



FRATERNITY AND SORORITY LIFE

Intercultural Greek Council Chapter Guidelines for Membership Intake

This document provides all Intercultural Greek Council organizations, their advisors, and prospective members with information regarding the membership intake process for the Intercultural Greek Council Chapters. Chapter members, chapter alumni advisors, and the Office of Student Life staff will work together to ensure a successful and positive experience for all involved. In order for the Office of Student Life staff to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting intake at Widener University.

In order for a chapter to be eligible to partake in membership intake and new member education, the following tasks and paperwork listed below are mandatory and must be submitted by the designated due date(s) during the semester in which the chapter's membership intake and education process is scheduled to take place. Additional information and requirements may be communicated to chapters through the Office of Student Life, the Director of Student Organizations, and the Executive Council. Without submission of the required paperwork, the chapter's membership intake process will not be approved. In the event that the intake activities begin without the knowledge of the Director of Student Organizations, intake activities will cease immediately, and the organization may be issued a failure to comply conduct charge.

Failure to comply with any deadlines or policies listed below, within the council governing documents, or the University Student Handbook may result in fines, educational sanctions, revoked approval for participating in intake, revoked approval for a new member education process, charter revocation from the University, and/or additional adjudications.

All documents supplied to the Office of Student Life are kept confidential. They may be shared with university officials, professional office staff, and the appropriate inter/national organization staff as needed. It is the responsibility of the chapter to submit all intake or new member paperwork and documents in a secured and sealed business envelope with the chapter name listed on the front.

The steps listed below must be completed in addition to any inter/national organization's policies and procedures for intake. This policy is derived from the Association of Fraternity/Sorority Advisors NPHC Membership Intake Guide.

I. POTENTIAL NEW MEMBER QUALIFICATIONS

- A. All potential new members must meet the following requirements and standards prior to receiving an invitation to participate in an organization's intake process.
 1. A potential member must be a full-time undergraduate day student with at least **12** credits.
 2. A potential member must have at least a **2.5** cumulative GPA for the current semester of which they are requesting membership into a fraternal organization to participate in the membership intake process.
 3. A potential member must complete an Affiliation Education online video session. They must receive at least a **90%** on the affiliation education online quiz after viewing the video.
 4. A potential member may not be on an active academic or judicial probation period. All academic or judicial probation periods must be concluded by the start of the semester in which they are interested in joining an organization.
 5. A potential member may not have been initiated into another Inter/Nationally recognized general-fraternal organization on any campus.

II. PRELIMINARY DOCUMENTATION AND INFORMAL OBSERVATION ACTIVITIES

- A. Informal intake activities are defined as meetings or activities conducted for the purpose of observing potential membership interest. These activities could include but are not limited to ‘rush’ events, interest meetings, and any other observational activities designed to learn more information about potential candidates or allow potential candidates to learn more information about the chapter and its’ membership.
- B. Conditional or preliminary approval signatures from professional staff are contingent upon official documentation from an organization’s national or corporate office for approval of the intake process as outlined in Section IV, Paragraph A2.
- C. Preliminary meetings and documentation that must be completed based on the needs of the inter/national organization’s policies and procedures must be scheduled **at least 2 business weeks in advance**. To schedule an appointment, please contact the Administrative Assistant in the Office of Student Life.

III. GENERAL MEMBERSHIP INTAKE INFORMATION

- A. Formal Intake events may not begin until three weeks after the Fall semester has begun.
- B. An Intercultural Greek Council Candidate Pre-Authorization Form is required to be submitted by a chapter for all potential candidates to ensure that the candidate meets all University requirements and standards prior to an invitation for a formal meeting and/or qualification paperwork from the national or corporate office. *It may take up to one week for candidates to be processed and approved by the Office of Student Life. No invitations may be distributed to a candidate or associate until authorization has been officially received via email by the Office of Student Life on each candidate’s eligibility.*
- C. All informal or formal intake flyers and printed “hand-outs” **must** follow the public posting policy (see the Recognized Student Organization Policies and Procedures Handbook).

