

## Membership Intake Process (MIP) Policy

### Purpose

The Office of Sorority & Fraternity Life at the University of Tennessee, Knoxville recognizes the importance of the Membership Intake Process and we support the efforts in the development of new members, as well as each chapter. As students continue to seek membership in Greek letter organizations on campus, it is important that the Office of Sorority & Fraternity Life establish a system of open communication and accountability with organizations conducting intake activities of new members.

Organizations wishing to conduct membership intake must follow this procedure and the steps outlined in this packet. An organization must receive official authorization from the Office of Sorority & Fraternity Life before membership intake activities commence.

Without the submission of this packet, intake will not be approved. In the event that intake activities begin without the knowledge and signed approval of the Office of Sorority & Fraternity Life, and/or the chapter has not adhered to this written Intake policy, intake activities will cease immediately. Failure to comply with this policy may result in individual and/or chapter disciplinary action.

### Expectations of Chapters Conducting Membership Intake

- The membership activities will not interfere with academic endeavors or class schedules and will uphold the academic mission of the institution.
- The selection of new members must be in compliance with the University's policy regarding hazing and must be free of any form of mental and/or physical abuse and hazing activities before, during or after the membership intake process.
- Chapter advisors will be present at all membership related activities outlined in the New Member Education Policy. *(Failure to comply with this policy may result in individual and/or chapter disciplinary action including non-recognition)*
- Chapter completes all required paperwork in a timely fashion.
- No membership activity includes the presence or consumption of alcohol.
- All membership intake activities are to be conducted in compliance with the chapter's National Organization's intake guidelines and process.
- All new members will attend their respective council's new member's orientation after completing the Intake Process.
- The Office of Sorority & Fraternity Life expects the line of communication to stay open for the duration of the Membership Intake Process. Should timelines change, it is an expectation that all changes are communicated with the designated member of the OSFL staff immediately.

### Important Dates

#### **Meet the Greeks: Yard Show – Spring: N/A | Fall: First Wednesday of classes**

- All students interested in being considered for membership intake in one of the active NPHC and MGC organizations are encouraged to attend Meet the Greeks: Yard Show as a prerequisite to participate in membership intake programs.
- All active NPHC and MGC chapters are required to participate.

#### **MGC Fest – Spring: Second Week of Classes | Fall: Second Week of classes**

- **This is the Multicultural Greek Council's required intake symposium (RISE)**
- All students interested in being considered for membership intake in one of the active MGC organizations are required to attend MGC Fest once an academic year as a prerequisite to participate in membership intake programs.
- All active MGC chapters are required to participate in the tabling portion of this program and required to have facilitators participate.

#### **Misconceptions & Stereotypes – Spring: Second Wednesday of Classes | Fall: Second Wednesday of classes**

- **This is the National Pan-Hellenic Council's required intake symposium (RISE)**
- All students interested in being considered for membership intake in one of the active NPHC organizations are required to attend Misconceptions & Stereotypes once an academic year as a prerequisite to participate in membership intake programs.
- All active NPHC chapters are required to participate in the tabling portion of this program and required to have facilitators participate.

#### **Steps to be completed by chapters**

*\*Please note all deadlines that apply to each step, each form reference can be found in the forms section of this MIP policy packet\**

#### **Step 1. Interest Meeting/Informational Meeting/Rush (etc.) – The Friday following the respective council-required intake symposium (RISE) – Last Monday of the following month (September | February) OSFL Staff must attend one meeting.**

- Informational Meeting, Interest meeting, etc. may only take place during the time period listed above.
- All informational/interest meeting, etc. must be included in the submitted New Member Education Plan and registered in VOLink.
- **OSFL Staff will attend one formal meeting to facilitate Introductory MIP Training and obtain attendee information.**
- ALL attendees must sign the **MIP Interest meeting Sign in Form**. This form should be returned to the Office of Sorority & Fraternity Life **within 48 hours** of the aforementioned meeting.
  - A digital copy of the check-in form is also required for grade verifications.
  - OSFL will return verifications within two business days of submission.
- **ALL attendees must receive a copy of the University of Tennessee Knoxville hazing policy and consent to release non-public information to the organization which they are seeking membership by completing the FERPA Grade Release and Hazing Compliance Form online.**
- **ALL attendees wishing to be considered for intake must register for and complete the Health & Safety Orientation Module on Canvas (New Member Orientation Health and Safety Module is due on the last day of October (fall) and the first Friday of April (spring)).**

**Step 2. Verification Meeting – Must be held by last Monday of Interest Meeting/Informational/Rush (etc) Period (Last Monday of September | February)**

Organizations that plan to conduct Membership Intake are required to meet with an OSFL Staff Member. This meeting should include the President, Intake/New Membership Chairperson, and Chapter Advisor.

During this meeting, the organization should be prepared to submit:

- 1. Intake Approval Letter –**
  - Submit a **letter of intent**. This should include approval from the appropriate representative of your National Organization to conduct an intake process, at least one Chapter Advisor, and Chapter President.
- 2. MIP Notification Form**
- 3. Candidate Roster**
  - Official copy of candidates submitted by chapter to the national organization & an official copy of candidates approved by the national organization to participate in intake activities.
- 4. All supplemental information regarding date, time, and location of MIP activities**
  - When special circumstances or opportunities arise after the deadline for the use of an off-campus facility, special consideration may be afforded to the organization's written request. Any off-campus membership intake-related activities, e.g. community service programs, must be submitted and approved by an OSFL Staff Member.
- 5. Completed and up-to-date New Member Education Plan**
- 6. Verify Aspirant Completion of the OSFL New Member Health & Safety Module.**

