures, for the chapter to host intake on Auburn University's campus. These procedures are required to ensure the safety of members and new members. Chapters participating in membership intake must communicate university policy regarding intake procedures and hazing to all members, new members, alumni, and graduate chapter members.

If there is a lapse in communication, the Greek Life Office reserves the right to suspend the intake/new membership process.

1. Notify Greek Life of the intent to have an interest meeting via email by the Friday of the first week of class of the semester that intake will take place.
2. After receiving approval to conduct intake from the headquarters, the chapter must submit the following list of documents to Greek Life. These documents must be completed and submitted in full by the last week of September for Fall and the last week of February for Spring.
  - a. A complete Membership Intake Packet (found on page 5)
  - b. Any national or regional paperwork that needs to be signed. Provide time for Greek Life signature at least one week before the submission deadline.
  - c. A schedule of the new member program. This can be the national outline (if applicable, but the specific information listed below must be included)
    - i. Include dates, times, locations, and a short description of activities.  
*Example: Tuesday, October 14, at 11:00 a.m., new members will have lunch together in The Edge Dining Hall.*
    - ii. Interview dates
    - iii. Selection dates
    - iv. Start of official process date
    - v. Study dates
    - vi. Initiation Date (must be registered in AUinvolve)
    - vii. Presentation Date (must be registered in AUinvolve)
    - viii. Any additional dates pertinent to the specific organization
3. Once aspiring members have been selected by the chapter, the chapter must submit the Prospective Member Verification Form (found on page 7) with names, student ID numbers, and Auburn emails. This must include all people who are seeking membership in the organization.
4. After the new member presentation, new members must complete their new member forms. This includes the Hazing Acknowledgment and Grade Release Forms.



### **New Member Presentations**

All organizations must adhere to the following expectations when presenting new members to the campus community. Expectations for those who present new members using a “show” (i.e., “probate,” “rollout,” “neophyte show”):

1. Presentation “shows” are not to be scheduled on the same night of a previously planned council event unless Greek Life grants special permission.
2. No two presentation shows are to be scheduled on the same day as another organization’s presentation unless agreed upon by the two (2) organizations and written communication is provided to Greek Life.
3. A chapter advisor and Greek Life staff member must attend from the beginning to the end of the show.
4. The new member presentation show must only last one hour. Presentations need to start within 15 minutes of the advertised start time. Following the show, members and guests of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement). The presenting organization will ensure the site is left in its original state after use.
5. No alcoholic beverages or drugs will be permitted.
6. The use of any food will not be allowed during the show.
7. No physical or mental abuse will be tolerated. This includes but is not limited to, yelling, screaming, slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual).
8. A new member presentation/reveal is a family event, with observers ranging in age. Therefore, out of respect for observers, no new member presentation should include sexually explicit language, gestures, props, or references.
9. All Music during the presentation must be approved by the Greek Life office prior to the presentation.
10. If there is a physical altercation during the presentation, those involved will be sent to Student Conduct. If a member of the presenting organization is involved, the presentation show will be stopped immediately, and the event will end.
11. Disruptions by other organizations will not be tolerated. This includes but is not limited to walking through the presenters’ show, talking over the presenting organization, yelling out crude & rude statements to the participants, etc.
12. Organizations are responsible for the behavior, actions, activities, and conduct of their visiting members or guests, whether on-campus or off-campus.
13. For all event locations, fire safety guidelines should be followed (i.e., clear paths to all exits and fire code capacities.)
14. Greek Life must approve all props used in the presentation.
15. If the presentation does not follow these guidelines, the Greek Life staff can stop the presentation, and the event will end.



# GREEK LIFE

## Membership Intake Packet

### Notice of Informal Informational

Organization: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Informational (please attach a copy of the marketing materials with the submission)

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Chapter President: \_\_\_\_\_

Membership Coordinator: \_\_\_\_\_

Chapter Advisor Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Chapter Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*All fliers for your rush or interest meeting must be displayed in the Greek Life Office according to your organization's policy.



# GREEK LIFE

## Membership Intake Request Form

Auburn University's Office of Greek Life must be notified before any Fraternity or Sorority begins a membership intake process. The purpose of this notification is to ensure that Greek Life is aware of membership intake activities and to ensure adherence to university policies.

This form must be completed and submitted to Greek Life by the last week of September for Fall Intake and February for Spring Intake.

Each organization must comply with all rules and guidelines of its headquarters regarding the membership intake process. Any changes to the information below must be updated with Greek Life immediately.

Name of Organization and Chapter:

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Requested Intake Period Start Date:

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Requested Intake Completion Date:

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Potential New Member Presentation Show Date:

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Anticipated New Member Presentation Location:

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\*All Membership Intake activities must be completed two (2) weeks before the last day of classes.



### Membership Intake Calendar

Please insert your organization's membership intake calendar into this space.

1. This calendar should align with your headquarters policies, and Greek Life reserves the right to verify all information submitted.
2. Deviation from this calendar without approval or notification from the organization headquarters and Greek Life will result in the termination of the membership intake process with the possibility that the organization will be referred to Student Conduct.

### EXAMPLE

Please list all events related to membership intake activities. The membership intake calendar must include the following: Name of event (program, informational, rush, meeting, induction, initiation, community service, etc.), date, time, and location)

Event	Date	Time (beginning and ending)	Location
Ex: Ritual Ceremony	July 21	5:00PM-7:00PM	101 Brooklyn St. Auburn, AL. 31705



## Prospective Member Verification Form

Organization: \_\_\_\_\_

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

Total Number of Candidates: \_\_\_\_\_

Chapter President Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

[illegible]



# GREEK LIFE

## New Member Presentation Expectations

Please list the props and music affiliated with the new member presentation show.

Props to be used in the show:


Music to used in the show:




# GREEK LIFE

## Chapter Intake Acknowledgement Form

All members of the organization have read this policy. We understand and agree to adhere to all statements and expectations in this packet.

Name of Organization: \_\_\_\_\_

### Signatures:

President: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Intake Coordinator: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Chapter Advisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_