IV. SPECIFIC INTAKE FORMS AND TIMELINE PAPERWORK

- A. Chapters must submit the following paperwork at least **2 business weeks in advance** in a marked envelope with the chapter name listed on the front to the Office of Student Life:
 - 1. The Intercultural Greek Council **Chapter Membership Intake Information Form**.
 - 2. An official letter from the national or corporate office stating their agreement and acceptance of the chapters’ proposed intake program, schedule, and timeline for the intake and new member education process.
 - 3. A **proposed intake program** that outlines all intake activities, with dates, times, locations, and a detailed description of each event that will be reviewed and approved by the Director of Student Organizations. All intake activities must be in accordance with Widener University’s Anti-Hazing policies, FIPG, the Intercultural Greek Council Constitution and bylaws, and federal and state laws. Activities to include, if applicable:
 - Informational and interest meetings
 - Selection date(s)
 - Start date of the new members’ official process/education
 - Education activities (off and on-campus)
 - Initiation/crossing date
 - Anticipated date of new member presentation, if applicable
 - Any additional dates pertinent to a specific organization

Processes may not begin until official approval of the intake program has been gained by the Director

of Student Organizations. No events outside of the proposed and accepted plan may occur without an emailed request at least one week in advance to the change and official acceptance by the Director of Student Organizations.

4. The national organization's anti-hazing policies and statements.
 5. A list of new member or associate expectations and responsibilities from the chapter and national or corporate office.
- B. All paperwork listed below for each candidate must be submitted to the Office of Student Life in a sealed and marked envelope with the chapter name listed on the front prior to **48 business hours** of a new member beginning their education process:
- Intercultural Greek Council New Member Invitation Agreement
 - New Member Agreement of Rights Form
 - New Member Grade Release Consent Form

V. GENERAL NEW MEMBER EDUCATION INFORMATION

- A. All new members/associates must be approved by the Office of Student Life using the Intercultural Greek Council Candidate Pre-Authorization Form prior to beginning a new member education process.
- B. New member/associate education processes **may not begin** until all new member paperwork listed above has been received by the Office of Student Life.
- C. New member/associate activities should **not** occur on Fridays and Saturdays, nor between the hours of 11 p.m. and 9 a.m. from Sunday to Thursday.
- D. New member/associate education processes may **not last longer than 8 weeks** and **must be completed two weeks before final examinations**. All initiations and presentations must be completed by this date.
- E. If a new member/associate removes themselves or is released from the education process, a chapter must submit the Change of Member Status Form within 48 hours.
- F. Google rosters must be updated within 48 hours of crossing and/or new member presentation with the added new members.

VI. PRESENTATION OF NEW MEMBERS

- A. If New Members would like to have a New Member Show/Presentation, they may do so, but shows are not mandated by the University. Failure to adhere to this policy will result in the New Member Presentation being cancelled by the Director of Student Organizations. All organizations must adhere to the following guidelines when presenting new members to the campus community:
 1. Chapters **must** request permission via email to the Director of Student Organizations **at least one month** in advance to the desired presentation date. Presentations must gain approval by the Director of Student Organizations prior to advertisements and room reservations. Keep in mind that there could be several presentations per semester, so dates will be approved on a first come first serve basis.
 2. Presentation of new members must take place on the Widener University campus.
 3. Presentation of new members must take place in the same semester that membership intake is conducted.
 4. **The Director of Student Organizations, in cooperation with the Director of University Center**

Administration, may reserve the location of the presentation if the chapter prefers.

