

**Membership Intake Reporting Policy**  
**Guidelines for Conducting Membership Intake**  
**Kennesaw State University • Office of Fraternity & Sorority Life**

The purpose of this document is to provide the fraternities and sororities of the Kennesaw 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 Life will work together to ensure a successful and positive experience for all involved. In order for the Office of Fraternity & Sorority Life 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 Kennesaw State University.

**Meetings and Documentation:**

**Preliminary documentation and meeting with the Assistant Director of Fraternity & Sorority Life must occur within the first three weeks of school. If a chapter is not having intake for the semester the Notice of Intentions Not To Have Membership Intake (Page 5) 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 Assistant Director of Fraternity & Sorority Life. To schedule an appointment, call the Office of Fraternity & Sorority Life at 678.797.2838. At this meeting the chapter will submit/provide:
  - A. Any national or regional paperwork that needs to be signed by the Assistant Director of Fraternity & Sorority Life
  - 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
  - D. Fraternity and Sorority Hazing Compliance Form (attached) p.7
  - E. Candidate/Aspirant Compliance Form (attached) (*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. Informationals and/or interest meetings
    2. Selection date(s)
    3. Start date of the new member's official process/education
      - a) 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):
      - a) The Assistant Director of Fraternity & Sorority Life must approve the date of the New Member Presentation.
    6. Any additional dates pertinent to a specific organization
  - G. Office of Fraternity & Sorority Life Agreement (attached) p. 12
- II. Verification of Candidates/Aspirants: All chapters conducting intake must submit a Verification of Candidate/Aspirants Form (attached) p.10 and a Candidate/Aspirant Contact Information (attached) p.11. 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 Assistant Director of Fraternity & Sorority Life. ***Only students attending Kennesaw State University (enrolled in a minimum of twelve credit semester hours and meeting the Office of Fraternity & Sorority Life (2.5)/National Headquarters GPA) are eligible for membership in a chapter at KSU.*** 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. KSU ID 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 678.797.2839)
  - E. A separate line for verification of date received (to be completed by Office of Fraternity & Sorority Life)

*All documents supplied to the Office of Fraternity & Sorority Life 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 Assistant Director of Fraternity & Sorority Life (in writing or e-mail) no less than 2 business days prior to the new event time.*

### III. Convocation and Informational Flyer Requirements (if applicable):

- A. Convocation: Students wishing to pursue Membership Intake with any of the eight NPHC organizations at KSU must attend Convocation prior to starting the MIP Process. This requirement is mandatory per the OFSL and the NPHC and must be adhered to at all times. All students wishing to pursue Membership Intake must have attended Convocation within the given year in which they are applying for membership intake.
- 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.
  - II. Presentation of new members must take place no more than **14 calendar** days after the members have been initiated into the organization, or prior to the last day of classes, whichever comes first.
  - III. 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 Assistant Director of Fraternity & Sorority Life at least ten days prior to the event.
    - 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. 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 also must begin no later than 15 minutes of the advertised time.**
    - J. A Student Life Staff member (full-time, professional or graduate) 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.
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## Kennesaw State University Hazing Policy:

**Kennesaw State University has a zero tolerance hazing policy.** Hazing in any form is prohibited. No student or student organization, including but not limited to sororities/fraternities, clubs and athletic teams shall employ a program of student initiation/pledge education that includes any hazing activities. Hazing applies to ALL members of sororities/fraternities, clubs or athletic teams, regardless of how long the student has been a member.

### Hazing shall be defined as:

1. Any action taken or situation created, on or off the premises of the University, to produce mental or physical discomfort, embarrassment, harassment, ridicule or suffering as a means to gain entry into an organization
2. Any activities that are life threatening to the individual or intended to physically hurt the individual or humiliate the individual mentally.

### Hazing may include, but is not limited to, the following activities:

- paddling in any form, physical exercise, kidnapping, branding in any form, burning of cigarettes, scavenger or treasure hunts, quests, blindfolding, road trips or any activity resulting in excessive fatigue, physical or psychological shocks;
- wearing of apparel which is uncomfortable to the individual, or, if worn publicly, is conspicuous or not normally in good taste;
- engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non alcoholic) which is distasteful or designed to provoke nausea or inebriation;
- any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
- any activities which interfere with the student’s scholastic responsibilities;

- any other activities which are not consistent with fraternal law, ritual or laws and policies of Kennesaw State University the University System of Georgia, or the laws of the state of Georgia.

