

Membership Intake Reporting Policy
Guidelines for Conducting Membership Intake
Austin Peay State University – Office of Fraternity & Sorority Affairs

The purpose of this document is to provide the fraternities and sororities of the Austin Peay State University Fraternity & Sorority Community, their Advisors, and prospective members with a source of information regarding Membership Intake. Chapter Members, Chapter Advisors and the Office of Fraternity & Sorority Affairs will work together to ensure a successful and positive experience for all involved. In order for the Office of Fraternity & Sorority Affairs to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct intake at Austin Peay State University.

Meetings and Documentation:

Preliminary documentation and meeting with the Coordinator of Fraternity & Sorority Affairs must occur within the first three weeks of the semester. If a chapter is not having intake for the semester the Notice of Intentions Not To Have Membership Intake (Page 6) must be submitted within the first three weeks of school.

- I. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake director will meet with the Coordinator of Fraternity & Sorority Affairs. To schedule an appointment, call the Office of Fraternity & Sorority Affairs at 931-221-6570. At this meeting the chapter will submit/provide:
 - A. Any national or regional paperwork that needs to be signed by the Coordinator of Fraternity & Sorority Affairs
 - B. Signed notification from regional office/national headquarters, or advisor stating clearance for chapter to conduct intake
 - C. **Notice of Membership Intake** (attached) p. 6 & 7
 - D. **Fraternity and Sorority Hazing Compliance Form** (attached) p. 8
 - E. **Candidate/Aspirant Compliance Form** (attached) p. 10/11 (*must be turned in within 3 weeks of the start of the semester*)
 - F. A calendar of events, which should include a timetable of any intake activities with dates and times. Activities to include on the calendar, if applicable but not limited to:
 1. Informational and/or interest meetings
 2. Selection date(s)
 3. Start date of the new member official process/education
 - List of events/activities inclusive of all dates, times, and locations where new member activities are hosted, in addition to an outline of your new member education program.
 4. Initiation date
 5. Presentation of New Members (i.e.: "probate," "new member presentation") (if applicable):
 - The Coordinator of Fraternity & Sorority Affairs must approve the date of the New Member Presentation.
 6. Any additional dates pertinent to a specific organization
 - G. Office of Fraternity & Sorority Affairs Agreement (attached) p. 13

- II. Verification of Candidates/Aspirants: All chapters conducting intake must submit a **Verification of Potential Aspirants Form** (attached) p.12 and a **Candidate/Aspirant Contact Information** (attached) p.13. The verification forms and contact information must be submitted within 48 hours after completion. This form is the list of the individuals approved by your chapter that will be submitted to your regional/national representatives as candidates/aspirants for membership. In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional/local representatives should also be forwarded to the Coordinator of Fraternity & Sorority Affairs. **Only students attending Austin Peay State University currently enrolled as a full-time student, with a minimum of 12 previously earned APSU credit hours and meeting the National Headquarters GPA requirement are eligible for membership in a chapter at APSU. The eligibility of candidates will be determined based on this GPA.** The verification form contains the following information:
 - A. List of candidates for membership that will include each new member's:
 1. Name (please print)
 2. Signature

3. APSU A Number
 4. Academic Waiver
 - B. Total Number of Candidates
 - 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 department at 931-221-6304)
 - E. A separate line for verification of date received (to be completed by Office of Fraternity & Sorority Affairs)
- III. **Convocation and Informational Flyer Requirements (if applicable):**
- A. Convocation: Students wishing to pursue Membership Intake with any of the nine NPHC organizations at APSU are encouraged to attend Convocation prior to starting the MIP Process.
 - B. Informational Flyers – all flyers posted on campus for the purpose of an Informational must have date, time, location, and chapter contact information on the flyer.

Presentation of New Members (if applicable):

- I. All organizations must adhere to the following guidelines when presenting new members to the campus community.
 - A. Presentation of new members must take place by the last Monday of the semester (no exceptions).
- II. Guidelines for those who present new members using a “show” (i.e.: “probate,” “new member presentation”):
 - 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. A copy of the reservation confirmation notice must be submitted to the Coordinator of Fraternity & Sorority Affairs at least **ten days** prior to the event. Any changes to the New Member Presentation date listed on the Notice of Membership Intake form (pg. 7) must be approved by the Coordinator of Fraternity & Sorority Affairs prior to the reservation being made.
 - C. No explicit or revealing attire is to be worn by the new members or other “show” participants.
 - D. Disparaging comments about other organizations and excessive use of foul language will not be tolerated.
 - E. No alcoholic beverages will be permitted.
 - F. 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 a part of the performance but may not be used as a weapon to harm another individual.)
 - G. In the event of a fight during the presentation, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately. (See **Violations** section for further details)
 - H. 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.
 - I. **The duration of the presentation show should be no longer than 2 hours total from start to finish. 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 for ensuring the site used is left in its original state after use. Presentations must begin no later than 8 p.m and end no later than 10pm.**
 - J. Coordinator of Fraternity & Sorority Affairs MUST be in attendance at all New Membership Presentations. This means that you must coordinate with the schedule of the staff member who will be present.

