**Membership Intake**

**Packet**

Policies & Forms



**Section I: Intake Policy**

All new member informational/awareness meetings, intake, education, initiations and new member presentations must occur within the intake window as defined by KSU Fraternity and Sorority Life each fall and spring semester. All forms are due on their respective dates to the Assistant Director of Fraternity and Sorority Life for review and approval to ensure organizations have fully completed the intake packet.

***Intake Window is as follows: Tuesday, January 16 2024 – Sunday, May 5, 2024***

* ***Chapters cannot host New Member Presentations on the following dates:*** 
  + ***January 20***
  + ***February 1-4***
  + ***April 7***
  + ***April 13***
  + ***April 14***
  + ***April 20***
  + ***May 4***

All chapters must adhere to the following guidelines when conducting intake at Kent State University.

**Section II: Privacy Statement**

To protect the interests, privacy, confidentiality and of all fraternities and sororities within the Integrated Greek Council, Multicultural Greek Council and National Pan-Hellenic Council, all documents supplied to KSU Fraternity & Sorority Life are kept confidential from students, student workers or student leaders, including the respective Council Officers. They may be shared with university officials and inter/national organization staff on a need-to-know basis.

**Section III: Membership Intake Process Checklist**

|  |  |  |
| --- | --- | --- |
| Item | Deadline | Complete |
| Notice of Membership Intake form due on KSU Engage | January 26, 2024 |  |
| The chapter president and/or intake director must meet with the Assistant Director of Fraternity and Sorority Life | Prior to the start of intake |  |
| Hazing Policy Acknowledgement, Informational Schedule, Membership Intake Violations Guidelines (forms in this packet) | Due at time of meeting with Assistant Director of FSL |  |
| Confirmed Intake Schedule | Within 48 hours after last Informational/Awareness |  |
| List of Aspirants, Aspirants complete Hazing Prevention 101 Training and Affiliation Agreements | 48 hours prior to intake start |  |
| Meet with council advisor to discuss:   * Plan for Capacity * New Member Presentation Policies and Guidelines | 2 weeks prior to Showcase/Presentation |  |
| New Initiates Roster up to date | 24 hours prior to New Member Presentation/Showcase |  |

**Section IV: Meetings and Documentation**

1. Prior to any intake activities commencing, the chapter president and/or intake director **must meet with the Assistant Director of Fraternity and Sorority Life**. To schedule an appointment, please email Michele Criss, at mcriss3@kent.edu. At this meeting, the chapter will **provide the following**:
2. Any inter/national or regional paperwork that needs to be signed
3. Notice of Membership Intake
4. Hazing Policy Acknowledgement
5. Informational Schedule
6. Membership Intake Violation Guidelines
7. Chapters must obtain status as a registered student organization with the Center for Student Involvement.
   1. If chapters are not a recognized student organization by the fourth week of classes, they will not be permitted to continue with the intake process for this semester.
8. Within **48 hours of the last scheduled informational**, the chapter must submit a confirmed intake schedule. This should include **ALL** activities associated with intake, including initiation date, and new member presentation date.
9. **48 hours prior to the start of intake**, a list of all candidates should be submitted to the IGC Advisor. All candidates should also complete the affiliation agreement for Spring 2024, which can be found on KSU Engage.
10. **2 weeks (14 days) prior to the new member presentation**, the chapter must submit a copy of the space confirmation, copy of request for AV, detailed plan for controlling capacity, and signed copy of the new member presentation policies and guidelines.
11. **24 hours prior to the new member presentation**, the chapter should submit a final roster of

all initiates via email to the IGC Advisor.

**Should any dates and times need to be changed throughout the intake process, the chapter president or intake director must notify the IGC Advisor (via email) no less than 5 business days prior to the new event time.**

**Section V: Presentation of New Members**

New member presentations are an important aspect to Greek-lettered organizations. The intention of this policy is to ensure that new member presentations are conducted in a safe, timely and respectable manner. Failure to comply with intake guidelines may result in referral to the Associate Director of Student Leadership Development Programs.

Appropriate conduct is always expected. It is the responsibility of the organization hosting the new member presentation to ensure that all of their members – including KSU students, alumni and members from other campuses – serve as role models of behavior that is expected of all attendees.

