**Membership Intake Policies & Procedures**

**Article I**

**Section 1.** Student organizations conducting membership programs are bound by all policies and provisions of the Tennessee Board of Regents and Tennessee State University. University policies supersede policies set forth by national headquarters or sponsoring entities for all organizations. An exception may be made in circumstances in which the national or sponsoring entity policies are more stringent than, but do not conflict with, TSU policies.

**Section 2.** Organizations may not conduct more than one membership/intake program per academic year (unless authorized by the Director of Student Activities and Leadership). All organizations wanting to have any new member intake activities must submit a “Request for Membership Intake Form”, which is on file with the Office of Student Activities and Leadership. This form includes a description of the anticipated “membership/intake activities”, the proposed duration of the intake period as well as hourly limits per day of such activities.

Section 3. In order to become a member of a fraternity, sorority, or similar organization a student must have earned 30 hours (NPHC) or 15 hours (IFC, PFC, LBC) at Tennessee State University. Transfer students must have earned 15 hours (NPHC, IFC, PFC, LBC) at Tennessee State University. The student must have a cumulative average of 2.5 or higher.

**Section 4.** Student organizations conducting membership education must submit for approval the “Organization Membership Intake Anti-Hazing Compliance Form” to the Office of Student Activities and Leadership along with a Certificate of Insurance (COI), New Member Presentation Statement of Understanding (including a detailed description of show), a copy of the Informational/Rush flyer, and the Academic Release Form.

**Section 5.** All meetings and activities of any membership/intake group must be held in the presence of an approved advisor. Any activity conducted without advisor presence is considered unofficial and will result in immediate cease and desist of all organization and membership activities until further notice.

**Section 6.** Any informational, interest meeting, meet-and-greet, etc. that begin the membership intake process must have a Student Activities and Leadership staff member scheduled to present the Risk Management Policy and Anti-Hazing Policy and to have every individual who attends to sign the “New Member Anti-Hazing Compliance Form”. No student can be an official member of an organization unless they have signed and submitted the “New Member Anti-Hazing Compliance Form”.

**Section 7.** Membership/Intake process shall not fall within two (2) weeks prior to the mid-term or final examination of the semester. The initiation period for all organizations must occur within the same semester in which the membership/intake period is conducted. Initiation ceremonies, activation ceremonies, pinning ceremonies, officer inductions, etc., must be held in the presence of the organization’s advisor(s).

**Section 8.** Student organizations are responsible and accountable to the University for the actions of its membership in upholding and adhering to the University regulations governing campus student organizations. All activities of prospective members to student organizations shall be carried on in such a manner so as not to interfere with the academic work of the student. These activities must not include hazing and brutality of a physical or emotional nature. No organization, member, aspirant, or advisor shall conduct or condone hazing activities. Permission or approval by a person being hazed does no abrogate this policy.

Section 9. Some examples of activities that constitute hazing and are prohibited: a) forced consumption of alcohol, special drinks and foods; calisthenics (push-ups, runs squats, etc.) “road-trips” (dropping off candidates to find their way back); paddling; dropping off candidates to find their way back; line-ups (lining up candidates and harassing them verbally); doing personal favors for members. All membership/intake activities must follow the Risk Management and Hazing Policies of the University along with any federal and state laws and Tennessee Board of Regents policies.

**Article II**

**Section 1.** At least 30 days prior to any intake activities the organization’s president or intake director must meet with the Coordinator of Fraternity and Sorority Life, schedule a new member orientation, and submit:

1. Any national or regional paperwork that needs to be signed by the Director of Student Activities and Leadership.
2. A completed “New Membership Intake Request Form” with a complete calendar of events including a timetable of any intake activities (including education program activities) and brief descriptions, dates, times, and locations of the activities. This form must be submitted no less than 5 weeks before the implementation of the membership intake process and must be approved before the intake process can begin. No student organization shall make any requirement of any new member that is not listed in the approved activities.
3. A completed “Organization Membership Intake Anti-Hazing Compliance Form”, which includes a guarantee against hazing, physical abuse, brutality of a physical or emotional nature, and interference with the academic work of the student and a statement that refusal to submit to hazing and other prohibited activities will not jeopardize the prospective member’s eligibility for membership in the organization.
4. The “New Member/Aspirant Anti-Hazing Compliance Forms”, which must be collected by the Student Activities staff member who presents the Risk Management and Anti-Hazing Policies at the interest meeting/informational/meet-and-greet. The forms must be signed by all individuals who are present. No organization, member, aspirant, or advisor shall conduct or condone hazing activities. Permission or approval by a person being hazed does no abrogate that policy.
5. The “Informational/Rush Sign-In Sheet”.
6. The “Academic Release Form”, which includes the list with T-numbers of the individuals approved by the organization as aspirants for membership. This form must be submitted no less than 72 hours before the start date of the official membership education process listed on the chapter’s intake calendar.
7. 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 Director of Student Activities and Leadership and the Coordinator of Fraternity and Sorority Life.
8. When new members are accepted or initiated into an organization, a roster must be submitted to the Office of Student Activities with the new members’ names and T-numbers. If any new members are added or the membership status changes, these changes must be updated with the Office of Student Activities and Leadership.
9. Specific instructions on the various membership intake forms are located in the full New Membership Intake Policies and Procedures and the forms that are on file with the Office of Student Activities and Leadership and in the Registered Student Organization Manual. All organizations conducting membership intake must submit all required membership intake forms, whether they have a membership education program or not.

**Section 2.** All documents supplied to the Office of Student Activities are kept confidential from students, student workers or student leaders. 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 calendars of events, the organization president or organization member in charge of intake must notify the Coordinator of Fraternity and Sorority Life in writing no less than 5 business days prior to the new event time. University policies, procedures, and timelines for reserving spaces must be followed when securing spaces for the new member events.

**ACADEMIC ACHIEVEMENT—THE ACHIEVEMENT COMPATABILITY INDEX**

**Section 1**. Tennessee State University has as its principal purpose the promulgation of the positive intellectual and academic development of its students. It is therefore the assumption of the university that all student organizations seeking university recognition and support do so to develop programs, practices, and activities that complement the academic mission of the university and in no instances conduct activities that are in opposition or counter-productive to these goals.

**Section 2.** The university shall regularly sample the academic histories of a statistically significant number of currently enrolled students with senior standing. Each semester’s grade point average will be compared with the students’ first six semesters of full-time attendance at the university. A determination will be made as to the average variance from semester to semester as compared to the cumulative average for these persons. The average of the individual variances for this population is defined as the “Achievement Compatibility Index.”

**Section 3.** At the end of each semester following the completion of an organization’s membership/intake program, the average grade point average of the students participating in the program will be compared with their averages of the semester immediately preceding their participation in the program. If this comparison reveals a negative change in the group’s average in excess of the achievement compatibility index, the organization conducting the membership/intake program shall forfeit the privilege of conducting a program the following academic year. The cumulative average for the membership intake roster cannot fall below 2.50.