Austin Peay State University Hazing Policy

Disruption of Campus Life

It is the purpose of the institution to provide a campus environment that encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of

maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. In order to promote these goals, students should be familiar with and abide by the rules against disruption of campus life.

1. Policy Statement – Hazing in any form is prohibited at Austin Peay State University. Austin Peay State University is committed to providing a safe learning environment that supports the dignity of all University community members. Hazing is a violation of state law and is strictly prohibited by Austin Peay State University both on and off campus. Violation of this policy may result in both disciplinary action and criminal charges.

2. Definition – Hazing means any intentional or reckless act 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 organizations. The Office of Fraternity and Sorority Affairs further defines hazing as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Hazing shall be identified in two categories:

Physical

1. paddling
2. kidnapping
3. all forms of physical activity used to harass or that are not part of an organized athletic context and not specifically directed toward constructive work
4. road trips (involuntary excursions)
5. spraying, painting or pelting with any substances
6. burying in any substances
7. requiring or compelling activities creating unnecessary work, duties, detention or any duties which impair or do not allow adequate time for study
8. requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance
9. burning, branding or tattooing any part of the body, or any other activity, whether voluntary or involuntary, that may cause physical injury or endanger the life of the individual being hazed
10. binding or restricting any person's arms or legs in any fashion that would prohibit that person's ability to move them
11. requiring or suggesting prospective members or members obtain articles that are either illegal to obtain or possess (items for a scavenger hunt)

Psychological

1. psychological hazing, which is defined as any act that is likely to (a) compromise the dignity of a member or prospective member, (b) cause embarrassment or shame to a member or prospective member, (c) cause a member or prospective member to be the object of malicious amusement or ridicule, or (d) cause psychological harm or substantial emotional strain
2. confinement in any room or compartment
3. nudity at any time
4. requiring or compelling exposure to uncomfortable elements
5. verbal harassment
6. requiring or compelling the wearing of apparel which is not in good taste
7. depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)
8. misleading prospective members in an effort to convince them that they will not become members, that they will be hurt during induction/initiation or any other activity that would cause extreme mental stress
9. carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier

10. blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle or privately conducting blindfolding activities that serve no constructive purpose

3. Prevention – As a part of the student group informational, recruitment, and membership intake activities, student groups are required to educate members and prospective members about hazing and to maintain documentation that they have fulfilled this requirement. Each member of a student group must sign the Austin Peay State University Hazing Compliance form. These forms are located in the Office of Fraternity & Sorority Affairs.

4. Reporting a Hazing violation – All members of the University community are strongly encouraged to report suspected instances of hazing to the Office of Fraternity & Sorority Affairs (931-221-6840), Dean of Students (931-221-7005) or APSU Police (931-221-7786).

5. University as the Complainant – All reports of hazing are investigated to determine whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. Based on this review, the Dean of Students may choose to initiate charges, not initiate charges or dismiss a case administratively if the claim does not appear to be supported by the facts. If charges are initiated, the University will serve as the complainant throughout the student judicial process.

State of Tennessee Hazing Law

The state of Tennessee law on hazing, as well as the APSU Student Code of Conduct, states, "'Hazing' means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one 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." (Tenn. Code Ann. § 49-7-123 (2005))

Violations:

Violations of the intake process 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 Coordinator of Fraternity & Sorority Affairs. Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake process or any other rules set forth by the advisors or the Office of Fraternity & Sorority Affairs, 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) is prohibited. The Coordinator of Fraternity & Sorority Affairs will determine the suspension period.

Violations include but not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
2. Holding membership intake without adhering to the Intake Guidelines set by the Office of Fraternity & Sorority Affairs.
3. Hazing: Any violations of the Tennessee Law and/or APSU Hazing Policy will result in a referral to the Dean of Students.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to Presentation of New Member Guidelines (as included in this packet).

All questions and concerns must be expressed by the Chapter President to the council advisor/s. If any questions regarding the Guidelines arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the Council Advisor/s and the Coordinator of Fraternity & Sorority Affairs.

Students found guilty of hazing will be subject to penalties outlined in the General Statutes of the State of Tennessee, Austin Peay State University, as well as any sanctions outlined by the national organization.