The organization hosting the new member presentation is responsible for following the rules of the venue and ensuring a safe environment for all attendees. The organization should ensure the venue is large enough to accommodate the anticipated crowd and they abide by venues rules and regulations.

There shall be a strict adherence to all University policies including policies on hazing prevention, alcohol and the rules of the venue where the new member presentation is hosted.

The new member presentation must take place no more than 30 calendar days after the members have been initiated into the organization and within the Intake window set by the university.

New member presentations will not be a part of any other program or event, (i.e. step show, educational program, community event, or social event.)

1. **Before:**
   1. The IGC Advisor must be notified of the anticipated date of the new member presentation via the Notice of Membership Intake form.
   2. Confirmation of space and copy of AV requests must be turned in with this form.
   3. New member presentations are not to be scheduled the same night/time of previously planned

event or week of another chapter in the same council.

* 1. New member presentations are not to be scheduled on a restricted date as defined by the IGC

Advisor. A list of these dates can be found on page two of this packet.

* 1. Wristbands for the capacity of the venue will be provided by the Center for Student

Involvement.

* It is the responsibility of the host chapter to arrange for these to be picked up prior to

the show.

* There must be at least two scheduled Student Center staff or security guards present to

distribute wristbands. Please note that once the venue hits capacity, no one will be permitted to enter without a wristband.

* It is the responsibility of the host chapter to create a plan to control capacity.
* It is the responsibility of the host chapter to provide wristbands in advance to family and

friends of candidates and alumni.

1. **During:**
   1. New member presentations must be held on campus in a venue with a **minimum** capacity of

300.

* 1. New member presentations are limited to two hours (120 minutes) from the advertised start time, including the dispersal of the crowd at the end of the event.
* New member presentations must start within 15 minutes of the advertised start time.
* New member presentations may not be scheduled to begin after 9 p.m.
* Following the show, members of the presenting organization must vacate the building within 30 minutes.
  1. The chapter’s on-campus advisor or their designee must be in attendance for the entirety of the

event.

* The IGC Advisor or their designee must be in attendance for the entirety of the event.
  1. There will be no alcoholic beverages and/or substances permitted.
  2. No physical abuse or references to hazing 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 part of the performance but may not be used as a weapon to harm an individual.

* 1. No bricks, bats, and/or paddles will be allowed at any time during new member presentations.
  2. No references to rape, sexual inuendo, or illegal activities.
  3. There will be no use of derogatory or inflammatory language and/or behavior including profanity and racist, sexist or otherwise offense comments in both spoken word, gestures and music. **Edited music is required.**

1. No explicit or revealing attire is to be worn by any of the new members or show participants.
2. No dissing or negative language regarding other organizations or attendees
3. Disruptions by other organizations will not be tolerated. This includes but is not limited to:  Walking though the show, talking over the presenting organization, etc.
4. No fire or pyrotechnics

**It is the responsibility of the host chapter to notify all attendees of these policies.**

**In the event of a major disruption or violation of any policies, the IGC Advisor, Center for Student Involvement/Student Affairs Staff, University Police Department, or Hall Security may immediately stop the new member presentation.**

1. **After:**
2. The hosting organization is responsible for ensuring the facility is cleared, cleaned and arranged by the end time on their facility reservation. Hosting organizations will be subject to additional charges by facility if they go over time.
3. Costs associated with damages to the facility or the furnishings and/or failure to clean the site will be the responsibility of the hosting organization.

**Section VI: Failure to Comply and Violation Guidelines**

Violations of the membership intake policy may result in probation, suspension, and/or a referral to the Associate Director of Student Leadership Development Programs. The chapter being placed on probation or receiving automatic suspension is based upon the degree of the infractions and is at the discretion of the Associate Director of Student Leadership Development Programs. 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 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) is prohibited. The suspension period will be determined by the Associate Director of Student Leadership Development Programs.

**Violations may include, but are not limited to:**

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding membership intake without adhering to the Intake Guidelines set by the Fraternity and Sorority Life staff.
3. Hazing: Any violations of the Kent State University 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 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 1 representative must be present.
2. The Chapter Advisors must be present (both Faculty and Graduate Chapter advisors).
3. Fraternity and Sorority Life staff

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 Associate Director of Student Leadership Development Programs. Students found responsible for violating the student code of conduct will be referred to the Office of Student Conduct.