**Step 4. Aspirant Meeting - OSFL Staff will attend the first official intake meeting/educational session with selected members within two weeks of the Verification Meeting**

- Upon the selection of new members, organizations must invite an OSFL Staff Member to a meeting with the selected new members. At this meeting academic expectations and hazing policies will be discussed in detail, as well as a discussion of the NM presentation expectations and NM orientation. This meeting will need to be scheduled by the chapter intake chair with an OSFL Staff Member.
- This meeting will start the 6 Week MIP activities timeline for chapters participating

**ALL MEMBERSHIP INTAKE ACTIVITIES MUST BEGIN BY –  
Spring: First day of March | Fall: First day of October**

**NO INTAKE ACTIVITIES ARE ALLOWED DURING SPRING BREAK/RECESS & FALL BREAK**

**Step 3. New Member Presentation Meeting – During Week 4 of the New Member Education Process.**

- Organizations participating in the New Member Presentation must schedule & complete a New Member Presentation Meeting with the Office of Sorority & Fraternity Life.

**Step 4. ALL Membership Activities Must Cease – Spring: Last Friday of April | Fall: Last Friday before Thanksgiving**

- All intake, pledging, and initiation meetings, activities and ceremonies will **cease on or before these dates**, to support the students' academic success and wellbeing.

**Step 5. New Member Presentation – Spring: Last Saturday of April | Fall: Last Saturday before Thanksgiving**

- ALL newly initiated members must visibly display organizational paraphernalia (i.e. shirts, hats, etc.) on this date. **See New Member Presentation Procedure.** These presentations may not have a start time after 7:00 PM.

**Step 6. New Member Orientation – Spring: Last Sunday of April | Fall: Last Sunday before Thanksgiving**

- All new members are required to attend The New Member Orientation. **It is the chapter's responsibility to inform AND remind the new members of this date.**

## Membership Intake Process (MIP) Interest Form

Organization: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Students who wish to participate in membership intake at the University of Tennessee, Knoxville must meet the minimum academic qualifications of the chapter/organization for which they are seeking membership. The UTK Office of Sorority & Fraternity Life requires that applicants seeking membership must have a minimum 2.5 cumulative grade point average and 12 credit hours to be eligible. \_\_\_\_\_ requires that applicants seeking membership must have a minimum cumulative grade point average of \_\_\_\_\_ on a 4.0 scale. **NOTE: STUDENTS WHO MEET THE MINIMUM ACADEMIC QUALIFICATIONS ARE NOT GUARANTEED MEMBERSHIP INTO THE ORGANIZATION.**

*During this Informational/Interest Meeting, it is required that all attendees scan the QR Code to sign-in and review the FERPA Policy and Hazing Information.*

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## MEMBERSHIP INTAKE PROCESS NOTIFICATION FORM | UNIVERSITY OF TENNESSEE, KNOXVILLE

Fraternity/Sorority \_\_\_\_\_

Start date of Intake \_\_\_\_\_

End date of Intake \_\_\_\_\_

Has membership intake been approved by the Graduate Chapter? Yes No

Has membership intake been approved the National Office? Yes No

If yes, who has approved the dates of membership intake for your chapter Nationally?

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Interest/Informational/Rush Meeting(s) will be held on

Selection will conclude on

Education of aspirants/Intake process begins on

Aspirants will be initiated on

Date	Time	Location

Chapter member responsible for intake

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Advisor Supervising Intake

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Graduate Chapter President

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

*The above information is accurate and correct to the best of my knowledge and I agree to abide by all Departmental, University, State, Regional and National policies.*

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

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

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

\_\_\_\_\_  
Advisor's Name Printed

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Advisor's Phone

## New Member Presentation Show Procedure

The New Members Presentation Show must be scheduled to start no later than **7:00 p.m. On Campus**. All newly initiated members must visibly display organizational paraphernalia and membership.

Presentation participants are to abide by the following:

- **ALL** program participants should arrive to the venue no later than one hour before the new member presentation.
- **ALL MUSIC PLAYED MUST BE THE RADIO-EDIT VERSION.**
- There is **NO** harsh profanity, vulgarity, obscenity, violence, degrading of any organizations, sexually explicit behavior or language, lewd acts, and use of vulgarity allowed.
- No physical abuse (slapping, kicking, spitting, punching, pushing, poking, caning, etc.) will occur or be tolerated.
- No references to hazing and/or illegal activities.
- No bricks, bats, and/or paddles will be allowed at the new members' presentation.
- No alcoholic beverages are permitted by members or guests.
- The organization's general membership **MUST** remain in the stands **BEFORE and DURING** the new members' performance.
- In the event of a fight/altercation during the presentation, the presentation show will be stopped immediately and resumed based on the University official's assessment of the situation.
- Disruptions by other attending organizations and individuals of organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.

*Failure to abide by these procedures may result in the halt of the performance and possible disciplinary action of individuals and/or the organization.*

Note:

- **ONLY INDIVIDUALS INITIATED DURING THE SEMESTER ARE ALLOWED TO PARTICIPATE IN THE NEW MEMBERS' PRESENTATION SHOW.**
- **ONLY ACTIVE CHAPTER MEMBERS AT THE UNIVERSITY OF TENNESSEE ARE ALLOWED TO PARTICIPATE OR BE ON STAGE IN THE NEW MEMBERS' PRESENTATION SHOW.** (Organizers for New and Returning organizations will be approved by the Office of Sorority & Fraternity Life)
- See Sorority & Fraternity Life Operational Policies for OSFL New Member Education Policy
- Balloons are not allowed in AMB Cox or Student Union 180 Auditoriums. Remember to book an additional room to hold balloons and other family gifts.