Violations of Austin Peay State University's student code of conduct will be adjudicated through the Kennesaw State Department of Student Conduct and Academic Integrity.

Intake: Things to Remember

1. Each chapter must submit a calendar of events for intake activities, a Notice of Membership Intake Form, Approval Letter from national organization, and a Fraternity and Sorority Hazing Compliance Form at the initial meeting with the Coordinator of Fraternity & Sorority Affairs. The calendar of events must be submitted to the Coordinator of Fraternity & Sorority Affairs within the first three weeks that school starts. This must be submitted before any intake related activities commence.
2. The Notice of Membership Intake form and the Fraternity & Sorority Hazing Compliance form must contain the original signature (**no faxes will be accepted**) of the Chapter President and the primary Chapter Adviser(s).
3. Submit the date of the presentation of new members and verify that the Coordinator of Fraternity & Sorority Affairs or another full time professional of the department can be present. Once the date has been approved the chapter should submit an activity request form as soon as possible in order to lock in the date. If this request cannot be submitted at the initial meeting with the council advisor and/or the Coordinator of Fraternity & Sorority Affairs, then notify one of the previously listed individuals as soon as a date has been tentatively selected.
4. Members, new members, alumni, and members of graduate chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may have repercussions on the collegiate chapter. Collegiate chapters are responsible for communicating the Membership Intake Guidelines and APSU's Anti-Hazing Statement to all members, new members, alumni and members of their graduate chapters.
5. All steps outlined by the Office of Fraternity & Sorority Affairs must be completed in addition to the National Organization's New Member Policies and Procedures for recruitment, intake, and/or new member education programs.

Without the submission of the required paperwork intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval of the Office of Fraternity & Sorority Affairs, 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 Coordinator of Fraternity & Sorority Affairs.

All documents supplied to the Office of Fraternity & Sorority Affairs are kept confidential from students, student employees or student leaders, including the respective Council Officers. They may be shared with university officials and 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 in charge of intake must notify the Coordinator of Fraternity & Sorority Affairs (in writing or e-mail) no less than 2 business days prior to the new event time.*

Notice of Intention Not To Have Membership Intake
Must be turned in within 3 weeks of the start of the semester

The _____ chapter of _____ does not intend to have membership intake during the _____ semester. We understand that should that decision change, we must notify the

Office of Fraternity & Sorority Affairs in writing, with approval from the chapter advisor. We understand that if we engage in pre-pledging activities not a part of the National process it will be reported to the Dean of Students, Vice President for Student Affairs, National Headquarters, and/or the University Police.

Chapter President's Name Printed	Chapter President's Signature	Date
Intake Chair's Name Printed	Intake Chair's Signature	Date
Chapter Advisor's Name Printed	Chapter Advisor's Signature	Date

If your chapter is not having intake this semester then this form must be submitted within the **first three weeks of the semester.**

Department Use Only:	Date of Meeting: _____	Verification: _____
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Austin Peay State University
NOTICE OF MEMBERSHIP INTAKE

Date Received: _____
 Date Entered: _____

Must be turned in within 3 weeks of the start of the semester

The officers and _____ are proud to announce the
 members of _____ intake of new

members for the Fall Spring (circle one)
 semester of _____

Interest Meeting(s) will be held on _____

Selection will conclude on _____

Education of candidates/aspirants/intake process
 begins on _____

(Please also attach a list of date for educational
 sessions with times and locations) _____

Candidates/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

The chapter advisor supervising intake for
 the Chapter will be:

 Name

 Title in Chapter

 Phone Number

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

Chapter President's Name Printed	Chapter President's Signature	Date
Intake Chair's Name Printed	Intake Chair's Signature	Date
Chapter Advisor's Name Printed	Chapter Advisor's Signature	Date

This form must contain original signatures. No faxes will be accepted.

Department Use Only:	Date of Meeting: _____	Verification: _____
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Austin Peay State University
Fraternity and Sorority Hazing Compliance Form

Must be turned in within 3 weeks of the start of the semester or within 48 hours of an informational session/interest meeting

We certify that all activities sponsored or required by our national fraternity/sorority of members or pledge/associate members comply with the Austin Peay State University Hazing Policy, and with the Tennessee Law.

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of the APSU Hazing Policy. This policy will be read to aspirants at the beginning of each semester's intake process.

We understand that the chapter is not to engage in any pre and/or post pledging activities.

We understand that failure to uphold the APSU Hazing Policy as stated in the APSU Hazing Policy will result in referral to the **Office of Student Affairs, specifically Dean of Students** for an organizational violation of the APSU Hazing Policy (i.e. the fraternity/sorority will face charges), and/or for an individual violation of the APSU Hazing Policy (i.e. the individuals within the fraternity/sorority who haze will face charges). We understand that our national headquarters will be immediately notified if there are any concerns or allegations of illegal membership activities occurring.

