



Fraternity and Sorority Membership Intake and Recruitment Packet

Guidelines and Planning Documentation

Fraternity and Sorority Programs and Services (FSPS) at the University of Oklahoma recognizes the importance of membership intake and recruitment for a healthy and sustainable fraternity/sorority community. FSPS has established a system of open communication and accountability to aid undergraduate Greek-lettered organizations in providing a **safe, meaningful, and transformative** new member experience for all students.

Organizations wishing to conduct Membership Intake and Recruitment (MIR) must follow the policies and procedures outlined in this packet. **Failure to comply with the policies outlined in this document could result in individual and/or chapter disciplinary action.**

** Please note that all documentation submitted to FSPS is kept confidential from students, student leaders, and student employees. They may be shared with university officials and inter/national organization staff, or volunteers as needed.*

Organizational Expectations

Chapters are expected to meet **all** requirements below **prior to** beginning membership intake or recruitment activities.

- Chapters must be considered in "Good Standing" with their inter/national organizations and Fraternity and Sorority Programs and Services. The "Good Standing" definition can be found in the FSPS Minimum Expectations Covenant.
- Membership intake and recruitment activities will not interfere with students' academic endeavors or class schedules and will uphold the academic mission of the institution in line with the [Co-Curricular Policy](#).
- Selection of new members will be hazing-free. All membership intake and recruitment activities must follow the [University's hazing policy](#) and be free of any form of mental and/or physical abuse before, during, or after the membership intake and recruitment process.
 - Prospective and current members will be made aware of the hazing policies and reporting resources.
- Chapter alumni and/or faculty advisors will be present at all membership related activities.
- All membership intake and recruitment activities should be free from alcohol and other drugs – this includes formal or informal gatherings with new members.
- All membership intake and recruitment activities are to be conducted in compliance with each inter/national organization's guidelines and policies and compliant with OU's [student code of conduct](#).

Violations and Outcomes

Violations of the membership intake and recruitment process or new member presentation policies may result in a change in chapter status or other disciplinary action. Violations include (but are not limited to):

- Intentional submissions of incorrect paperwork (i.e., incorrect dates on forms, falsifying signatures, etc.)
- Holding membership intake and recruitment without adhering to the guidelines in this document
- Violating the hazing policy and statutes of the University of Oklahoma and state of Oklahoma

Policy violations regarding the student code of conduct, alcohol, or hazing will be deferred to the Office of Student Conduct to begin the accountability process. Organizations are expected to comply fully with any investigations and interim measures **including suspension of the new member education process**. Non-compliance with interim measures can result in additional conduct charges. Safety of members and new members is our priority and all outcomes and/or sanctions will reflect a commitment to health and safety.

Hazing Policy

The University of Oklahoma is an anti-hazing institution. Fraternities and sororities are expected to follow the policies of the University as well as the Oklahoma state statutes. Selections of policies and laws pertaining to hazing are outlined below:

A. [University of Oklahoma Student Rights and Responsibilities Code \(Prohibited Conduct Excerpt\)](#)

8. Hazing.

- a. Engaging in activity that recklessly knowingly, or intentionally endangers the mental or physical health, safety, or welfare of an individual for the purpose of initiation, participation, admission, holding office in, or maintaining membership or affiliation, regardless of the individual's consent or lack of consent, including state and federal law, but not limited to:

- b. Physical harm such as paddling, whipping, branding, electric shocking, placing harmful substances on the body, sleep deprivation, exposure to extreme conditions, calisthenics, forced consumption of food, liquor, drug, or other substances.
- c. Degrading behavior that causes ridicule, humiliation, embarrassment, or adversely affects the dignity of an individual.
- d. Interfering with an individual's ability to participate in or benefit from the services or activities of the University, employment, or religious observances.
- e. Activity resulting in the destruction, misuse, or removal of another's property.
- f. Activity that causes an individual to engage in behavior that may violate the Code, University policy, or local, state, or federal law.

Policies and information about university protections against hazing are included below:

- [OU Student Rights and Responsibilities Code](#) (II. Student Responsibilities, 8. Hazing)
- [Oklahoma Hazing Statute](#) (Title 21, Section 1190, Oklahoma State Statutes – Hazing)

Membership Intake and Recruitment (MIR) Timeline and Procedures

Review and follow the timeline for conducting membership intake and recruitment below.

<u>MIR Process Steps</u>	<u>Council(s)</u>	<u>Information</u>	<u>Submission Date</u>	<u>How to Complete</u>
Step #1 Host Interest Meeting	MGC & NPHC only	Host interest meeting to decide if chapter will host MIR this semester.	Determined by chapter with support from inter/national organization. Flyer must be posted for at least 7 days before interest meeting.	One paper must be provided to FSPS. Flyer should include date, time, location, and dress code. Flyer must be posted publicly in the Office of Student Life.
Step #2 Complete Packet	All Councils	Read and ensure your team understands the policies in this packet.	Completed paperwork is due via email to your Chapter Coach 2 weeks before any MIR activities.	Ensure the last page of this packet is completed with all required signatures. Attach calendar of events (new member education plan)
Step #3 Complete Intake Meeting	All Councils	Chapter President, Recruitment Officer, Chapter Advisor or designee, and New Member Educator must attend meeting.	Determined by chapter and Chapter Coach's availability, 2 weeks prior to MIR activities begin	Email Chapter Coach to schedule. What to bring: <ul style="list-style-type: none"> • Documentation from HQ approving intake • Completed last page of this packet • Calendar of events for education process • Any HQ paperwork needing FSPS signature
Step #4 Conduct Intake / Recruitment Process	All Councils	After FSPS is notified of process and meeting is complete, begin intake.	Chapter or council determines event dates.	Ensure paperwork and meeting are completed before starting intake process.
Step #5 Complete Intake Roster	AC, MGC & NPHC only	After bids are accepted, complete and submit the Intake Roster on Engage.	Due no later than 2 business days after bids have been accepted.	Complete form on Engage. Information is kept confidential and should be updated if students leave mid-process using the Roster Deletion Form .
Step #6 Confirm Roster and Prepare for Initiation	All Councils	Confirm your chapter roster is with your Council Advisor.	Within 1 week of conclusion of intake process.	Work with Council Advisor to confirm roster and complete the Initiation Report Form .
Step #7 Set Up Presentation Meeting	MGC & NPHC only	Review Presentation of New Member Guidelines and Planning Document prior to scheduling meeting.	Meeting scheduled at least 2 weeks prior to performance.	Email your Council Advisor to schedule meeting. Form will be completed during meeting.