5. For presentations that expect an attendance of non-Widener guests, the Director of Student Organizations will request the Director of University Center Administration to notify Campus Safety if necessary.
 6. The chapter will appoint either the chapter President or Intake Director as the representative to communicate directly with the Office of Student Life Staff on all matters involving the presentation and logistics. This individual will be responsible for the management of ALL guests.
 7. Presentations will not be scheduled concurrently with a previously planned event of another chapter or council event.
 8. No explicit or revealing attire is to be worn by the new members or other show participants/performers.
 9. No physical abuse will be tolerated. This includes, but is not limited to slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, paddles, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual.
 10. All props to be used in the show must be approved by the Director of Student Organizations.
 11. No profanity, racism, sexual innuendos, obscene gestures or hate towards another culture, gender, or identity or degrading or negative sentiment towards another chapter or another chapter's members is permitted.
 12. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to walking through the presenters' show, talking over the presenting organization, etc.
 13. Any disruptive or discriminatory behavior from any member or organization should immediately be reported to the Office of Student Life. After an official report has been received, the violating organization will be sanctioned appropriately.
 14. Presentations must begin no later than **7:00 p.m.** and last no longer than two hours. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
 15. Rehearsals for the show may not extend **5 hours** in a single day and must be conducted between the days and hours listed in **Section V Paragraph C**.
 16. Physical demands outside of what is considered reasonable for practicing of a step show is not permitted.
 17. All shows must respect new members, members, alumni, other organizations, and the University.
 18. All University policies and procedures must be followed.
- * University policies, practices, guidelines, and procedures, which may be updated and approved subsequent to the publication of this document, will in some instances take precedence over the contents of this document.



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Intercultural Greek Council Chapter Membership Intake Information Form

The chapter membership intake information form must be completed and submitted at least **2 business weeks in advance** of the beginning of the intake process and should be accompanied by a copy of paperwork from the Inter/National or Regional Headquarters or other proper authority, which indicates permission for the chapter to conduct membership intake during the time period indicated.

CHAPTER INFORMATION

Organization Name: _____ Chapter Designation: _____

Chapter President Name: _____

Chapter Intake Director Name: _____

Graduate Chapter Advisor Name: _____

PROCESS OUTLINE

- I understand that an official letter from the national or corporate office stating their agreement and acceptance of the chapters' proposed intake program, schedule, and timeline for the intake and new member education process is required prior to official approval by the University.
- I understand that if this form and the accompanying documents are not complete before the beginning of the intake process, no intake of new members will be allowed. All forms are required to have all necessary signatures as outlined on each form.
- I declare that all information submitted on this form is true to the best of my knowledge, as well as that of the entire chapter membership, and hereby give permission to the Office of Student Life to verify the validity of this information.
- I understand that the Director of Student Organizations may reserve the right to deny intake if evidence is presented that indicates that a chapter is not prepared for initiating new members.
- If any of this information is found to be false or misleading, the Office of Student Life reserves the right to suspend the intake process pending full investigation of false statements.
- I understand that auxiliary groups (little sister, little brother groups) are inconsistent with the purpose and philosophy of single-gender fraternal organizations and are not allowed to be associated in any way with member chapters of the Widener University Intercultural Greek Council.
- I understand that any deviation from the policies of my inter/national organization must be supported in writing from the Regional or National Headquarters.
- In the event of any illegal activity perpetrated against potential or prospective new members taking place before, during, or after the time period specified for intake, liabilities as a result of those actions will be the sole responsibility of the Chapter. The Faculty/Staff Advisor, the Office of Student Life, and Widener University will NOT be held liable nor considered responsible for any illegal activities.

_____	_____	_____	_____
Chapter President Signature	Date	Phone #	Email Address

Alumni Chapter Advisor Acknowledgment

As a representative of the inter/national organization of _____, I hereby provide permission for the local chapter at Widener University to conduct intake activities during the time frame listed on the approved intake schedule. On behalf of the inter/national organization, I further confirm that the chapter is in both good academic and financial standing.

_____	_____	_____	_____
Graduate Chapter Advisor Signature	Date	Phone #	Email Address

FOR OFFICE USE ONLY: Form Received By: _____ Date / Time Received _____