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 not to allow members of our organization, whether grad 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 personal referral to **Office of Student Affairs, specifically the Dean of Students**

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

 Fraternity/Sorority Name

 Individual Chapter Name

Chapter President's Name Printed	Chapter President's Signature	Date
Intake Chair's Name Printed	Intake Chair's Signature	Date
Chapter Advisor's Name Printed	Chapter Advisor's Signature	Date

This form must contain original signatures. No faxes will be accepted.

Department Use Only:	Date of Meeting: _____	Verification: _____
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APSU Office of Fraternity & Sorority Affairs – Hazing Policy
Candidate/Aspirant Compliance Form
Must be turned in within 3 weeks of the start of the semester

This form must be signed by all attendees at your interest session/rush in order to be eligible for participation in intake.

All student organizations are responsible for encouraging an atmosphere of learning, social responsibility and respect for human dignity and for providing a positive influence and constructive development for members and aspiring members. All organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing is unproductive and hazardous behavior that is incongruous with this responsibility and has no place in our University life, either on or off campus.

The state of Tennessee law on hazing, as well as the APSU Student Code of Conduct, states, "'Hazing' means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one 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." (Tenn. Code Ann. § 49-7-123 (2005))

The Office of Student Life and Engagement further defines hazing as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing shall be identified in two categories:

Physical

1. paddling
2. kidnapping
3. all forms of physical activity used to harass or that are not part of an organized athletic context and not specifically directed toward constructive work
4. road trips (involuntary excursions)
5. spraying, painting or pelting with any substances
6. burying in any substances
7. requiring or compelling activities creating unnecessary work, duties, detention or any duties which impair or do not allow adequate time for study
8. requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance
9. burning, branding or tattooing any part of the body, or any other activity, whether voluntary or involuntary, that may cause physical injury or endanger the life of the individual being hazed
10. binding or restricting any person's arms or legs in any fashion that would prohibit that person's ability to move them
11. requiring or suggesting prospective members or members obtain articles that are either illegal to obtain or possess (items for a scavenger hunt)

Psychological

1. psychological hazing, which is defined as any act that is likely to (a) compromise the dignity of a member or prospective member, (b) cause embarrassment or shame to a member or prospective member, (c) cause a member or prospective member to be the object of malicious amusement or ridicule, or (d) cause psychological harm or substantial emotional strain
2. confinement in any room or compartment
3. nudity at any time
4. requiring or compelling exposure to uncomfortable elements
5. verbal harassment
6. requiring or compelling the wearing of apparel which is not in good taste
7. depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)

**Austin Peay State University
Candidate/Aspirant Contact Information**

Must be turned in within 48 hours of membership selection and 48 hours prior to beginning intake process

Name: _____

APSU ID #: _____

Local Address: _____

Local Telephone: _____

Permanent Home Address: _____

Home Telephone: _____

Emergency Contact Name: _____ Relationship: _____

Telephone: _____

Signature _____ Date _____

Organization _____

I have also read and understand the Hazing Policy of Austin Peay State University and will abide by it to the fullest.

This form must be signed by each potential new member of your organization and returned to the Coordinator of Fraternity & Sorority Affairs within 48 hours of the new members being selected.

Be sure to run copies for each individual selected for membership.

Office of Fraternity & Sorority Affairs Agreement

Must be turned in within 48 hours of membership selection and 48 hours prior to beginning intake process

- I understand that if this form and the accompanying documents are not complete before the beginning of the intake process, no intake of new members will be allowed. Forms need all required signatures. I declare that all information submitted to the Office of Fraternity & Sorority Affairs is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the Office of Fraternity & Sorority Affairs staff to verify the validity of this information.
- I understand that the Office of Fraternity & Sorority Affairs staff may reserve the right to deny intake/new member education process in the event the policies and procedures set forth by either the office and/or National Organization have not been met.
- If any information is found to be false or misleading, the Office of Fraternity & Sorority Affairs reserves the right to suspend the intake/new member education process pending full investigation of false statements.
- I understand that all recruitment, intake, and new member education activities will conform to University policies and the policies of my national organization.
- I understand that any deviation from the policy of my national organization must be supported in writing from the regional or national headquarters.
- In the event of any illegal activity perpetrated against potential new members occurring before, during, or after the time period specified for recruitment or intake, liabilities as a result of those actions will be the sole responsibility of the chapter.

Chapter President's Name Printed	Chapter President's Signature	Date
Intake Chair's Name Printed	Intake Chair's Signature	Date
Chapter Advisor's Name Printed	Chapter Advisor's Signature	Date