New Member Education Guidelines and Planning

Organizations conducting membership intake and recruitment should plan thoroughly for the new member education process. The new member education and integration process should be a *safe, meaningful, and transformative* experience for all students involved.

- New member education programs should not exceed the maximum number of weeks set by the chapter's inter/national organization.
- All new member meetings, activities, rituals, etc. are required to be **alcohol and drug free** – including formal and informal events.
- New member meetings, activities, rituals, etc. may not occur during final exam periods, Dead Week, or during academic commitments.
- Chapters should review the [University of Oklahoma Cu-Curricular Policy](#) to ensure full compliance.
- All new members of fraternities and sororities are required to attend the three mandated trainings within their first year of affiliation. These trainings are facilitated by Fraternity and Sorority Programs and Services:
 1. Fraternity/Sorority Alcohol and Other Drugs Training
 2. The Consent Conversation 2.0
 3. Fraternity/Sorority Hazing Training

Chapters conducting MIR are required to complete and turn in a **calendar of events** for their new member education process. This calendar of events is to be turned in with this packet prior to membership intake and recruitment activities beginning. Items to include in that calendar include, but are not limited to:

- **Inter/national guidelines / curriculum.** State initiation requirements to be achieved or completed by new members are required by the HQ polices.
- **New Member Meetings.** Provide date, time, and location of all new member meetings.
- **New Member Activities.** Provide date, time, location, description, and advisor on-call for all activities. Activities can include retreats, philanthropy events, intramurals, road trips, siblinghood events, etc.
- **Ritual Events.** Chapter advisor or a inter/national representative must be physically present for all ritual events.

Things to Remember

As organizations complete the Membership Intake and Recruitment process, review the following reminders:

- It is the responsibility of the chapter leadership to ensure all new members are correctly listed on the chapter membership roster. Work with your Council Advisor to ensure your roster is correct.
- The **FSPS Initiation Report form** should be completed no later than 1 week following the initiation of new members. Find the form [here](#).
- Organizations hosting a new member presentation performance should review the policies in guidelines in the **FSPS New Member Presentation Guidelines and Planning Document** to ensure compliance. Find this form [here](#).

Without the submission of the required paperwork, the membership intake and recruitment (MIR) process should not begin. In the event that chapter MIR activities begin without the knowledge of the Council Advisor(s), chapter leadership, and/or chapter advisors, the MIR activities should cease immediately. The chapter will be placed on a suspension status and is subject to sanctions administered at the discretion of Fraternity and Sorority Programs and Services, and/or the Office of Student Conduct.

This packet should be reviewed thoroughly by both collegiate undergraduate officers and graduate / alumni advisors. Should an organization or individual have any questions about the contents of this packet, it is the responsibility of that individual to reach out to Fraternity and Sorority Programs and Services for clarity. All fraternity and sorority organizations are required to abide by the policies and procedures outlined here to ensure a safe, meaningful, and transformative new member experience for all students.

The form on the following page should be completed and submitted with a new member education Calendar of Events at least 2 weeks prior to the start of any membership intake or recruitment activities.



Notice of Membership Intake and Recruitment Form

Form is to be completed at least 2 weeks prior to the start of any membership intake or recruitment activities. Completed forms should be brought to the chapter's intake meeting and emailed to the Chapter Coach.

Fraternity/Sorority Name: _____ Date: _____

Notice of MIR for the: Fall Semester Spring Semester

MIR Process Date Submissions

Interest Meeting(s) / Recruitment Events to be held on: _____

Selections will conclude on: _____

Intake Process or New Member Education begins on: _____

New Members / Aspirants / Potentials will be initiated on: _____

Intake or New Member Process ends on: _____

How many weeks does your inter/national organization allow for new member education? _____

Additional Dates / Information

New Member Presentation date (if applicable): _____

Recruitment / Intake Process theme (if applicable): _____

Advisor Information (Not Council Advisor)

Advisor supervising process name and position title: _____

Advisor contact phone and email: _____

By signing below, I acknowledge that I have read and understand the policies, procedures, and agreements outlined in this Membership Intake and Recruitment packet. I have read and understand the university's and my organization's hazing policies. I understand that conducting membership intake and recruitment comes with a responsibility to provide a safe, meaningful, and transformative experience for all students. I agree that my organization will strive to uphold this responsibility and will comply with all policies listed in this packet.

Chapter President (print name)

Chapter President Signature

Chapter Recruitment Officer (print name)

Chapter Recruitment Officer Signature

Chapter New Member Educator (print name)

Chapter New Member Educator Signature

Chapter Advisor or designee (print name)

Chapter Advisor or designee Signature