**It is the duty of all current and prospective members** to report immediately, in writing, any violation of this policy to the Assistant Director of Fraternity & Sorority Life (770.499.3081), the Director of the Department of Student Life (770.423.6290), the Vice President for Student Success (770.423.6310) and/or University Police (770.423.6206).

**If it appears to a University official that an organization is conducting any** hazing activities, the appropriate organization officers will be contacted to discuss the situation. Any alleged violation of this policy shall be investigated and appropriate disciplinary sanctions shall be imposed, as provided for in the Student Code of Conduct.

### **State of Georgia Hazing Law**

§16-5-61. Hazing

(a) As used in this Code section, the term:

(1) "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 such activity.

(2) "School" means any school, college, or university in this state.

(3) "School organization" means any club, society, fraternity, sorority, or a group living together, which has students as its principal members.

(4) "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.

Code 1981, § 16-5-61, enacted by GA. L. 1988, p. 694, § 1; GA. L. 1990, p. 1690, § 1.)

### **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 Assistant Director of Fraternity & Sorority Life. 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 Life, 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 Assistant Director of Fraternity & Sorority Life will determine the suspension period.

Violations include:

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 Life.
3. Hazing: Any violations of the Georgia General Statute and/or KSU Hazing Policy will result in a referral to the Dean of Student Success and/or the Department of Student Conduct and Academic Integrity.
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).

### **Guidelines for Review of Chapter Status for Suspension:**

1. Executive Board: Chapter President and/or one representative must be present.
2. The Chapter Advisor must be present (both faculty and Graduate Chapter advisors).
3. The Council Advisor/s and the Assistant Director of Fraternity & Sorority Life must be present.

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 Assistant Director of Fraternity & Sorority Life.

Students found guilty of hazing will be subject to penalties outlined in the General Statutes of the State of Georgia, Kennesaw State University, as well as any sanctions outlined by the national organization. Violations of Kennesaw 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 Assistant Director of Fraternity & Sorority Life. The calendar of events must be submitted to the Assistant Director of Fraternity & Sorority Life 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 Advisor.
3. Submit the date of the presentation of new members and verify that the Assistant Director of Fraternity & Sorority Life 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 Assistant Director of Fraternity & Sorority Life, 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 KSU's Anti-Hazing Policy to all members, new members, alumni and members of their graduate chapters.
5. All steps outlined by the Office of Fraternity & Sorority Life 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 Life, 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 Assistant Director of Fraternity & Sorority Life.

**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 Life 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 Director of Student Life, Vice President for Student Success, National Headquarters, and/or the University Police.

\_\_\_\_\_  
President's Name Printed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President's Phone #

\_\_\_\_\_  
Chapter Advisor Name Printed

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

\_\_\_\_\_  
Chapter Advisor Phone #

\_\_\_\_\_  
Assistant Director of Fraternity &  
Sorority Life  
Name Printed

\_\_\_\_\_  
Assistant Director of Fraternity &  
Sorority Life  
Signature

\_\_\_\_\_  
Assistant Director of Fraternity &  
Sorority Life  
Phone #

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

**Kennesaw 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 members of \_\_\_\_\_ are proud to announce the 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 \_\_\_\_\_

Candidates/aspirants will be initiated on \_\_\_\_\_

New Members will be presented on \_\_\_\_\_

The person in charge of intake for the Chapter will be:

The chapter advisor supervising intake for the Chapter will be:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title in Chapter

\_\_\_\_\_  
Title in Chapter

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
President's Name Printed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President's Phone #

\_\_\_\_\_  
Chapter Advisor Name Printed

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

\_\_\_\_\_  
Chapter Advisor Phone #

\_\_\_\_\_  
Assistant Director of Fraternity &  
Sorority Life  
Name Printed

\_\_\_\_\_  
Assistant Director of Fraternity &  
Sorority Life  
Signature

\_\_\_\_\_  
Assistant Director of Fraternity &  
Sorority Life  
Phone #

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

**Department Use Only:** Date of Meeting: \_\_\_\_\_ Verification: \_\_\_\_\_

**Kennesaw 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 Kennesaw State University Hazing Policy, and with the Georgia Law.

