

10 Intake Guidelines

The purpose of these guidelines is to provide the fraternities and sororities of the Texas A&M University-Corpus Christi Greek Community, their Advisors, and prospective members with a source of information regarding Membership Intake & Recruitment. Chapter Advisors, Council Officers, and the Student Activities staff will work together to ensure a successful and positive experience for all involved.

In order for the Student Activities staff to assist chapters with the intake/recruitment process and avoid potential problems with new member activities, chapters must adhere to the following guidelines if they are to conduct intake or recruitment at Texas A&M University-Corpus Christi:

10.1 Membership Guidelines for Intake

10.1.1 *Meetings and Documentation:*

1. Prior to any intake activities, at least one chapter member, preferably the chapter president or the intake director will call to meet with the Greek Advisor. At this meeting the chapter will submit/provide:
 - A. Any national or regional paper work that needs to be signed by Student Activities staff
 - B. **Notice of Intake**
 - C. A **calendar of events** should include a timetable of any intake activities with dates and times. Activities must be approved one-week before they commence. Activities to include on the calendar, if applicable:
 1. Informationals and interest meetings
 2. Selection date(s)
 3. Start date of the new member's official process/education
 4. Initiation date
 5. Presentation of new members
 - a. If the presentation of new members includes a show, bring a copy of the signed **permit** required to proceed with the activity.
 - b. If the presentation of new members does not include a show, the method used to present new members should be discussed and approved.
 6. Any additional dates pertinent to a specific organization
 7. In the event that any dates and times need to be changed on the calendar of events, the chapter must notify the Greek Advisor in writing or by phone no less than two (2) business days prior to the new event time and date.
2. **Verification of Aspirants:** All chapters conducting intake must submit a **Verification of Aspirants Form**. The verification form must be submitted immediately after the interest meeting and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. This form is the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership. In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Greek Advisor. The verification form contains the following information:
 - A. List of candidates for membership that will include each new member's:

- i. Name (please print)
 - ii. Signature
 - iii. Student ID Number
 - iv. 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 825-2652)
3. **Semester Roster Update:** At the conclusion of the intake process (after initiation), an updated Semester Roster Update Form must be turned in to the Greek Advisor to reflect any changes in membership since the Verification of Aspirants Form was submitted. This form may be downloaded from the Department website. All documents supplied to Student Activities are kept confidential from students or student leaders. They may be shared with university officials and organization staff as needed.

10.1.2 Presentation of New Members:

- 1. All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations who do not conclude intake with a formal presentation show should introduce their members using another method within the same timeline presented in the following guidelines. This method can vary from chapter to chapter and must be approved by the Greek Advisor.
 - 2. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization or prior to "Reading/Dead Day," whichever comes first.
3. **Guidelines for those who present new members using a show:**
- 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. These shows are not to be referred to as "probate" shows.
 - C. Prior approval from the Greek Advisor must be obtained for any items that are to be used as "markers" during the show. (i.e. firelights, fire, ropes, canes, animals, chalk)
 - D. Excessive vulgarity and profanity will not be tolerated.
 - E. No explicit or revealing attire.
 - F. No degrading of individuals or other chapters will be tolerated.
 - G. No alcoholic beverages will be permitted.
 - H. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)
 - I. In the event of a fight during the presentation, those fighting will be expelled immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.** (See **Violations** section for further details)
 - J. Disruptions by others attending will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.

- K. The duration of the presentation show should be no longer than 2 hours. 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.

*This may include organization events of peer organizations. Please check with your Greek Advisor for details.

**The Greek Judicial Board and/or the Assistant Dean of Students determines penalties for fighting. If a fight breaks out, the University Police also determine if the presentation will continue. In the event the show is stopped and the presenting organization is not at fault, an alternate date and time will be permitted by the Greek Advisor.

10.1.3 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 Greek Advisor. 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 Greek Advisor, 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 Greek Advisor and will be a time of no less than one semester.

Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding membership intake without conforming to the Intake Guidelines set by Student Activities.
3. Hazing: Any violations of the Texas General Statute will result in a referral to the Assistant Dean of Students.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by Greek Advisor.
5. Failure to adhere to Presentation of New Member Guidelines.

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: chapter president and/or 1 representative must be present.
2. The chapter advisor must be present.
3. The Greek Advisor must be present.

All questions and concerns must be expressed by the chapter president to the Greek Advisor. If any questions regarding the guidelines arise, they may be discussed between the members of the chapter and the Greek Advisor. Final jurisdiction and decision-making authority rests in the hands of the Greek Advisor.

Students found guilty of hazing will be subject to penalties outlined in the General Statutes of the State Texas, the Texas A&M University-Corpus Christi Code of Student Conduct, as well as any sanctions outlined by the inter/national organization.