**Section VI: Anti-Hazing Policies**

**4 - 07 University policy regarding hazing:**

* 1. Policy statement. As part of its commitment to promoting a safe and healthy campus environment for the university community and cultivating a culture that fosters respect for the dignity and rights of all its members, the university does not tolerate hazing activities by any members of the university community.
  2. Scope. This policy applies to Kent state university students, student organizations, student groups, and employees. This policy also applies to volunteers acting in an official capacity that advise or coach student organizations and/or student groups and who have direct contact with students. Kent state university has jurisdiction under this policy whether the conduct occurs on or off campus, between two or more people who are affiliated with the university, or any student or other organization associated with the university.
  3. Definition. Pursuant to Ohio law under section 2903.31 of the Revised Code, ("hazing") is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code. This applies to any act, intended or carried out, whether or not the act is voluntarily agreed upon.
     1. In addition to Ohio law, Kent state university defines "hazing" as any action or situation intentionally created, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule.
  4. Implementation. Kent state university students as individuals, members of registered student organizations or any other recognizable groups, teams, or associations of students are expressly prohibited from engaging in hazing. This may include but is not limited to intercollegiate athletic teams, bands, fraternities, reserve officer training corps, sororities, student clubs registered under rule 3342-4-11 of the Administrative Code, the undergraduate and graduate student governing bodies, and university housing student governing bodies.
  5. Enforcement. Enforcement of this policy is described in rules 3342-4-02.1 and 3342-4-02.101 of the Administrative Code.
  6. Sanctions.
     1. Students and/or student organizations. Students and/or student organizations accused of violating this rule are subject to disciplinary action under the code of student conduct, rule 3342-4-02 of the Administrative Code and this register.
     2. Violations of this policy by employees may result in corrective action or discipline in accordance with applicable university policies and procedures and/or collective bargaining agreements.
  7. Reporting. Hazing accusations can be reported to local law enforcement and/or the Kent state university dean of students at by email at [**odos@kent.edu**](mailto:odos@kent.edu) or by phone at 330-672-8003. Anonymous reports are accepted; however, the university’s ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

**Policy Effective Date:** Jan 01, 2022

**Policy Prior Effective Dates:**7/18/1983, 2/1/2000, 6/1/2007, 3/1/2015

**4 – 7.101 Operational procedure regarding hazing**

1. Policy statement. All registered student organizations are required to adhere to the following operational procedures regarding hazing:
2. Prior to any act of pledging or initiation, where applicable:
   1. The Ohio hazing law and the university hazing policy will be displayed in a prominent place in each fraternity and sorority house. The Ohio hazing law will be published annually in the "Digest of Rules and Regulations."
   2. The president, chapter advisor and pledge master of each fraternity and sorority will sign a statement at the beginning of each academic year certifying that he/she has read, understands and will make known to all members and pledges the Ohio hazing law and the university hazing policy.
   3. Faculty/staff advisors or administrative unit heads will make the Ohio hazing law and university hazing policy known to staff and students under their direction (e.g. residence life, intercollegiate athletics, band and ROTC).
3. The office of campus life may require a pledge/associate or initiation activity listing from a registered student organization or other student group.
4. Student organizations that fail to comply with the operational procedure of hazing may be deregistered by the assistant dean for enrollment management and student affairs or designee.

**Policy Effective Date:** Mar 01, 2015

**Policy Prior Effective Dates:**7/11/1983, 6/21/1995, 9/5/1995, 5/28/1997, 6/1/2007

**State of Ohio Law on Hazing**

1. Ohio is one of 44 states with laws against hazing. **Collin's Law: The Ohio Anti-Hazing Act**, effective October 7, 2021, makes acts of hazing a second-degree misdemeanor and acts of hazing that include coerced consumption of alcohol or drugs or abuse that result in serious physical harm a felony of the third degree. Collin's Law also requires reporting to law enforcement and prevention education and training from the university.
2. The **Ohio Revised Code, Section 2903.31** defines hazing as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code."
3. Hazing can subject individuals to criminal and civil penalties.