We have informed the candidate/aspirant member(s) of our fraternity/sorority of the contents of the KSU 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 KSU Hazing Policy as stated in the KSU Hazing Policy will result in referral to the **Department of Student Conduct and Academic Integrity** for an organizational violation of the KSU Hazing Policy (i.e. the fraternity/sorority will face charges), and/or for an individual violation of the KSU 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 **Department of Student Conduct and Academic Integrity**.

Our signatures below certify that we have read, understand, and agree to abide by the KSU 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: \_\_\_\_\_

**KSU Fraternity & Sorority Life – 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.**

Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that may negatively affect the development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Examples of situations that are considered hazing include, but are not limited to tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, and servitude.

**The Georgia State Law- § 16-5-61**

Misdemeanor of a high and aggravated nature prohibits any possible activity, which endangers the physical health of a student, regardless of a student’s willing participation, in connection with initiation.

Hazing is typically associated with membership selection and initiation into an organization. It is possible for hazing to occur before, during and after membership selection and initiation. Kennesaw State University will investigate all hazing allegations. Individuals and organizations found in violation of the KSU Hazing Policy will be sanctioned and turned over to the proper law enforcement agency. If you believe you or someone you know has been a victim of hazing, contact the Assistant Director of Fraternity & Sorority Life at (678) 797.2838.

By signing this statement, I agree that I have read and understand the KSU Hazing Policy. I agree to comply with this policy, local and state laws, polices of the fraternal organization I am interested in, and the local and national governing council to which that organization belongs.

Organization \_\_\_\_\_ Chapter \_\_\_\_\_ Semester \_\_\_\_\_

Date	Candidate/Aspirant’s Name	Signature	KSU ID Number





**Kennesaw State University**  
**VERIFICATION OF CANDIDATE/ASPIRANTS FORM**

Date Received: \_\_\_\_\_  
 Date Entered: \_\_\_\_\_

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

Organization & Chapter Name \_\_\_\_\_  
 We hereby declare that on \_\_\_\_\_ (date submitted), the following individuals have been selected for membership into our organization and will be initiated pending the decision of our regional/national representative(s).

\_\_\_\_\_  
 Total Number of Candidates                      Signature-Chapter President                      Signature- Primary Chapter Advisor

Aspirant's Name	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit KSU to release academic information about me to my Office of Fraternity & Sorority Life, Chapter President, Chapter Advisor, and/or National Organization Representative. I understand this waiver will be in effect until I notify the Office of Fraternity & Sorority Life that I am no longer an active member of my fraternity or sorority.	KSU ID Number	Cumulative GPA (Department Use Only)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
<b>Department Use Only</b>	<b>Date Received:</b>		

**Only those candidates selected for membership in your fraternity/sorority need to complete this form.**  
**Chapter Advisor only can fax his/her signature for this form directly to OFSL at (678) 797.2839**

**Kennesaw 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: \_\_\_\_\_

KSU 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 Kennesaw 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 Assistant Director of Fraternity & Sorority Life within 48 hours of the new members being selected.**

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

## Office of Fraternity & Sorority Life 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 Life 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 Life staff to verify the validity of this information.
- I understand that the Office of Fraternity & Sorority Life 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 Life 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intake Coordinator/New Member Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **FYI: That is HAZING**

There is often a lack of awareness on the part of both collegians and alumnae as to whether an activity constitutes mental hazing. Robert L. Keith, Coordinator of Greek Affairs at Ohio Wesleyan University, suggest that the following six questions be asked to determine if a particular activity is hazing:

1. Will the activity achieve one or more of the predetermined goals of the pledge program?
2. Would you be willing to tell your chapter advisor about the activity?
3. Would you be willing to perform this activity in front of a university administrator?
4. Would you be willing to send the parents of the pledge member (s) involved a snapshot of the activity?
5. Would you be prepared to go to court to defend the merit of this activity? Would you feel ridiculous doing this activity?
6. Would you be willing to share a written description of this activity for other chapters to use?