

Membership Intake Guidelines

To begin this process, a chapter must be in good standing with the University.

All chapters participating in the membership intake process must follow all guidelines and policies specified by SIU, the Office of Fraternity and Sorority Life, (Inter)National Headquarters, and any applicable Federal, State, and local laws.

1. Notice of Membership Intake Letter

Chapters wishing to have intake must submit a Notice of Membership Intake Letter to the Fraternity and Sorority Life Coordinator or designee by the deadlines stated below.

Before a chapter can submit this letter, the national organization must have approved the intake process. This letter should:

- Outline your organization's intention to acquire approval from the university.
- The dates of all "pre-intake events," i.e., application due dates, informational dates, interview dates, the chapter meeting where voting will happen, etc.
- Beginning and ending dates of the intake process.
- Date of initiation/new member presentation.
- Signature of the president and advisor.
- Attach a copy of a letter of approval from the chapter's national organization.

Notice of Membership Intake Letter Deadlines

- Fall 2024 Semester: September 13, 2024
- Spring 2025 Semester: February 7, 2025

2. Chapter Risk Management Form and Anti-Hazing Compliance Form

Chapters must have submitted all appropriate forms to the Office of Fraternity and Sorority Life on time and with all required signatures. These forms include, but are not limited to, the Anti-Hazing Compliance Form, the Risk Management Form, etc.

3. Meeting with the Fraternity and Sorority Life Office

Chapters planning to conduct an intake process must meet with the Fraternity and Sorority Life Coordinator or designee. This includes the chapter president, rush/recruitment chair(s), and new member educator (s). Advisors are not required but are encouraged to attend this meeting.

During the meeting, be prepared to review the chapter's national requirements for Intake. The chapter will also be expected to bring a calendar/schedule of all new member activities for the organization. Please include ritual dates, all new member education meetings, the date of the new member presentation, and all other dates related to the organization's Intake process. Intake meetings should take place after the

letter of intent has been submitted and national approval has been acquired. Risk Management and Hazing forms must be submitted prior to this meeting or the day of.

This meeting must be scheduled at least 5 business days before any intake activity can begin. Please get in touch with the Fraternity and Sorority Life Coordinator or designee to schedule the meeting.

4. Verification of Aspiring Members

Chapters must submit to the Fraternity and Sorority Life Coordinator or designee the grade release forms (insert link) of all aspirants who attended the chapter's informational.

These forms must be submitted within 3 business days of the informational being held or before the start date of aspiring members' official process/education, whichever comes first.

5. Completion of Membership Process/Initiation/New Member Presentation

Chapters must submit to the Fraternity and Sorority Life Coordinator or designee, the names of the individuals who completed the chapter's membership process and will be initiated and presented at a new member presentation.

This must be submitted within 2 business days of the scheduled presentation date.