**Hazing Prevention 101**

Hazing Prevention 101™ Course is a one-hour awareness course educating students on how to recognize, prevent and report hazing. The real-life scenarios prepare students, group members, and bystanders, to make informed decisions, ultimately empowering them to prevent hazing. **All aspirants must complete the Hazing Prevention 101™ Course in order to be eligible to go through the Membership Intake Process for any respective student organization per Senate Bill 126 (Collin's Law).** 

Course Access:

1. Login at [https://kent.prevent.zone](https://kent.prevent.zone/) using your KSU username and password.

2. Click the course title “Hazing Prevention 101™ Course – College Edition”. (Click Enroll me upon your first access.)

3. Start with the first activity in the course.

**HAZING AGREEMENT**

We, the undersigned, certify the following:

1. We have read AND understand Kent State’s Hazing Policy.
2. We have read and understand the Ohio Hazing law.
3. We have read and understand our organization’s National 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 that all activities sponsored or required by our chapter, in whole or part, comply with

this policy.

1. 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 disciplinary action.

1. Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Office of Student Conduct for supplying false information to a University Official (if they knew of the hazing incident and did not take steps to stop it).
2. If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.

|  |  |
| --- | --- |
| Name of Fraternity/Sorority | Chapter Name |
| Signature of Chapter President | Date |
| Signature of Intake Director | Date |
| Signature of On-Campus Advisor | Date |

**Notice of Intention to Conduct Membership Intake Process**

**Kent State University**

|  |  |
| --- | --- |
| Name of Fraternity/Sorority: | Chapter Name: |
| Semester: Fall  Spring | Year: |
| Intent to Intake for above term: Yes  No |  |

**If Yes: Calendar of Events** (chapter may attach your own calendar if preferred)

|  |  |  |
| --- | --- | --- |
| Informational/Interest Meetings will be held on | Date: | Time and Location: |
| Selection will conclude on | Date: | Time and Location: |
| Education of Candidates/Aspirants/intake process begins on | Date: | Time and Location: |
| Candidates/Aspirants will be initiated on | Date: | Time and Location: |
| New members will be presented on (if applicable) | Date: | Time and Location: |
| List any applicable events and dates relevant to this organization below: |  |  |
| Event: | Date: | Time and Location: |
| Event: | Date: | Time and Location: |
| Event: | Date: | Time and Location: |
| Event: | Date: | Time and Location: |

**The person in charge of membership intake for the chapter will be:**

|  |  |
| --- | --- |
| Name: | Title in Chapter: |
| Phone Number: | Email Address: |

**The chapter/graduate advisor supervising membership intake for the chapter will be:**

|  |  |
| --- | --- |
| Name: | Phone Number: |

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

|  |  |
| --- | --- |
| /  Chapter President Signature/Date | /  Chapter/Graduate Advisor Signature/Date |

**IGC and NPHC Membership Intake Form**

**(Required for submission to the Assistant Director for Fraternity and Sorority Life)**

The Membership Intake Process for       (organization) is scheduled to begin on       and end on      . Students participating in our Intake must have a cumulative GPA of (minimum of 2.5)       and must have completed at least (minimum of 12 credit hours)       credit hours at Kent State University.

Our chapter plans to present this new line at:       (List Location) on       (anticipated date).

The following undergraduate students meet all requirements for membership and have been submitted for approval from the Regional/National Headquarters for participation in our Membership Intake Process (attach additional pages as necessary). All students must complete an affiliation agreement, which is found on the FSL website.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email Address | KSU ID Number |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

**The students above have completed the affiliation agreement and have been approved by the Assistant Director for Fraternity and Sorority Life. They must complete Hazing 101 by end of given semester.**

*I hereby certify that all of the above information is accurate; that my chapter has been approved to conduct the Membership Intake Process by Regional/National Headquarters; that my Chapter/Graduate Advisor is involved in all Intake activities of my undergraduate chapter; that my chapter, its members, and alumni/ae will abide by all University and inter/national policies and procedures.*

|  |  |
| --- | --- |
| /  Chapter President Signature/Date | /  Chapter/Graduate Advisor Signature/Date |